

Report Date: 04 Feb 2014

**Summary Report for Individual Task
805D-208-4103
Write a Property Authorization Justification Statement
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Given Common Table of Allowances (CTA) 50-909, local UMT section Modification Table of Organization and Equipment (MTOE), local chaplain section Table of Distribution and Allowances (TDA), Supply Bulletin (SB) 700-20, and local Resource Management Office (RMO) supply policy statements and AR 25-50. This task should not be trained in MOPP.

Standard: Write a property justification statement IAW AR 25-50 utilizing the Army writing style, checking for accuracy of document, staff document through Chaplain Resource Manager and Installation chaplain for review prior to submitting to Resource Management Office on installation.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. You need the local commander's approval to purchase nonstandard items of equipment costing \$5000 or less if the equipment is not listed on the section TDA, in CTA 50-909, or in SB 700-20.
2. Property justification statements are required when requesting or purchasing chaplain section property which has not been previously authorized and is not listed in the publications mentioned in the previous paragraph.
3. Adequate funding authorization must exist to cover the cost of the equipment or other items requested.
4. Equipment requests may need to be justified six months to one year before the item is actually ordered through supply channels. Submit justification with CMRP as unfinanced requirement

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Soldiers should be evaluated based on their ability to perform the tasks in accordance with the performance measures listed in this manual. Soldiers who miss any performance measure should be retrained and reevaluated.

Evaluation Preparation:

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Check to see if the equipment requires an authorization statement. See if the item is:			
a. Non-standard.			
b. Not listed in the section TDA, in CTA 50-909, or in SB 700-20.			
2. Obtain identifying information about the equipment.			
a. Complete description.			
b. National Stock Number (NSN).			
c. Line number (LIN).			
d. Quantity to be ordered.			
e. Unit cost.			
f. Manufacturer or recommended vendor.			
3. Draft the statement explaining the need for the equipment.			
4. Draft a statement of impact to show what will result if the equipment requested is denied.			
5. Check the information and statements for compliance with Property Book Office (PBO) and Resource Management Office (RMO) policy.			
6. Prepare the typewritten justification statement. Type this IAW 25-50. The justification statement will include the identifying information, the statement of need, and the statement of impact.			
7. Submits the completed authorization statement thru the Chaplain Resource Manager for review and approval.			
8. Submits the signed authorization justification statement through channels for action.			
a. CPBAC for NAF/AF property.			
b. Submit with CMRP (unfinanced requirement).			
c. Local PBO/S-4/ G-4.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	Yes	No
	DA PAM 165-3	Chaplain Training Strategy	No	No
	DACH IRML CTOF MEMO	Chief of Chaplains Interim Implementation Guidance for Resourcing the Religious Mission	Yes	No
	FM 1-05	Religious Support	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support

available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None