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| USACE logo | Enterprise Standard (ES) 29107Civil property authorization Document (CPAD) Initiation & Change Process |  |

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1. **Purpose.**
* Provide guidance and procedures for the Civil Property Authorization Document (CPAD) Initiation and Changes.

1. **Applicability.**
* This business process applies to all levels of the US Army Corps of Engineers: HQUSACE, Divisions, Districts, and Field Operating Activities.
1. **References.**
* ER 700-1-1, USACE Supply Policies and Procedures, October 2000.
* AR 71-32, Force Development and Documentation – Consolidated Policies, 03 March 1997.
* AR 710-2, Supply Policy below the National Level, July 2005.
* DA PAM 710-2-1, Using Unit Supply System (Manual Procedures) December 31, 1997.
* AR 735-5, Policies and Procedures for Property Accountability, February 2005.
1. **Related Procedures.**
* There are no related procedures for this process

1. **Definitions.**

**5.1**  CPAD: Civil Property Authorization Document is a standard document (Eng Form 6034-E) that identifies civil-funded equipment requirement and authorization for a particular USACE command.

**5.2**  Approving Authority: Approving Authority is Army officers in command positions in the grade of lieutenant colonel or above, DA civilian employees in supervisory positions in the grade of GS–14 or above, chiefs of HQDA staff agencies, and Major Army Command (MACOM) commanders are approving authorities for CPAD request within their command or under their supervision (AR 735-5, Para 13-17).

* For items $500,000 or less, the approval authority is the district commander, who may further delegate approval authority for items less than $50,000 (or portions thereof) to field office supervisors as appropriate (ER 700-1-1, Para 2-4C-1).
* For items more than $500,000, but less than $750,000, the approval authority is the Major Subordinate Commands (MSC) /Division level Commander. Requests will be forwarded through logistics channels.
* Request for items $750,000 or more will be forwarded to HQ USACE Directorate of Logistics (DOL) for coordination with the appropriate HQ USACE proponent(s) to request congressional funding approval.

**5.3** CPADInitiation:CPADInitiation is the initial establishment of civil property authorization for a District, Lab, Center, or Division as a baseline for equipment requirement/authorization to meet their projects, operations, and mission needs

**5.4** CPAD Annual Reconciliation**:** Authorized allowances will be reconciled annually with the authorization documents. A statement indicating that this reconciliation has been accomplished will be submitted to the commander to acknowledge the reconciliation in writing (AR 710-2 Para 2-4B and ER 700-1-1 Para 4-2).

**5.4** USACE Activities include Districts, Labs, Centers, and Divisions.

**5.5** All CPADs will be annually reconciled by Division Property Book Officers (DPBOs) and submitted to USACE Logistic Activity, Supply and Maintenance Division (ULA SMD) by 31 May

1. **Responsibilities.**

**6.1 Requester.**

* Identify requirement for equipment changes.
* Complete Eng form 6035-E and send it to the Approving Authority for approval, and to DPBO for regulatory compliance check.

**6.2 Approving Authority.**

* Approve/disapprove the CPAD request

**6.3 Division Property Book Officer (DPBO).**

* Provide the CPAD Initiation (Eng Form 6034-R) and annually reconcile and update CPADs against CPAD change documents (Eng form 6035-E).
* Publish completed CPAD in ULA Share Point
* Review all CPAD Change requests (Eng Form 6035-E) for equipment additions and or deletions for compliance to regulatory requirements.
* Assign CPAD tracking numbers
* Provide requester with completed CPAD change documents
	+ Keep all CPADs current and updated.

1. **Procedures.**

**7.1 CPAD Initiation**

**7.1.1** The DPBO will provide the CPAD Initiation Tables (Eng Form 6034-R), and/or the annually updated CPAD to USACE Activities for review and equipment requirement validation.

**7.1.2** The USACE Activity will review CPAD Tables to identify their equipment requirements to meet their projects, operations, and mission needs.

**7.1.3** The USACE Activity will fill in the “equipment required quantity” block on the CPAD Initiation document (Eng Form 6034-R) for each line number and provide detail equipment justification.

**7.1.4** The USACE Activity will have the CPAD Initiation Tables or the annually updated CPAD reviewed and signed by the local Commander.

**7.1.5** The USACE Activity will forward the approved CPAD Initiation Table to the DPBO.

 **7.1.6** The DPBO will review the CPAD Initiation Tables or the annually updated CPAD and fill in the “equipment authorized quantity” block on the CPAD Initiation for the requester IAW ER 700-1-1.

**7.1.7** The DPBO will publish the final approved CPAD Initiation Tables/ annually updated CPAD on ULA SharePoint.

**7.2 CPAD Changes**

**7.2.1** Upon the identification of the requirement for new or replacement equipment to be acquired, the requestor shall initiate and complete form 6035-E.

**7.2.2** The Requestor shall submit the completed 6035-E to the Approving Authority through the DPBO to the District Logistic Manager (DLM).

**7.2.3** Upon receipt of the completed 6035-E, the Approving Authority will review and approve or disapprove the request.

* If the request is disapproved, the requestor will be notified for reasoning of disapproval.

**7.2.4** Upon receipt of the completed 6035-E, the DPBO will review the request for compliance to regulatory Requirements.

* If the request is NOT in compliance, the DPBO will notify the requestor and include a statement of reasoning.
* If the request is in compliance, the DPBO will:
* Assign CPAD tracking number, and update the CPAD table list
* Notify the requestor of the update to the CPAD’s table list.

**7.2.5** The DPBO will then update the CPAD Table list.

**8.0 Records and Measurements.**

All records will be filed in accordance with ARIMS (AR 25-400-2) and [ES-QMS140, “Records Management.”](file:///C%3A/Documents%20and%20Settings/T0ULAAAE/Desktop/2007-09/QMS140%20Records%20Management.doc)Required records are listed in the following table. Retention and deposition shall be based on Division/District/Center/Lab/HPO records management requirements, local requirements (LR).

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| --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Description** | **Responsible Office** | **Location** (This should be the specific location such as a drive or web link  | **Record Media** | **Retention** | **Disposition** |
| R | CPAD Tables Eng Form 6034-E | ULA Supply & Maintenance Division, CPAD Coordinator | ULA Share Point | E | Keep until superseded or obsolete | no longer than 6 years after the event, then destroy |
| R | Eng Form 6035-E | Requester | Logistic | P | Keep until superseded or obsolete  | no longer than 6 years after the event, then destroy |

**Description of Terms**

Type: Record Media

R Record E Electronic

M Measurement P Paper

LR Local Requirement

1. **Attachments.**

CPAD Criteria

Eng Form 6034-E

Eng Form 6035-E

**10.0 Flow Chart.**

