NOT MEASUREMENT
SENSITIVE

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DEPARTMENT OF DEFENSE
HANDBOOK

GUIDANCE FOR PREPARATION
OF
HAND RECEIPT TECHNICAL MANUALS (-HR)

This handbook is for guidance only.
Do not cite this document as a requirement.

AMSC N/A AREA TMSS

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

FOREWORD

1. This handbook is approved for use by the Department of the Army, and is available for use by all Departments and Agencies of the Department of Defense.

2. Beneficial comments (recommendations, additions, deletions) and any pertinent data that may be of use in improving this document should be addressed to: USAMC Logistics Support Activity, ATTN: AMXLS-AP, Redstone Arsenal, AL 35898-7466 by using the Standardization Document Improvement Proposal (DD Form l426) appearing at the end of this document or by letter. Comments may be submitted via FAX to: (205) 955-9850 or DSN 645-9850 or via E-Mail to: rarmstro@logsa.army.mil.

3. This handbook is for guidance only. This handbook cannot be cited as a requirement. If it is, the contractor does not have to comply.

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1. **SCOPE**

1.1 Scope. This handbook contains guidance for information only in the preparation of technical manual (TM) hand receipt (HR) publications, covering the line item entry for system/end item and the content of the applicable Components of End Item (COEI), Basic Issue Items (BII), and Additional Authorization List (AAL).

2. **APPLICABLE DOCUMENTS**

2.1. Government documents.

2.1.1 Standards. The following standards form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those listed in the latest issue of the Department of Defense Index of Specifications and Standards (DODISS) and supplement thereto.

STANDARDS

Military

MIL-STD-38784	Standard Practice for Manual, Technical: General Style and Format Requirements
MIL-STD-129	Marking for Shipment and Storage

(Unless otherwise indicated, copies of the above standards are available from the Standardization Document Order Desk, 700 Robbins Avenue, Bldg 4D, Philadelphia, PA 19111-5094.)

2.1.2 Other Government documents and publications. The following other Government document/publication forms a part of this document to the extent specified herein.

DoD	5220.22-M	Industrial Security Manual for Safeguarding Classified Information

(Pentagon personnel may obtain copies of the above DoD Issuance from the U.S. Army Information Systems Command, Publications Service Center, ATTN: ASQNS-OP-MO-D, Room 1B928, Pentagon, Washington, D.C. 20310. All other Army personnel may obtain copies from the U.S. Army Publishing Agency, ATTN: ASQZ-NV, 2461 Eisenhower, Hoffman Bldg 1, Room 1040, Alexandria, VA 22331.)

2.2 Non-Government Publications. The following document forms a part of this document to the extent specified herein. Unless otherwise specified, the issue of the documents that are DoD

adopted are those listed in the latest issue of the DODISS, and supplement thereto.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM D3951 (DoD adopted)	Standard Practice for Commercial Packaging

(DOD activities can obtain copies of ASTM-D3951 from Military Specifications and Standards, 700 Robbins Avenue, Bldg 4D, Philadelphia, PA 19111-5094. Other Government activities, contractors, and other private concerns must procure copies from the American Society for Testing and Materials, 100 Barr Harbor Dr., West Consohocken, PA 19428-2959.

2.3 Order of Precedence. In the event of a conflict between the text of this handbook and the references cited herein, the text of this handbook takes precedence. Nothing in this handbook, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3. **DEFINITIONS**

3.1 Acronyms used in this handbook. The acronyms used in this handbook are defined as follows:

a.	AAL	-	Additional Authorization List
b.	AMSDL	-	Acquisition Management Systems and Data Requirements Control List
c.	ASTM	-	American Society for Testing and Materials
d.	COEI	-	Components of End Item
e.	CDRL	-	Contract Data Requirements List
f.	DODISS	-	Department of Defense Index of Specifications and Standards
g.	DID	-	Data Item Description
h.	EIC	-	End Item Code
i.	FAR	-	Federal Acquisition Regulation
j.	MTOE	-	Modified Table of Equipment
k.	NSN	-	National Stock Number

3.2 Additional Authorization List (AAL): Items authorized by the appropriate Modified Table of Equipment (MTOE), Table of Distribution and Allowances (TDA), Common Table of Allowances (CTA), or Joint Table of Allowances (JTA).

3.3 Basic Issue Items (BII): Items authorized by the applicable operator’s manual.

3.4 Components of End Item (COEI): End item components authorized by the applicable Repair Parts and Special Tools List (RPSTL).

3.5 Data: Recorded information, regardless of form or method of the recording.

3.6 Data Item Description (DID), DD Form 1664: A completed form that defines the data required of a contractor. The form specifically defines the data content, preparation instructions, format, and intended use. DIDs are prepared in accordance with DOD-STD-963.

3.7 End Item Code (EIC): A three-position alphanumeric code used to identify an Army-managed end item.

3.8 Handbook: A handbook is a guidance document that enhances user awareness by providing engineering information; lessons learned; possible options to address technical issues; classification of similar items, materials, or processes; interpretive direction and techniques; and any other type of guidance information that may help the Government or its contractors in the design, construction, selection, management, support, or operation of systems, products, processes, or services.

3.9 Hand Receipt (HR), DA Form 2062: A completed form on which is listed the system/end item, the contents of Components of End Item (COEI), Basic Issue Items (BII), and Additional Authori-zation List (AAL) items related to the end item, along with the issuer and receiver of the items.

3.10 Hand receipt number: A locally designated number used to post the location of property in the property book.

3.11 National Stock Number (NSN): A 13-digit number assigned an item and used to identify and requisition the item.

4. **CONTENT GUIDANCE**

4.1 Content. Hand receipt publications should consist of:

a. Front cover.

b. Title block page.

c. Section I, Introduction.

d. Section II, Hand Receipt.

4.1.1 Front Cover. The cover of the hand receipt manual should consist of:

a. Applicable TM designator.

b. The title "HAND RECEIPT COVERING CONTENTS OF COMPONENTS OF END ITEM (COEI), BASIC ISSUE ITEMS (BII), AND ADDITIONAL AUTHORIZATION LIST (AAL) FOR (short end item title)".

c. National Stock Number (NSN) for respective end item.

d. Applicable distribution statement in accordance with MIL-STD-38784.

e. End item code (if applicable).

An example of a front cover is at FIGURE 1.

4.1.1.l Numbering. Hand receipt publications should be assigned the same basic number as related technical manuals. A dash and the letters "HR" should be added to the basic number (see FIGURE 2). All hand receipt publications should carry a -10 maintenance level designator.

4.1.2 Title block page. Title block page shall consist of:

a. Applicable TM number.

b. Title (see 4.1.1b).

c. National Stock Number.

d. End Item Code (if applicable).

e. Statement regarding reporting of errors.

f. Table of contents showing section, title of the section, and applicable page number. An example of a title block page is at FIGURE 3.

4.1.3 Section I. Introduction. TM hand receipt Section I, Introduction, should consist, as a minimum, of the following paragraphs:

a. SCOPE - describes the scope and purpose of the HR.

b. GENERAL - explains the overprinted DA Form 2062 and its purpose; local reproduction authorization; and provides an address for requisitioning additional copies of HR's.

c. EXPLANATION OF BLOCKS AND COLUMNS (DA FORM 2062) includes explanations of all applicable codes used on the DA Form 2062 (e.g., controlled inventory item code (formerly SEC) and accounting requirements code (ARC)).

d. AUTHORIZATION DOCUMENTS - provides the authorization documents for COEI, BII, and AAL.

Additional paragraphs addressing other introductory information may be added as appropriate. An example of Section I, Introduction, is at FIGURE 4.

4.1.4 Section II, Hand Receipt.

4.1.4.1 Technical Content. The hand receipt DA Forms 2062 should consist of COEI, BII, and AAL contents extracted from the applicable validated and verified operator's manual.

4.1.4.2 Overprinted DA Form 2062. TM hand receipt publications should include overprinted DA Forms 2062 for line item entry for system/end item and the contents of the applicable COEI, BII, and AAL. The TM hand receipt COEI, BII, and AAL title headers and listings should be in the same sequence as used in the related operator technical manual (i.e., (1) system/end item line item entry; (2) COEI; (3) BII; and (4) AAL). Content guidance for TM hand receipts is detailed in the following paragraphs:

a. The related TM number and date of publication, end item stock number, and the end item description and quantity should be shown in the applicable blocks in the heading of DA Form 2062. The line item entry for the end item and contents of COEI, BII and AAL lists, with applicable headers, should comprise one DA Form 2062 (front side with continuation sheet(s), see FIGURES 5 and 6).

b. The continuation sheet(s) should contain the TM number and short end item title placed at the top left (outside the margin of the DA Form 2062). When COEI, BII, and/or AAL listings require a continuation sheet, the first line of the description column should include the applicable title (i.e., COEI, BII, or AAL) followed by a dash and the word "Continued" (see FIGURE 6).

c. Sufficient space (8 lines minimum) should be left at the end of a listing for signature of recipient of COEI, BII, and AAL

items. If a list of components extends too far on the page to allow for signature in the balance columns, add a blank continuation sheet (see FIGURE 7).

d. When a title header (e.g., COEI, BII, or AAL) has an applicable listing in the operator technical manual, the TM hand receipt should consist of the title header followed by the line item entry for NSN; brief item description (which shall include Commercial and Government Entity Code (CAGEC) and part number (PN), in that order); the accounting requirements code; the physical security/pilferage code; unit of issue information; and quantity authorized.

e. When a title header (e.g., COEI, BII, or AAL) has no applicable listing in the operator technical manual, the title header should appear on the TM hand receipt with the line entry "NOT APPLICABLE" (see FIGURE 6).

4.1.4.3 Current as of date. The statement "Current as of" should be shown at the bottom of each DA Form 2062 as shown at FIGURE 5. The cited date should be the publication date of the current operator's manual/change from which the TM hand receipt data was extracted.

5. **NOTES**

(This section contains information of a general or explanatory nature that may be helpful, but is not mandatory.)

5.1 Intended use. The hand receipt publications prepared in accordance with this handbook should provide overprinted DA Form 2062 hand receipts covering the line item entry for system/end item and the content of the applicable COEI, BII, and AAL. This eliminates the need for Army organizations to prepare hand receipts manually for sub-hand-receipting purposes.

5.2 Acquisition requirements. Acquisition documents should specify the following:

a. Title, number, and date of this handbook.

b. Issue of DODISS to be cited in the solicitation and, if required, the specific issue of individual documents referenced (see 2.1.1).

5.3 TM acquisition. This handbook should be listed on the CDRL (DD Form 1423) in order to acquire the TM described by this handbook, except where DOD FAR Supplement 27.475-1. exempts the requirement for a DD Form 1423.

5.4 Subject term (key word) listing.

Additional Authorization List
Basic Issue Items
Components of End Item

TM X-XXXX-XXX-XX-HR

HAND RECEIPT

COVERING
CONTENTS OF COMPONENTS OF END ITEM (COEI),
BASIC ISSUE ITEMS (BII),
AND ADDITIONAL AUTHORIZATION LIST (AAL)
FOR

(NOMENCLATURE)
(NSN)

EXPORT WARNING. This document contains export-controlled technical data whose export is restricted by the Arms Control Act(Title 22, U.S.C., Sec 2751 et seq) or Executive Order 12470. Violations of these export laws are subject to severe criminal penalties.

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors on a need-to-know basis. This determination was made on (DATE). Other requests for this document will be referred to Commander, Armanent and Chemical Acquisition and Logistics Activity, ATTN: AMSTA-AC-NML, Rock Island, IL 61299-7630.

DESTRUCTION NOTICE. Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

DEPARTMENT OF THE ARMY
(DATE)

FIGURE 1. Example of an HR front cover.

TECHNICAL MANUAL HAND RECEIPTS WILL BE ASSIGNED NUMBERS AS FOLLOWS:

Technical manuals which include listings of line item entry for system/ end item and content of applicable COEI, BII, and AAL:		Number assigned to hand receipt publication listing the same line item entry for system/end item and and content of applicable COEI, BII, and AAL:
TM 9-2320-266-10	→	TM 9-2320-266-10-HR
TM 5-5420-200-12	→	TM 5-5420-200-10-HR
TM 5-1080-200-13&P	→	TM 5-1080-200-10-HR

FIGURE 2. Example of HR publication number.

TM X-XXXX-XXX-XX-HR

HAND RECEIPT
TM X-XXXX-XXX-XX-HR

DEPARTMENT OF THE ARMY
Washington, D.C. (DATE)

HAND RECEIPT

COVERING
CONTENTS OF COMPONENTS OF END ITEM (COEI),
BASIC ISSUE ITEMS (BII),
AND ADDITIONAL AUTHORIZATION LIST (AAL)
FOR

(NOMENCLATURE)
(NSN)

REPORTING OF ERRORS AND RECOMMENDING IMPROVEMENTS

You can help improve this manual. If you find any mistakes or if you know a way to improve the procedures, please let us know. Mail your letter or DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to: Commander, Armament and Chemical Acquisition and Logistics Activity, ATTN: AMSTA-AC-NML, Rock Island, IL 61299-7630. A reply will be furnished to you.

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DESTRUCTION NOTICE. Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

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		Page
Section I	Introduction	
Section II	Hand Receipt	1-1

FIGURE 3. Example of HR title block page.

Section I. INTRODUCTION

1. Scope

This publication provides an overprinted DA Form 2062 (Hand Receipt) which lists the contents of Components of End Item (COEI), Basic Issue Items (BII), and Additional Authorization List (AAL) items related to the satellite communications terminal.

2. General

a. Section I lists the overprinted DA Form 2O62 that lists the line item entry for System/End item and the contents of COE1, Bll, and AAL extracted from TM XX-XXXX-XXXX-XX. The listings consist of exactly the same items and are in the same sequence as those listings in TM XX-XXXX-XXXX-XX.

b. The overprinted DA Form 2062 will eliminate manual preparation of the form and will assist organizations in inventorying and accounting for property as rquired by AR 710-2.

c. Local reproduction of the overprinted DA Form 2062 is authorized. However, organizations shall complywith local policies in the reproduction of DA Form 2062 by office copying equipment, field printing plant, or duplicating plant facilities.

d. Additional copies of this publication may be requisitioned from the U.S. Army Adjutant General Publications Center, Baltimore, MD, in accordance with the procedure in Chapter 12, DA Pam 25-30, and DA Pam 310-10.

3. Explanation of Blocks and Columns (DA Form 2062)

Refer to DA Pam 710-2-1, Chapter 6. Additional information required to complete DA Form 2062 is as follows:

a. From. Enter the organizations for which the property book is maintained.

b. To. Enter the UIC and the hand receipt file number of the unit/personnel receiving the property.

c. Hand Receipt Number. Enter a locally designated number. Use it to post the location of property in the property book.

d. End Item Stock Number. Contains the National Stock Number (NSN) to the end item covered by the hand receipt.

e. End Item Description. Contains the end item short title.

FIGURE 4. Example of Section I, Introduction (Sheet 1 of 4).

f. Publication Number. Contains the TM number of the technical manual containing the Operator/Crew instructions for the equipment.

g. Publication Date. Date of the Operator/Crew TM.

h. Quantity. Quantity of the end item covered by this hand receipt.

i. Stock Number (Column). National stock number of the item described. Items without stock numbers should be requisitioned by Commercial and Government Entity Code (CAGEC) and part number direct from: U.S. Army Communications-Electronics Command and Fort Monmouth, ATTN: AMSEL-LC-LEO-E-EQ-P, Building 1209, 1st Floor, Fort Monmouth, NJ 07703-5000.

j. Item Description (Column b). Identifies the item contained in the COEI, BII, and the AAL. It will also contain nomenclature, serial/USE number (if applicable) that will be useful in identifying and controlling the item. Serial number is to be inserted and initialed on all copies by hand receipt holder.

k. (Column c). The Accounting Requirements Code (ARC) is entered here.

NOTE

The Accounting Requirements Code (ARC) refers to property accountability, not to disposal authority. Disposition action and authority for an unserviceable item is governed by the recoverability code (5th position of the SMR code) assigned to the item In the RPSTL.

(1) Refer to DA Pam 7lO-2-1, Chapter 6. Additional information required to complete DA Form 2O62 is listed below.

(2) Hand receipts shall identify the accounting requirements status of all line item entries via column c. One of the following codes will apply:

(N) for Nonexpendable:	**Items not consumed in use, retaining their identity during use, and requiring accountability be maintained throughout the life of the item.**
(D) for Durable:	**Nonconsumable components of sets, kits, outfits and assemblages; all tools in FSCs 5120, 5130, 5140, 5180,5210, 5220, and 5280; and any other nonconsumable with a price in excess of $50.00 not already "N."**
(X) for Expendable:	**Items, regardless of type classificationn or price and which are consumed in use. Includes all class 9 repair parts. Items not consumed in use which cost $50.00 or less and not already "N" or "D."**

FIGURE 4. Example of Section I, Introduction (Sheet 2 of 4).

l. SEC (Column d). The Physical Security/Pilferage code is entered here. This is a one-position code which indicates the security classification or pilferage control for storage or transportation of assets. Order of precedence for assignment of codes is classified, sensitive, pilferable, unclassified, as applicable.

SEC CODE	PHYSICAL SECURITY CODE
A	CONFIDENTIAL - Former Restricted Data
B	CONFIDENTIAL - Restricted Data
	CCONFIDENTIAL
D	CONFIDENTIAL - Cryptologic
E	SECRET - Cryptologic
F	TOP SECRET - Cryptologic
G	SECRET - Former Restricted Data
H	SECRET - Restricted Data
K	TOP SECRET - Former Restricted Data
L	TOP SECRET - Restricted Data
O	Naval Nuclear Propulsion Information
S	SECRET
T	TOP SECRET
U	UNCLASSIFIED

SENSITIVE ITEMS

p	Ammunition and Explosives
Q	An item which is a drug or other substance determined by the Director, Drug Enforcement Administration (DEA), Department of Justice, to be designated schedule symbol III, IV or V as defined in the Controlled Substance Act of 1970, and other items requiring vault storage.
7	Sensitive information, prior to disposal, all nameplates, label plates, tags, stickers, documents or markings, which relate items to weapons system end item application, must be removed and destroyed.

SEC CODE	PILFERABLE ITEMS
I	Aircraft engine equipment and parts.
M	Handtools and shop equipment.
N	Firearms.
V	Individual clothing and equipment.
W	Office machines.
X	Photographic equipment and supplies.
Y	Communications/electronic equipment and parts.

FIGURE 4. Example of Section I, Introduction (Sheet 3 of 4).

Z	Vehicular equipment and parts. Pilferable item, due to its size, shape and utility, which does not fall under one of the above categories. Pilferage controls may be designated by the coding activity to items coded U (unclassified) by recoding the items to J.

m. UI (Column e). Unit of Issue.

n. QTY AUTH (Column f). The quantity authorized to be on hand, or part of the end item.

o. Quantity (Column g). Actual quantity on hand. To be filled in by the receiving unit/personnel.

p. Page Number/Number of Pages. Contains page number and total number of pages for the COEI, BII, and AAL portions of the hand receipt. Hand receipt holder will initial each page number (only when two or more forms are involved). When hand receipt holders change, the old initials will be lined out, and the new hand receipt holder will initial each page.

4. Authorization Documents

a. Components of End Item (COEI) are authorized by the applicable Repair Parts and Special Tools List (RPSTL).

b. Basic Issue Items (BII) are authorized by the applicable operator's manual.

c. Additional Authorization List (AAL) items are authorized by the appropriate MTOE, TDA, CTA, or JTA authorization documents.

Section II. HAND RECEIPT

Following is the Hand Receipt for Radio Set ANNSC-7.

FIGURE 4. Example of Section I, Introduction (Sheet 4 of 4).

HAND RECEIPT/ANNEX NUMBER
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

FROM:

TO:

HAND RECEIPT NUMBER

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY
		Electronic Shop, Shelter AN/ASM-147B/C	TM 11-4940-238-14-1	16 Jan 1978	1

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC d.	UI e.	QTY AUTH f.	g. QUANTITY A	B	C	D	E	F
	Components Of End Item (COEI)										
4940-00-490-5638	CABINET ASSEMBLY, CURBSIDE (80063)	X	U	EA	1						
4940-00-491-0496	CABINET ASSEMBLY, ROADSIDE (80063)	X	U	EA	1						
	CABINET ASSEMBLY, MODIFIED (80063) SC-D-578369	X	U	EA	1						
5995-00-134-7159	CABLE ASSEMBLY, POWER (80058) CX-7453/U	X	U	EA	1						
5995-00-935-2686	CABLE ASSEMBLY POWER STUB (80058) CX-7705	X	U	EA	1						
5995-00-752-2566	CORD ASSEMBLY, TELEPHONE (80063)	X	U	EA	1						
	SM-D-383873GR3										
4940-00-937-2553	CANOPY, INSTALLATION (80058) CW-924	X	U	EA	1						
	CANOPY, INSTALLATION (80058) SM-D-983052	X	U	EA	1						
	(S-280/C SHELTER)										
	DEHUMIDIFIER, MODIFIED (80063) SM-C-633216	X	U	EA	1						
	DRAWER ASSEMBLY (80063)	X	U	EA	1						
5120-00-946-5148	GRIP, CABLE, POWER (80063) SC-B-539592	X	U	EA	1						
5120-00-946-5114	GRIP, CABLE, SIGNAL (80063) SC-B-539593	X	U	EA	1						
4520-00-224-7909	HEATER ASSEMBLY (80063)	X	U	EA	2						
	KARDEX FILE ASSEMBLY (80063) SM-D-633257	X	U	EA	1						
	KEY, HEATER (80063) SC-B-578353	X	U	EA	1						
	KIT, MOBILIZER (80063) SM-B-983026 (AN/ASM-147C)	X	U	EA	1						
2540-00-892-6243	LADDER, BOARDING (80063) MX-3391/G	X	U	EA	1						
8130-00-656-1090	REEL, CABLE (80058) RC-435/U	X	U	EA	1						
5975-00-224-5260	ROD, GROUND (80058) MX-148/G	X	U	EA	1						

* WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

† USED ONLY ON SYSTEMS THAT HAVE MWO 11-5800-220-50-1 COMPLETED
†† USED ONLY ON SYSTEMS WITHOUT MWO 11-5800-220-50-1 APPLIED

PAGE 5 OF 6 PAGES

DA FORM 2062
JAN 82

EDITION OF JAN 58 IS OBSOLETE

CURRENT AS OF: 1 OCTOBER 1994

FIGURE 5. Example of DA Form 2062 (front side)

TM 11-4940-238-14-1 ELECTRONIC SHOP, SHELTER AN/ASM-147B/C

STOCK NUMBER a	ITEM DESCRIPTION b	* c.	SEC d.	UI e.	QTY AUTH f.	g. QUANTITY A	B	C	D	E	F
	(COEI) - Continued										
7520-00-162-6178	SHARPENER, PENCIL (80063)	X	U	EA	1						
5410-00-805-5533	SLING ASSEMBLY (80063)	X	U	EA	1						
6150-00-495-1214	STRAP, GROUND (80063) SC-B-539492	X	U	EA	1						
5805-00-543-0012	TELEPHONE SET, TA-312/PT	N	U	EA	1						
	TIEDOWN ASSEMBLY, REEL (80063) SC-C-578362GR1	X	U	EA	1						
	Basic Issue Items (BII)										
5110-00-293-2339	AXE (80063)	X	U	EA	1						
	BRUSH, DUST (80063)	X	U	EA	1						
4210-00-270-4512	EXTINGUISHER, FIRE (80063)	X	U	EA	1						
6545-00-992-1200	FIRST AID KIT (80063)	X	U	EA	1						
5120-00-900-6096	HAMMER, SLEDGE (80063)	X	U	EA	1						
6230-00-729-9614	LANTERN, HAND (38572)	X	U	EA	1						
	MAT, FLOOR (80063) SM-C-617073	X	U	EA	1						
5975-00-224-5260	ROD, GROUND (80058) MX-148/G	X	U	EA	1						
	SCREWDRIVER (80063) SC-C-539502-4	X	U	EA	1						
	Additional Authorization List (AAL)										
	NOT APPLICABLE										
	THOSE ITEMS INDICATED BY AN "X" IN THE ARC ON HAND RECEIPT PAGES NEED NOT BE COUNTED UNDER THE INVENTORY PROVISION OF PARA 2-10, AR 710-2. ITEMS WILL BE ORDERED AS REQUIRED.										

† USED ONLY ON SYSTEMS THAT HAVE MWO 11-5800-220-50-1 COMPLETED
†† USED ONLY ON SYSTEMS WITHOUT MWO 11-5800-220-50-1 APPLIED

Reverse of DA Form 2062

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CURRENT AS OF: 1 OCTOBER 1994

FIGURE 6. Example of DA Form 2062, Continuation Sheet with "NOT APPLICABLE" entry.

TM 9-2350-284-10-HR

STOCK NUMBER a.	ITEM DESCRIPTION b. USED ON CODE	★ c.	SEC d.	UI e.	QTY AUTH f.	QUANTITY g. A	B	C	D	E	F

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FIGURE 7. Example of a DA Form 2062 Blank Form.

Custodians:
Army - AR
Navy - OS

Preparing Activity:

Army - TM

Project TMSS A335

Review Activities:

Army - AL, AT, AV, CR, EA, PT

STANDARDIZATION DOCUMENT IMPROVEMENT PROPOSAL

INSTRUCTIONS

1. The preparing activity must complete blocks 1,2,3, and 8. In block 1, both the document number and revision letter should be given.
2. The submitter of this form must complete blocks 4,5,6, and 7.
3. The preparing activity must provide a reply within 30 days from receipt of this form.

NOTE: This form may not be used to request copies of documents, nor to request waivers, or clarification of requirements on current contracts. Comments submitted on this form do not constitute or imply authorization to waive any portion of the referenced document(s) or to amend contractural requirements.

I RECOMMEND A CHANGE	1.DOCUMENT NUMBER MIL-HDBK-503(TM)	2.DOCUMENT DATE *(YYMMDD)* 970919

3.DOCUMENT TITLE
Guidance for Preparation of Hand Receipt Technical Manuals (-HR)

4.NATURE OF CHANGE*(Identify paragraph number and include proposed rewrite, if possible. Attach extra sheets as needed.)*

5.REASON FOR RECOMMENDATION

6.SUBMITTER

a.NAME *(Last, First, Middle Initial)*	b.ORGANIZATION	
c.ADDRESS *(Include Zip Code)*	d.TELEPHONE (Include Area Code) (1)Commercial (2)AUTOVON(If applicable)	7.DATE SUBMITTED *(YYMMDD)*

8.PREPARING ACTIVITY

a.NAME USAMC Logistics Support Activity	b.TELEPHONE *(Include Area Code)* (1)Commercial (205) 955-9860 (2)AUTOVON 645-9860
c.ADDRESS *(Include Zip Code)* ATTN: AMXLS-APA Redstone Arsenal, AL 35898-7466	IF YOU DO NOT RECEIVE A REPLY WITHIN 45 DAYS, CONTACT: Defense Quality and Standardization Office 5203 Leesburg Pike, Suite 1403, Falls Church, VA 22041-3466 Telephone (703) 756-2340 AUTOVON 289-2340