

ORIGINATOR CHECKLIST FOR CTA CHANGE REQUESTS

(FORSCOM Pam 310-3)

Use entire check sheet. All responses should be "Yes", "No", or "NA". If "No" response to any questions, request is disapproved. If you have questions, call your installation Manpower, Equipment, and Documentation Division.

ITEM	YES	NO	NA
1. Have you correctly identified the requested item?			
2. Have you recommended the basis of issue; i.e., how many of the items should be authorized and which individuals, organizational elements or locations should be authorized the item?			
3. Have you described why you require it - factually, clearly, concisely and in sufficient detail to enable a reviewer not familiar with your organization's operations to understand your need for it?			
4. Have you described the benefit the item will provide if it is authorized; e.g., less time to perform a specific task, better accomplishment of a task, lower cost of operations (cost savings or cost avoidance), improved working conditions?			
5. If the benefit you describe is cost savings or cost avoidance, have you computed (and shown how you computed) the first full year benefit; i.e., figured the cost savings or cost avoidance in your unit (at UIC level) for one entire year?			
6. Have you identified the item(s) in the current CTA which is most like the item you need and explained briefly why it will not meet your need?			
7. Have you identified the items in the CTA that should be replaced by the requested item?			
8. Are items requested for addition to CTA 50-900 or CTA 50-909 nonexpendable? (Defined in para 7-2, AR 735-5 as personal property that is not consumed in use and that retains its original identify during the period of use. This includes all nonconsumable major end items authorized by DA recognized authorization documents listed in para 2-3 and items that have an ARC of "N" in the AMDF.)			
9. If this is a commercial item does it cost more than \$50 and less than \$5,000?			
10. Is a manufacturer's brochure provided to identify each commercial item requested?			
11. If this request is for new items of clothing and individual equipment, has it met all the requirements in Chapter 3, AR 700-86 prior to submission for addition to CTA 50-900?			
12. Do you believe that your need for this item and the benefit it will bring, as you have described, are compelling enough that the commander of your organization and the Army should spend taxpayer's dollars to buy it?			
13. Do you understand that if this request is approved, the approval cannot be used as a basis for requesting and increase in the funds allocated to the installation or organization and that the authorized item must compete with others for funds?			

TYPED NAME, GRADE OR TITLE	TELEPHONE		SIGNATURE
	AUTOVON	COMMERCIAL <i>(Area Code)</i>	