

28 April 2004

Manpower and Equipment Control
Equipment Survey Program

***This supplement supersedes AE Supplement 1 to AR 570-7, 3 October 2002.**

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Summary. This supplement prescribes policy and procedures for conducting equipment surveys in USAREUR.

Summary of Change. This revision replaces all references to the Office of the Deputy Chief of Staff, Resource Management, HQ USAREUR/7A, with the Office of the Deputy Chief of Staff, G8, HQ USAREUR/7A.

Applicability. This supplement applies to—

- USAREUR tables of distribution and allowances (TDA) organizations and TDA augmentations to units organized under tables of organization and equipment (TOE).
- Active Army general support forces (GSF), nonreadiness reporting units, military police units, and GSF school support (SS) units organized under a modification table of organization and equipment (MTOE).
- Units down to division level.

Supplementation. Organizations will not supplement this supplement without USAREUR G8 (AEAGF-C) approval.

Forms. This supplement prescribes AE Form 570-7E. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this publication must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System Web site at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this supplement is the USAREUR G8 (AEAGF-C, DSN 370-6116/8683). Users may suggest improvements to this supplement by sending DA Form 2028 to the USAREUR G8 (AEAGF-C), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

AR 570-7, 22 January 1991, is supplemented as follows:

Paragraph 1-4e(1), Responsibilities. Add the following:

In USAREUR, the ESP is established by the USAREUR G8. To keep costs down, survey teams will use modified procedures to conduct equipment surveys electronically. Electronic equipment surveys will be conducted according to the procedures in the basic AR and this supplement to validate TDA equipment requirements. Survey teams will limit on-site surveys to the time required to conduct briefings, validate property-accountability records, and obtain equipment-utilization data.

Paragraph 2-1, Frequency of Equipment Surveys. Add subparagraph d as follows:

d. USAREUR TDA units will be categorized as follows for equipment surveys or equipment-authorization review and validation:

(1) Units where no equipment is authorized: No survey is required.

(2) Units with authorizations of less than \$1 million: Only a desk survey is required.

(3) Units with authorizations primarily for tactical or training-type equipment or both: Survey teams will conduct surveys only with DA-proponent assistance to approve and implement changes on site. Survey teams will manage other required changes using memorandums.

(4) All other TDA units: Survey teams will conduct the equipment survey using procedures in this supplement, paragraph 1-4e(1). An ad hoc team may be formed under the supervision of the ESP Manager, Office of the G8, HQ USAREUR/7A, for any TDA activity requiring extensive on-site survey work.

Paragraph 2-6, Presurvey Briefings and Discussions. Add subparagraphs a and b as follows:

a. Survey teams will invite tenant units and activities that are concurrently scheduled for a desk-audit equipment survey to attend the presurvey briefing.

b. Survey teams will provide comprehensive equipment-survey preparation instructions at the presurvey briefing. Survey teams will provide information required for the survey electronically as explained during the presurvey briefing.

Paragraph 2-11a, Turn-in of Excess Equipment. Add the following:

The property book officer will list equipment not turned in during the equipment survey on AE Form 570-7E. The survey team will discuss this list with the commander during the exit briefing. Instructions for completing AE Form 570-7E are on the back of the form.

Paragraph 3-4a, Installation or Unit Preparations. Add the following:

The commander will send the name and telephone number of the surveyed command POC to the USAREUR G8 (AEAGF-C), Unit 29351, APO AE 09014-9351. The surveyed command POC will coordinate with the survey team to obtain specific information for the equipment survey and to schedule required briefings.

Paragraph 3-4e, Installation or Unit Preparations. Add subparagraphs (6) through (8) as follows:

(6) A list of supervisor positions identified by TDA paragraph number and associated property-book hand-receipt numbers.

(7) The TDA and unit property books and one copy of TDA property hand-receipts.

(8) A list of equipment on hand as capital lease.

Paragraph 3-4, Installation or Unit Preparations. Add subparagraphs f and g as follows:

f. For the on-site survey and review work, designate a securable workarea for the equipment survey team. The workarea must have dedicated telephone access, a desktop computer with e-mail and Internet access, and enough space for interviews.

g. Provide justification for irreconcilable differences between TDA equipment authorizations and TDA-type equipment (listed in EM 0007, FEDLOG) recorded on unit property books. This justification must support a requested change to equipment authorizations. Commanders will request turn-in of items not required.

Paragraph 3-8, Equipment Requirement Reviews of TDA Installations or Units. Add subparagraph m as follows:

m. Conduct a closeout meeting at the end of an equipment survey to resolve any nonconcurrences with equipment survey recommendations. The team will issue a memorandum providing the date, time, and location of the meeting. Attendees should include the commander, property book officer, resource management officer, and any equipment supervisor who disagrees with equipment-survey recommendations. After the mid-managers closeout meeting, the survey team will refer unresolved nonconcurrences to the USAREUR G8 (AEAGF-C).

Paragraph 3-12c, Post-Survey Activities. Add the following:

The survey team will give the commander a memorandum listing equipment requiring DA approval.

Appendix A, Section I, Required Publications. Add the following:

AR 71-32, Force Development and Documentation—Consolidated Policies

Appendix A, Section II, Related Publications. Add the following:

AR 25-400-2, The Army Records Information Management System (ARIMS)

Appendix A, Section III, Prescribed Forms. Add the following:

AE Form 570-7E, Excess Equipment Record/Report

Appendix A. Add section IV as follows:

**Section IV
Related Forms**

DA Form 2028, Recommended Changes to Publications and Blank Forms

Glossary, Section I, Abbreviations. Add the following:

AE	Army in Europe
AR	Army regulation
DA	Department of the Army
G8	Office of the Deputy Chief of Staff, G8, HQ USAREUR/7A
POC	point of contact
USAREUR	United States Army, Europe