

APPENDIX A
INSTRUCTIONS TO FILL OUT DA FORM 4610-R

BLOCK 1. TITLE OF FUNCTIONAL AREA. The Nomenclature associated with the paragraph number of the section that is going to use the equipment.

EX. COMPANY HEADQUARTERS PARA 101
OPERATION SECTION PARA 102
TRUCK SQUAD PARA 104

BLOCK 2. UNITS UIC UIC OF Requestor.

BLOCK 3. UNIT DESIGNATION. (MUST MATCH TDA DOCUMENT)

BLOCK 4. TDA NUMBER. For TDAs it is their UIC with NG added to front.

BLOCK 5. CCNUM. Found on the TDA. ALWAYS USE THE LATEST APPROVED TDA DOCUMENT.

PART 1-EQUIPMENT

SECTION A-ITEMS TO BE ADDED AND/OR DELETED

ITEM NUMBER: 1 for the first one, 2 for the second and so on

PARA NUMBER: Of Section using the equipment.

LIN (Line Item Number): to be added that is not authorized to the unit or deleted from TDA.

ERC: For TDA is always B.

CHAPTER # FROM SB700-20: Chapter 2 and 6 are TDA Authorizations.

NOMENCLATURE: Name Of Item.

COST: Unit Price

QTY ADDED: How many do you want added to TDA.

QTY DELETED: Qty no longer needed to complete the mission.

NEW PARA QTY: How many you will be authorized if DA Form 4610-R is approved.

NEW RECAP QTY: Total qty the unit will be authorized.

QTY ON HAND NOT AUTH: QTY on-hand in excess of authorization.

YOU CAN LIST UP TO 10 ITEMS PER 4610-R ADDS AND/OR DELETES

PART III: JUSTIFICATION

Ensure justification is detailed and specific enough to allow analysis and review at NGB and HQDA Equipment Review Board (ERB) level. Each piece of equipment will be evaluated on its own merit. A complete justification must contain the following:

1. List the name or type of unit and explain the unit mission.
2. Explain the purpose for your request or why equipment is required.
3. Explain why equipment currently on hand cannot perform the mission.
4. Explain why you are requesting Army equipment and not commercial. Example: Equipment is currently on hand and excess to the state.
5. How are you currently performing the mission? Explain impact on mission if not authorized.
6. If the unit is a schoolhouse, explain frequency of use, class size, student to equipment ratio, to support mobilizing Soldiers, etc.
7. If unit is maintenance activity, additionally explain purpose of the equipment, level of maintenance, density of end items supported and number of units it supports.
8. A tactical wheeled vehicle questionnaire MUST be filled out for tactical vehicles as outlined by FMSWeb. A list of all tactical wheeled vehicles that require the questionnaire can be found on FMSWeb.

NOTES:

1. MTOE Units CANNOT Request Standard LINs Via DA Form 4610-R.
2. Once DA 4610-R is submitted to MNPF-SS, move equipment to PBIC B, TAC of B.
3. SLAMIS LIN additions. All Non-Standard SLAMIS LINs go on Section IIIs, supplement equipment. Submit DA4610-R using above instructions. These will be manually emailed by FIRO to NGB-ARF for submission.