

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 15 February 1980

EQUIPMENT STATUS REPORTING AND REVIEW (ESR)

CHAPTER I

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*This regulation supersedes USPF0 SUPPLEMENT NO. 1 to Chapter 2, AR 710-3, dated 27 December 1974.

CHAPTER I

1-1. References:

- a. NGR/AR 710-3.
- b. Chapter 7, NGB Manual 700-1.

1-2. Purpose.

a. The USPFO is required to provide equipment status report listings to all TOE/TDA units and activities maintaining property book accounts at least semi-annually. Commanders will verify these listings with authorization documents and property books. Changes and/or corrections will be annotated and returned through command channels to the USPFO for subsequent updating of equipment status records.

b. The ESR may also be used by the USPFO examiners to verify the records during a change of commander/PBO and during the annual unit examination of records to insure compatability with USPFO records. Any of these processes will satisfy one of the semi-annual ESR reconciliation requirements required by NGR/AR 710-2.

c. Property Book Officers and Separate Company AST's are encouraged to schedule the reviews in conjunction with any pre-planned trip to Topeka. The following minimum records are required to complete a semi-annual review:

- (1) Organizational and Installation Property Book.
- (2) Current and last year's non-expendable Document Register.
- (3) Current and last year's non-expendable Document File.
- (4) Suspense file.

CHAPTER II

2-1. Procedures.

a. All items of equipment recorded as authorized and/or on hand in unit or activity property records, identified by a line number in SB 700-20, are reported using RICC code assigned. Major items of equipment on hand, not identified with line item number in SB 700-20, will be reported using line item number 99999Y and RICC Code 9.

b. The following are exceptions to the reporting criteria and will not be reported:

(1) Nonexpendable components of medical assemblies (Ref: Para 2-7c(5), AR 710-2.)

(2) Ammunition items.

c. The following is an explanation of column headings of ESR listing:

(1) CARD:

Authorization Card Code M
Asset Card Code N

(2) ACCT: Type of property account:

Code A - TOE Unit Organization Property
Code B - TOE Unit Installation Property
Code C - TDA Unit/Activity Property
Code D - Annex to Property Book (COMSEC items only)

(3) AUTH: Type of authorization:

Code 1 - Authorized by TOE/MTOE
Code 2 - Authorized by TDA/MTDA
Code 3 - Authorized by CTA
Code 6 - Operational Readiness/Maintenance Float
Code 8 - Unauthorized (reportable item on hand not authorized under type authorization codes 1, 2, 3, 6, or 9 and not issued as a substitute item)
Code 9 - Authorized by TM, AR, Ltr, or other special authorization pending inclusion in appropriate TOE/MTOE, MTDA/TDA, or CTA.

(4) AUTH. LINE: Authorized Line Number

(5) ON HAND LINE: Line item number of Asset being reported
(99999Y Major items on hand not assigned LIN in SB 700-20)

(6) NSN: National Stock Number of item being reported.

(7) ITEM DESCRIPTION: Generic nomenclature of item restricted to 21 characters on listing.

(8) REQD: Quantity authorized by TOE, TDA, or CTA.

(9) AUTH: Quantity authorized for training by MTOE/MTDA. For CTA items, actual requirements not to exceed maximum CTA allowance.

- (10) O/H STD: Quantity on hand of standard A or B items of equipment. (Ref: Chapter 1, SB 700-20.)
- (11) O/H L-STD: Quantity on hand of limited standard items. (Not A or B)
- (12) O/H SUB: Quantity on hand as a substitute.
- (13) O/H TOTAL: Total quantity on hand.
- (14) MATE: First character is code designation of Mobilization and Training Equipment Site. The item is hand received to:
 - Code I - Camp Ripley
 - Code K - Ft. Riley
 - Code W - Ft. McCoy
 - Code Y - Fort Carson
 - Code X - Items on HR to two or more MATES
 Second figure is the quantity on hand at the MATE.
- (15) YR MFG: Year of manufacture of selected air delivery items only.
- (16) PI: Pacing Item Code. LIN/MTOE correlation table is provided in App B, AR 220-1.
- (17) LCC: Logistics Control Code. (Chapter 1, SB 700-20)
- (18) RICC: Reportable Item Control Code. RICC 0, 1, 2, 3, 8, or 9 reportable items. (Chapter 1, SB 700-20)
- (19) ERC: Equipment Readiness Code - Listed in Sect III of MTOE.
- (20) UIC: Unit Identification Code.
- (21) AUTH DOC: Authorization Document Number. (i.e. 07045HNG13, CTA 50-909, etc.)
- (22) SLSN: State Logistics Sequence Number is assigned by NGB to each unit and major command. This will be the normal order of precedence in supply, maintenance, and other logistics support to be provided or allocated.
- (23) SERV: Not applicable to units.
- (24) DATE: Last updating action.

d. Updating of the Machine Listing:

(1) Corrections to LIN's, NSN, quantities, etc. will be annotated on all copies by lining out erroneous data and legibly printing the correct data directly above the lined-out entry.

(2) Reportable items that are on hand but not entered on the machine listing will be added to the bottom of the listing.

(3) As part of the updating process, the information shown on the listing must be compared with information posted to the unit's Organizational and Installation Property Book. It is very important that National Stock Numbers and RICC's be compared and adjustments made or investigated so that both the unit and USPFO records agree.

(4) Units are reminded that in some cases quantities on hand may include issues, lateral transfers, and/or turn-ins that have not been posted to the unit's property records or the USPFO Equipment Status. In such cases, it is required that recent document number transactions be entered on the machine listing to aid in researching disagreements. (e.g., 2 ea T/I on 0036-0001 or 1 ea rec'd on 9300-0001)

e. Two (2) copies of the corrected machine listing, authenticated by the Commander/PBO, will be returned through command channels to the USPFO, KS-ARL. One (1) carbon copy will be maintained in the unit's supply records file and the remaining copy used as the Commander/PBO may desire.

THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: AGKS-USPFO (ARL), P. O. BOX C-300, TOPEKA, KS 66601.

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