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**Ministry
of Defence**

**JSP 886
DEFENCE LOGISTICS SUPPORT CHAIN MANUAL**

**VOLUME 4
MATERIEL ACCOUNTING**

**PART 204
COMPILATION OF EQUIPMENT TABLES AND
ASSOCIATED DOCUMENTS**

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CHAPTER 1: GENERAL PRINCIPLES

INTRODUCTION

1. An Equipment Table (ET) lists, by designation and quantity, the entitlement to materiel to be held by a unit of the Regular and Territorial Army, Royal Marines (RM) and other establishments. The entitlement is calculated from the unit establishment (AF C8005) ET Scales, and from an approved quantity of non-scaled items. The ET is used as an accounting document.

AIM

2. This instruction states the policy and the procedure to be used for the preparation and maintenance of ETs and their associated documents.

POLICY

3. ETs are published for all LF units, establishments and RM units. Local or Operational Equipment Tables (LETs/OETs) may be authorised and published by the local Commander Logistic Support or designated staff branch, for the specific requirements of local situations. A LET/OET may, for example, be required in a theatre maintained by roulement.

SPONSORSHIP

4. **ET Sponsors.** A list of Capability Directorates (CD)/Arms & Service Directorate (A&SD) ET Sponsors is at Figure 1 below. In overseas theatres and commands, the G4 or equivalent staff branch act as an intermediary sponsor for units of their concern and deal direct with the relevant ET Sponsor(s). HQ LF is the intermediary sponsor for overseas and operational detachments under its command. Where no ET Sponsor is nominated proposals are to be processed in accordance with directions given to establishment sponsors.

Figure 1: Equipment Table Sponsors

Ser	Arm / Service	Directorate	Sponsor / Branch
1	REME	HQ DEME(A)	DEME(A) O&D
2	RLC	HQ DRLC	DRLC O&D
3	LF & CENTRE	HQ LF	Eqpt Dte
4	RA	HQ DRA	Log
5	RAC	HQ DRAC	DRAC SQM
6	R SIGS	HQ SOinC(A)	O & D
7	RAMC	AMD	O&D
8	INF	HQ INF	G4
9	RE	E in C (A)	Structures
10	PM(A) (RMP, MPS, SPS, ALS)	PM(A)	PM(A) O&D
11	INT	D INT CORPS	HQ D Int Corps
12	AAC	HQ AAC	Sp Branch
13	CDI	CDI Sponsored Units	CDI
14	TRAINING	ARTD	ES Branch
15	PRIMARY HEALTHCARE	APHCS	SO3 Eqpt
16	SAS/SBS	HQ DSF	J4
17	RM	HQ NC	Logs, Land CSS
18	DEF NBC CENTRE	HQ AC	CBRN SA Manager
19	DIO	DIO	DIO Military Manning Advisor
20	DE&S	DE&S	CoM(L)

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5. **Responsibilities.** An ET Sponsor is responsible for the preparation, publication and production of new ETs, revision of existing ETs and the subsequent examination and staffing of all proposals related to ETs of their concern. When examining proposals, the ET Sponsor is to ensure the resulting entitlements are economic and consistent with the operational and administrative efficiency of the unit or establishment.

COMPILATION OF THE EQUIPMENT TABLE

6. **Equipment Entitlement.** The ET lists a unit's entitlement to equipment and is unique to the unit and UIN listed on the title page. In some cases, for example a Brigade HQ and Signal Squadron, the UIN recorded on the title page of the ET will be that of the custodial unit or sub unit responsible for the accounting function.

7. **Authorised Holdings.** The establishment is the authority for the unit to hold the following types of equipment:

- a. Personal weapons, vehicle mounted weapons and other unit weapons.
- b. Vehicles and trailers.
- c. Mobile equipments (trailer mounted).
- d. Material Handling Equipment (MHE).
- e. Transportable containers.
- f. Small marine craft.
- g. Engineer plant and equipment.
- h. Medical materiel.

8. **ET Scales.** The majority of a unit's equipment entitlement is authorised by the application of standard ET Scales. The preparation of ET Scales is explained in Chapter 5, The different types of ET Scales are summarised below:

- a. **Scaled Entitlement.** A major part of a unit's equipment entitlement is authorised by the application of ET Scales against information in the unit establishment; this is known as the Scaled Entitlement. The full Scaled Entitlement is the maximum a unit may hold. With the agreement of the ET Sponsors (see Paragraph 18 below) units may hold less than the full scale but not more.
- b. **Personal and Unit Equipment (UE) Scales.** The entitlement, based on the unit establishment, is calculated by the ET Sponsor for inclusion in the ET. Scaled entitlements or a variation of parent Service scales may be provided for RN, RAF and civilian personnel on Army sponsored establishments when specifically authorised.
- c. **Informative Scales.** Informative Scales are used for assessing the non-scaled requirements for specific equipment to be included in the ET. The ET Sponsor, in consultation with the unit, is to assess the initial requirement. The proposed non-scaled entitlements are then staffed in accordance with Chapter 4.

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d. **Block Scales for Special Tools and Test Equipment (STTE).** STTE required for equipment support are not itemised in ETs. Detailed guidance on STTE is in Chapter 7.

e. **Restricted Application.** The individual or specialised role of certain units may make it unnecessary or uneconomic to apply the complete scale. Instead, the ET Sponsor is required to critically examine the applicability of ET Scales and decide whether a reduced scale or deletion of a complete scale, should be applied before proceeding with the proposal. ET Scales of an operational nature may not be reduced or deleted.

9. **Non-Scaled Entitlement.** The ET Sponsor is responsible for the non-scaled equipment listed in ETs of their concern and for obtaining agreement and funding, when necessary, for any increases. The procedures to be used are in Chapter 4 of this instruction. For the purpose of these regulations, non-scaled equipments are defined as those items required by a unit in addition to the scaled entitlement.

10. **ET Schedules.** ET Schedules are produced for complete equipments not covered by a Complete Equipment Schedule (CES), eg for tentage and tool kits. Where applicable, units are to record details of the appropriate schedule in the Index to ET Schedules and CES Section of the ET and hold copies of the schedules with the ET for accounting purposes. The preparation of ET Schedules is explained in Chapter 6 of this instruction.

11. **Identification of Equipment.** All materiel included in ETs are identified by a Domestic Management Code (DMC), NATO Stock Number (NSN) and Materiel Asset Code (MAC). The unit is to insert the appropriate CES number when not shown.

12. **New Pattern Equipment and Items Held in Lieu.** ETs normally show the latest authorised pattern of equipment. When earlier pattern items are already held, replacement demands are not to be submitted unless specific instructions to the contrary are notified. Items held in lieu of authorised holdings are to be recorded in Items Held in Lieu Section of the ET.

ISSUE OF EQUIPMENT TABLES

13. **Promulgation.** ET Sponsors are responsible for the production, publication and promulgation of ETs. Scales, Schedules and STTE lists are promulgated centrally via the Defence Intranet by the DE&S Forward Inventory Warrant Officer (FIWO). Details are published in DINs of new, revised and cancelled ETs, scales and schedules. The allocation of serial numbers is controlled from a register maintained by FIWO.

14. **Distribution of ETs.** ET Sponsors are responsible for distributing the ETs that they own. ET Sponsors are also responsible for the creation of an electronically readable UNICOM file and the sending of the file to DE&S Information Systems & Services to enable electronic accounting.

15. **Distribution of ET Scales and Schedules.** ET Sponsors, units and other agencies may obtain copies from the [DE&S JSC SCM-SCO Defence Intranet Web-page](#). New to Service STTE Block Scales for units on a STTE Block Scale Deployment Plan are issued automatically (see Chapter 7 of this instruction).

MAINTENANCE OF EQUIPMENT TABLES

16. **Revision.** The ET may be required to be re-written in the following circumstances:

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- a. On a change of unit role.
- b. When a major establishment revision or amendment has been approved. Minor establishment revisions may or may not require a re-write, at the discretion of the ET Sponsor.
- c. When numerous additions/deletions have accumulated and a revised document is deemed necessary by the respective ET Sponsor.
- d. On periodic review, see Paragraph 18 below.

17. **Establishment (AF C8005) Changes.** It is not always practicable to formally revise an ET to keep pace with frequent establishment changes. Units may, therefore, with the agreement of their ET Sponsor, demand additional items or reduce establishment and scaled entitlements accordingly. The ET Sponsor should arrange to have the ET rewritten at the earliest opportunity. The same principles apply when approved changes to other entitlements within the ET occur, eg non-scaled equipments. ET Sponsors are to exercise their discretion before implementing change proposals to an ET.

18. **Review.** The respective ET Sponsor must review all ETs at least once during a 3 year period. The review is to be carried out in consultation with the unit. This provides the ET Sponsor an opportunity to examine and update the ET entitlement and incorporate any authorised changes. On completion of the review, the ET Sponsor decides whether action is necessary to rewrite the ET document.

19. **Amendments.** Formal ET amendments will not be issued by the ET Sponsor. Rather, the ET Sponsor will action all agreed amendments when the ET is re-written.

20. **Scale and Schedule Proposals.** Procedures for the formal submission of ET Scale and Schedule proposals to the FIWO are in Chapters 5 and 6 respectively. STTE Block Scales are sponsored by individual PTs as described in Chapter 7.

INITIAL EQUIPPING OF NEW UNITS

21. The initial equipping procedures for new units (ie units without an entitlement to stores and equipment in an existing ET) are contained in JSP 886 Volume 3 Part 15.

COMMUNICATION EQUIPMENT

22. The BATCIS PT controls the entitlement and issue of all BOWMAN equipment separately outside the procedures used by ET Sponsors.

MATERIEL NOT INCLUDED IN EQUIPMENT TABLES

23. The ET does not include stores provided on loan, obsolete stores and equipment. It should only contain codified materiel; excluding authorised Not In Vocabulary (NIV) items not ordinarily held on the MSA. The items listed below are not included in the ET entitlement and are accounted for elsewhere:

- a. Items held on the Miscellaneous Stores Account (MSA).
- b. Personal Clothing in accordance with JSP 886 Volume 6.
- c. Maintenance spares for repairs held on the Unit Spares Account (USA).

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- d. Stores for instructional use, other than drill rounds and instructional ammunition.
- e. Ammunition in accordance with JSP 886 Volume 6 Part 1.
- f. Audio Visual Aid (AVA) items.
- g. Office Machinery.
- h. Equipment procured under Urgent Operational Requirement (UOR) procedures.

ENQUIRIES

24. All enquiries regarding equipment entitlement or unit submissions are to be made to the ET Sponsor shown on the front cover of the ET, through the appropriate command channels.

OWNERSHIP AND POINTS OF CONTACT

25. Formulation of Joint Support Chain policy lies with the Deputy Head Support Chain Management - Support Chain Management Policy (DepHd DES JSC SCM SCPol) and is ratified by the Defence Logistic Working Group (DLWG). Enquiries concerning this document should be addressed to:

- a. Regarding the content to the policy Sponsor:

[HQ Army Equipment Directorate](#)

Tel: Mil: 94393 6673, Civ: 01264 886673

- b. Regarding the accessibility of the document:

DESJSCSCM-JSP886@mod.uk

Tel: Mil: 9679 80953, Civ: 030679 80953

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CHAPTER 2: RESPONSIBILITIES OF EQUIPMENT TABLE SPONSOR, EQUIPMENT TABLE PROPOSALS, COMPILATION AND CANCELLATION

INTRODUCTION

1. It is the responsibility of the Capability Director (CD)/Arms and Services Director (A&SD) Equipment Table (ET) Sponsors to write an ET for every unit of their concern. The ET is to be written to ensure the unit is equipped to function in its role. Supplements to the ET may be required for tools and technical equipment if there are specialist tradesmen on the establishment or where medical modules and materiel need to be managed by HQ AMD or (for RM units) Land Log branch in HQ Navy Command (NC).
2. The entitlement to equipment to be included in an ET will be calculated by the respective ET Sponsor in accordance with Equipment Table Scales based on the unit's Establishment Table (AF C8005). ET Sponsors can reduce entitlement to scaled equipment where deemed necessary. The ET Sponsor is responsible for liaising with the unit to ensure the correct scales are applied to the ET.
3. The ET Sponsor is to determine what non-scaled equipment is required to be included in the Non-Scaled Equipment Sections. Non-scaled equipment should only be added to the ET once the relevant Project Teams (PTs) within Defence Equipment and Support (DE&S) have confirmed they are in a position to issue the item and undertake its subsequent maintenance (if required). For new requirements that will require funding, the procedures set out in Chapter 4 of this instruction, with regard to non-scaled requirements, will also apply.

EQUIPMENT TABLES FOR NEW UNITS

4. As soon as it is proposed to form a new unit the following steps are to be taken:
 - a. The ET Sponsor is to request a new ET number from the FIWO and inform the FIWO of the new unit's UIN. FIWO will allocate an ET Number in the specified range requested by the ET Sponsor. ET numbers of cancelled ETs cannot be re-used.
 - b. The ET Sponsor is to produce a draft ET list in liaison with the unit, to include estimated requirements of scaled and non-scaled equipment. The production of the draft ET should not be delayed even if an AF C8005 has not been endorsed.
 - c. The ET Sponsor should identify any items within the ET list that are already held by the unit or under their control which can be transferred to the new unit to establish a net requirement. It is the value of this list that must be used for planning purposes and securing funding.
 - d. The ET Sponsor is to send a list of all remaining items to the relevant PTs and solicit their advice, particularly on items likely to be available from stock for the new unit.
 - e. Items that are available may be placed by the PTs into an Earmark. PTs are to report to the ET Sponsor on all items that have been identified as earmarked for issue to the unit and provide advice to the ET Sponsor regarding any remaining items.
 - f. The relevant HLB is responsible for securing the necessary funding transfer to the relevant PT for those items to be procured for the unit. (No provision action can

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be taken by the PT until funding is available). Any difficulty with securing funding should be reported by the HLB up the Chain of Command.

g. When the formation of the new unit is finally approved, an AF C8005 will be produced. This document is to be used by the ET Sponsor to update and finalise the draft ET listing to produce a final draft ET.

h. The final ET is to be produced by the ET Sponsor and distributed to the unit in section format and to UNICOM as an electronically readable file.

i. The ET Sponsor is to circulate the ET to the relevant PTs to enable them to:

(1) Release any stores held in earmarks (if the unit has begun to form).

(2) Review the supply position on the balance of the equipment required to populate the ET and issue, where possible, to the unit or to the Earmark.

(3) Provision (and subsequently issue) the item when finance is made available for those items not available from surplus maintenance stock.

(4) Provide the ET Sponsor with a report on the likely supply position and lead times of items of their concern listed in the ET.

RE - WRITING AN EQUIPMENT TABLE

5. Each ET is to be reviewed at least every 3 years. There is not a minimum period.

6. When a re-write is to be initiated, the ET Sponsor is to request the unit to submit their re-write proposal for consideration. This must include a full list of the Non-Scaled equipment they hold. If there are attached specialist tradesmen on the establishment, a Supplement to cover specialist tools and technical equipment is to be attached to the main ET. The ET Sponsor is to liaise with the relevant Subject Matter Expert (SME) to confirm the makeup of any supplement.

7. The procedure for a re-write is basically the same as for a new ET. New or additional requirements for any ET can only be met if PTs have surplus assets or when finance has been made available for the procurement.

8. Where there is a Supplement titled "Tools and Equipment for Attached REME tradesmen" the ET Sponsor should request a copy of the Non-Scaled Equipment Section for the Supplement from HQ DEME(A), who will provide the copy complete with a list of applicable comments and instructions. HQ DEME(A) is to provide any advice or guidance if required by the ET Sponsor. Every Supplement for REME must have Scale 01843 applied unless otherwise agreed by HQ DEME(A) and the ET Sponsor. Similarly, information on medical supplements should be requested from HQ AMD.

Amendments

9. No formal amendments to published ETs are issued. If an ET has so many manuscript revisions as to make it difficult to use as an accounting document, then it is to be re-written by the ET Sponsor.

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CANCELLATION OF AN EQUIPMENT TABLE

10. When an ET is no longer required, due to unit disbandment, amalgamations etc, the ET Sponsor must write to FIWO formally notifying the cancellation of the ET. Once all drawing down of materiel is complete and all IVs and RVs have been cleared as per [JSP 886 Vol 4 Pt 5 Sect 2 Para 4](#), the FIWO is to formally cancel the ET by publishing the appropriate DIN. The ET is to be retained as a closed account as described in [JSP 886 Vol 4 Pt 1 Chap 3](#).

11. It is not normally necessary to cancel the ET or request a new ET number when units re-organise; it is simpler to re-write the ET to meet the new circumstances.

CHAPTER 3: CONTENT OF EQUIPMENT TABLES

FORMAT OF THE ET

12. Static units and the majority of units on theatre establishments have their own individual ETs. In the Field Force and the TA there are varying numbers of units of each type that may be deployed world-wide. To cater for all types of unit and to enable the ET to function as the unit equipment account the following are to be included:

- a. **List of Contents.** This indicates how the ET is divided into separate sections.
- b. **Summary of Establishment Personnel.** This summary relates to the edition of the Establishment shown on the ET Title Page. It shows personnel by officers and soldiers and is further broken down into Army and other services personnel.
- c. **ET Information.** This includes the following information:
 - (1) Record of Sub Unit Accountants.
 - (2) Instructions and Advice to Units.
 - (3) Explanatory Notes and Sponsor Comments.
- d. **Index of Column Headings.** This index refers to columns used in the ET and should be completed by the account holder.
- e. **List of Scales.** This section shows the ET Scales used in compiling the scaled section of the ET.
- f. **Index to Schedules.** The Index to ET Schedules and Complete Equipment Schedules (CES) used in the ET is to be completed by the account holder. The Index is included to give units a facility of cross-referencing all ET Schedules and CES contained in the ET. A copy of each schedule or the relevant sections of the Army Equipment Support Publication (AESP) are to be held with the ET for accounting purposes.
- g. **Equipment held by Liability Code.** This section is a summary of all personal, unit and vehicle mounted weapons, vehicles, MHE, boats, aircraft and equipment listed in the Establishment shown on the Title page of the ET. CES numbers of transport held are to be inserted and updated by the unit. When amendments to the Establishment are authorised, units are to adjust their entitlement and amend the quantities shown in this section of the ET. The amendment number and date are to be inserted against all alterations. White Fleet vehicles are accounted for on the unit Miscellaneous Stores Account (MSA). This section can be split into two (one for weapons, one for vehicles).
- h. **Scaled Equipment held by NSN.** This section lists the scaled entitlement as allocated by the ET Scales applied to the ET. Where the quantity in DC Entitlement exceeds the quantity in DE Entitlement, the difference is to be issued to personnel reinforcing other units during Readiness Preparation Time (RPT). All quantities in this section are based on the manpower details and liability given on the AF C8005. When an amendment to the Establishment is authorised, units are to adjust their entitlement and amend the quantities shown on this page. This section can be split

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into two (one for Scaled Personal Equipment and one for Scaled Unit Equipment). Included in this section are the following:

- (1) Additional equipment for unit transport.
- (2) Camouflage equipment.
- (3) Scales for Tradesmen.
- (4) General Unit Scales.
- (5) Technical Unit Scales.
- (6) Training Scales.

i. Scaled entitlements may be adjusted following Establishment amendment in accordance with the above sub paragraphs.

j. **Non-Scaled Equipment held by NSN.** This section shows materiel controlled by the ET Sponsor. Amendments to this section should be submitted to the ET Sponsor in accordance with Chapter 4 of this instruction. Not in Vocabulary (NIV) items for RE, REME, AMD and LF units can be accounted for here or in a separate NIV specific section.

k. **Special Tools and Test Equipment (STTE).** This section is an index to STTE Block Scales. STTE Entitlement is covered in Chapter 7.

l. **Communications Equipment.** The Army Materiel Liability Committee (Communications) (AMLC(C)) approves the entitlement to communications equipment. Communications equipment can be divided into two types:

- (1) **BOWMAN Equipment.** This is controlled by BATCIS PT. The ET Sponsor may include a communications section in the printed ET to facilitate sub-unit breakdown.
- (2) **Other Equipment.** This is controlled by various PTs. The AMLC(C) print is the authoritative document and is to be placed with the ET by the ET Sponsor upon ET finalisation.

m. **In Lieu Items.** A number of items may be held in lieu of those authorised elsewhere in the ET. If the quantity of the in lieu item is the same as the quantity of the authorised item, this section is to be used to record details for accounting purposes. The Accounting Officer must complete it. Surplus/Deficiency Cards are not required. Special note must be made where the ET only shows the latest pattern equipment and units are still holding the older pattern.

n. **Authorised Holdings of Additional Equipment.** This section is to facilitate the bringing to account of non-scaled items issued in advance of formal ET amendment and should only include items which are appropriate to the ET. The authority for issue must be inserted against each item. (See Chapter 2 Paragraph 9.).

13. **Supplements.** Special to theatre, role or additional accounting requirements are authorised in Supplements, in addition to Tools and Equipment for attached tradesmen

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and medical materiel/modules for entitled units. The layout of Supplements follows the same format as the main ET.

14. **Breakdown of Entitlement.** ETs are printed with the applicable entitlements shown in three columns labelled as DC, DE and CC (or PE, WE and Mob respectively). Blank entries are a zero entitlement. By exception, those units equipped by the issue of Special Purpose Operational Stock (SPOS) may have the internal distribution shown in accordance with the ET Sponsor's requirements.

Stationery Office Items

15. Stationery Office items are managed against unit budgets and are not included in ETs.

Audio Visual Aid (AVA) Equipment

16. AVA and Video and Software equipment are managed against unit budgets and are not included in ETs.

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CHAPTER 4: NON-SCALED ENTITLEMENTS

GENERAL

1. Non-Scaled Entitlement refers to materiel that is not issued against a scaled entitlement. This materiel is listed in the Non-Scaled Equipment section of the Equipment Table (ET).

PROPOSALS TO INCREASE A UNIT'S ENTITLEMENT

2. **Unit Action.** Unit proposals for the introduction of new items into the ET are to apply for uplift via AF G8088. A copy of AF G8088 is Figure 3 at the end of this chapter. Electronic copies are available on the Defence Intranet. These are to be completed and submitted direct to the unit's Formation HQ for action by the appropriate financial authority via an AF G8088. The following is to be noted:

a. A fully supported justification is to accompany each proposal, with the key points summarised in the AF G8088. This should include any external authority for the change. The quantities of current holdings, if any, are also to be declared in the justification.

b. Applications are to be signed by the unit Quartermaster or equivalent. Correct item information (NSN, DofQ, Price, etc) must be provided and this should be checked with the relevant inventory system prior to submission.

c. The process to increase the entitlement to non-scaled items already held are to refer to JSP 886 Vol 4 Part 201 Sect 2 and regard the extra holdings as an unauthorised surplus.

3. **Formation HQ Action.** The staffing procedure for AF G8088 begins at formation HQ level. Figure 2 is a diagram of the staffing process. The Formation HQ is responsible for financial scrutiny of the AF G8088 to ensure funding is available. In the case of RM units funding authority is granted by HQ Navy Command (NC) TLB level.

4. The result of this process will be that the Formation HQ can confirm the requirement is:

a. Covered by the equipment owning PT.

b. Covered by cross-servicing of a surplus or as a temporary loan from another unit.

c. Covered by another project's budget.

d. Not covered within in year funding.

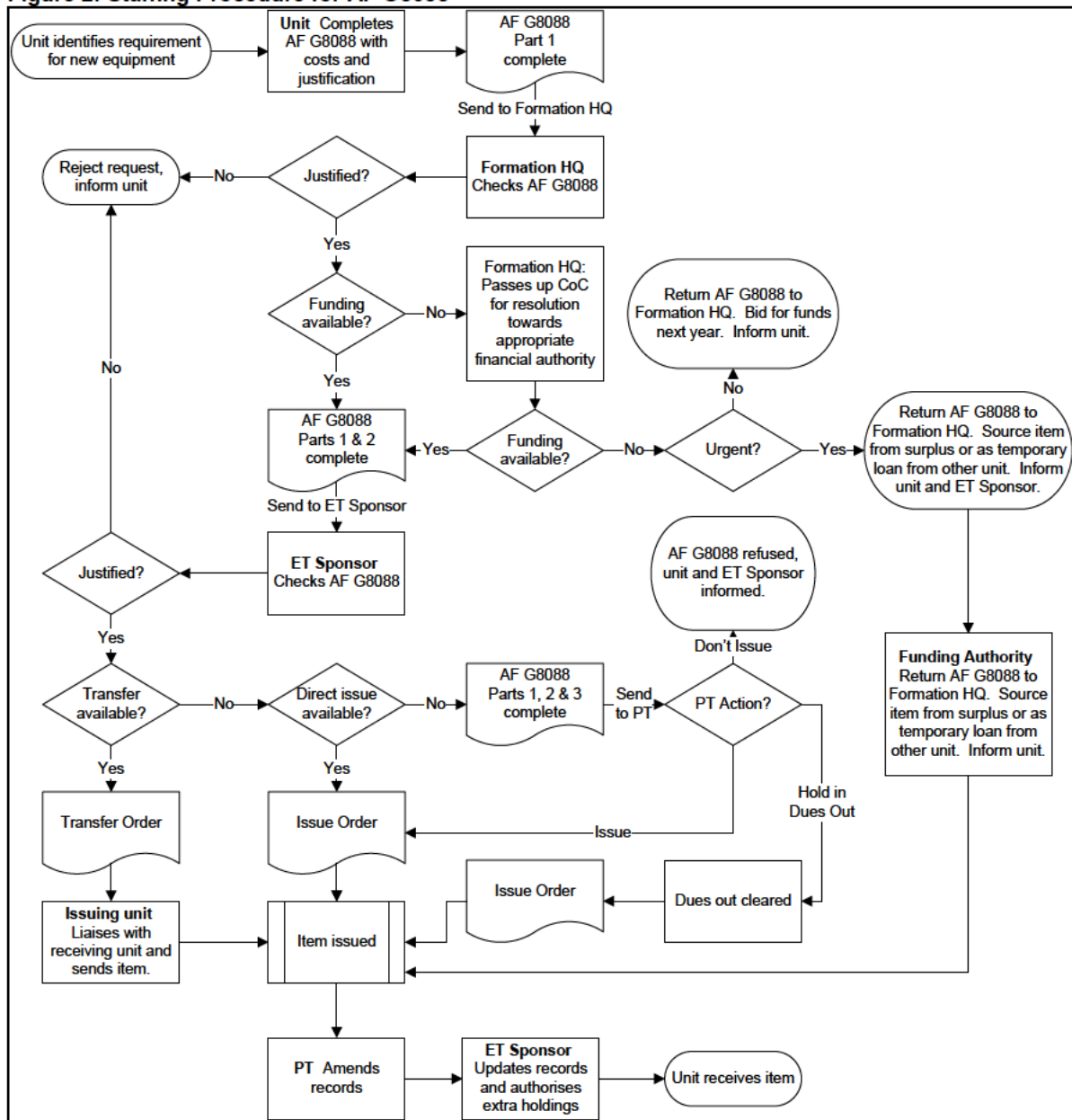
The formation HQ is to complete Part 2 of the AF G8088 and either return it to the unit unfulfilled, or pass it on to the ET Sponsor for further action. HQ 3 Cdo Bde is not to complete Part 2; this will be completed when funding is approved by HQ NC.

5. **ET Sponsor Action.** The ET Sponsor is to examine the application to ensure it is complete in all respects, including budgetary clearance, and that the item is needed and fully justified. The ET Sponsor is to complete Part 3 of the AF G8088 carrying out the following possible action:

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- a. If the application is not approved; return the form to the unit with an explanation of the reasons for rejection.
- b. Approve the increase and send it, along with any supporting papers and full justification, to the appropriate PT.
- c. Approve the application and arrange to meet the requirement by cross-servicing from another unit under the Sponsor's control. If the requirement can be met in this way then the ET Sponsor must inform the relevant PT of the transfer, as appropriate.
- d. If the application is for an item with a pre-approved DMC and value, then the ET Sponsor can choose to direct issue an Issue Order without seeking PT approval.

Figure 2: Staffing Procedure for AF G8088



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6. **Project Team (PT) Action.** The relevant PT will examine the application and indicate in Part 4 of the AF G8088 if the item can be supplied. If the item cannot be supplied the PT is to inform the ET Sponsor, formation HQ and the unit. If the item can be supplied the PT is to produce an Issue Order so the item can be Tasked Issued to the unit or issue the unit with authority to demand the item. The item may go to Dues Out depending on available stock. The ET Sponsor, formation HQ and the unit are to be kept informed on the progress of each request.

PROCEDURE FOR DECREASES/DELETIONS

7. **Unit Action.** Units who hold an entitlement to equipment which is no longer required are to take action as follows:

- a. **LF Units.** Applications to decrease or delete Non-Scaled items, other than Army Materiel Liability Committee (Communications) (AMLC(C)) controlled items and items of Special Tools and Test Equipment (STTE), are to be submitted by the unit to their ET Sponsor using the form "ANNEX-D", which is Figure 4 at the end of this chapter.
- b. **RM Units.** RM Units are to apply for decreases to entitlement using form "ANNEX-D", using the same staff route described for AF G8088.
- c. The relevant PT is to be kept informed of all movements. Stores of Inventory Accounting Class L and P must always be reported to the JSC in accordance with current regulations. Assets tracked for Resource Accounting and Budgeting (RAB) accounting purposes must also be reported to the appropriate PT.
- d. Once the agreed "ANNEX-D" is returned to the unit, the equipment should be disposed of as per ET Sponsor instruction.

Units who have disposed of entitled equipment without taking the above action should refer to [JSP 886 Vol 4 Part 201 Sect 2](#) and regard the equipment as an unauthorised deficiency.

8. **ET Sponsor Action.** The ET Sponsor is to screen the application and, if approved:
- a. Return a copy to the unit indicating the action required. The ET Sponsor may authorise the redeployment of serviceable stores to units of their concern that have a current requirement, or instruct the unit to apply for backloading instructions through the JSC in the normal manner.
 - b. Retain a copy of form "ANNEX-D" for subsequent formal ET amendment action

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Figure 3: AF G8088 – Application to Increase ET Holdings for Non-Scaled Items

Army Form G 8088 (Revised 04/08)														
Application to Increase Equipment Table Entitlement for Non Scaled Items (for Completion Guidance Refer to JSP886, Volume 4, Part 204, (formerly JSP 336 Volume 12, Part 1, Pamphlet 9))														
Part 1 - Unit Submission														
1 From:		Unit Reference			6 Signature		Rank/Grade		Appointment		Tel. No		Date	
2 ET No		3 Date		4 Serial No		5 UIN		11 Item Cost		12 Qty		13 Entitlement		14 Holdings
7 DMC		8 MOD Stock Reference		9 D of Q		10		11		12		13		15 Priority
16 Short Item Name		17 Required for Peace: _____ War: _____ Peace & War: _____												
18 Justification														
Part 2 - Formation HQ Action					Part 3 - ET Sponsor Action					Part 4 - IPT Action				
19 The application has been examined and is: Agreed <input type="checkbox"/> Not Agreed <input type="checkbox"/> Funding available <input type="checkbox"/> Not available <input type="checkbox"/>					23 The application has been examined and is: Agreed <input type="checkbox"/> Not Agreed <input type="checkbox"/> and fully supported					27 The application is: Agreed <input type="checkbox"/> Not Agreed <input type="checkbox"/> Is Required <input type="checkbox"/> Not Required <input type="checkbox"/> Has been taken <input type="checkbox"/> Has not been taken <input type="checkbox"/> Issue will be automatic <input type="checkbox"/>				
20 Signature					24 Signature					31 Signature				
Appointment		Date		Tel. No		Appointment		Date		Tel. No		Appointment		Date
21 Formation HQ Reference					25 Sponsor Reference					32 IPT Reference				
22 Remarks					26 Remarks					33 Remarks				

Produced by MOD, DSDA(PC), Keptham. Tel: 0117 9376266

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CHAPTER 5: EQUIPMENT TABLE SCALES

INTRODUCTION

1. A major part of a unit's equipment entitlement is authorised by the application of Equipment Table (ET) Scales against information on the unit's Army Establishment Table (AF C8005).
2. ET Scales are produced when there is a common basis of entitlement, eg personal equipment, toolkits for tradesmen and camouflage. The advantages of ET Scales are:
 - a. Initial financial agreement to the ET Scale means no further approval is necessary when applied to new, revised or amended establishments.
 - b. The production of ETs is simplified.
 - c. Delay in obtaining agreement to new ETs is reduced.
 - d. Entitlement to materiel can be harmonised across different units sponsored by different Capability Directorates (CD).

TYPES OF ET SCALES

3. **Categories.** ET Scales are categorised as follows:
 - a. Personal equipment.
 - b. Unit equipment.
 - c. Informative.
4. **Sponsorship of Scales.** ET Scales are sponsored by individual CD staff branches or by specialist branches. These sponsors are responsible for staffing proposals for new ET Scales of their concern, or the revision and amendment of existing ones.
5. **Scales for Special Tools and Test Equipment (STTE).** STTE are managed by the individual DE&S Project Teams (PT), who are responsible for all aspects, including review. See the detailed procedure in Chapter 7 of this instruction.

MAINTENANCE

6. **Revision.** A revised edition of an ET Scale may be required in the following circumstances:
 - a. The requirement application is changed.
 - b. Amendments have accumulated and a revised document is deemed necessary.
 - c. Items on the ET Scale are declared obsolete or new items are introduced.
7. **Review.** Each ET Scale is to be reviewed by the relevant sponsor at least once during a 3 year period. The major part of a unit's equipment entitlement is derived from ET Scales. It is therefore important the opportunity is taken, on review, to critically examine the financial implications, together with the application and content of the scale. It is not sufficient to simply endorse the current ET Scale and authorise re-publication.

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8. **Amendments.** ET Scale sponsors are to initiate amendment proposals on the appropriate file in accordance with Paragraph 9 below and send it to the FIWO for action. Amendment proposals will not normally be accepted within 6 months of the publication date of an ET Scale or last amendment.

PROCEDURE FOR NEW ET SCALES

9. When a new ET Scale is required, the initiating ET Scale sponsor is to notify FIWO, who will allot a suitable scale number to the sponsor for the action below:

- a. Insertion of a draft proposal in the ET Scale file, showing total quantities of each item required to implement the scale.
- b. Obtain agreement to the scale from the MOD branches concerned and seek any necessary financial approval.
- c. State file number reference for New Service action if additional provision is necessary. (New pattern equipment and major increases in entitlement will invariably require New Service action by the ET Scale Sponsor).
- d. Request the relevant PT to arrange provisioning of items approved by New Service action.
- e. Give details on the application of the scale.
- f. Return the completed scale with scale number to FIWO.

10. FIWO is to:

- a. Finalise the Scale and send a copy to the sponsor for confirmation.
- b. Update the Master Scale Register.
- c. Publish Scale on Defence Intranet, once confirmation from the sponsor is received.
- d. Publish in the appropriate DIN.

ENQUIRIES

11. All enquiries regarding the content or application of ET Scales are to be made to the Sponsor shown on the front page of the ET Scale, through the appropriate command channels.

CHAPTER 6: EQUIPMENT TABLE SCHEDULES

GENERAL

1. Equipment Table (ET) Schedules are used to account for equipment which consist of a set of separate components but do not warrant the use of a CES, eg tentage and toolkits. Items which make up the schedule show DMC, NSN, quantity and accounting notes.
2. Schedules may be covered by a single NSN and will have a unique reference number, which is shown in the ET where an entitlement exists. Units may be able to demand a complete set of components using the covering NSN but usually will have to demand each item individually. Units should refer to the notes in the individual schedules for details.

SPONSORSHIP OF ET SCHEDULES

3. ET Schedules are sponsored by individual CD staff branches and by specialist branches. These sponsors are responsible for staffing proposals related to the schedules of their concern, including the preparation of new, revisions, or amendments to existing schedules.

Maintenance

4. **Revision.** A revised edition of an ET Schedule may be required in the following circumstances:
 - a. When numerous amendments have accumulated and a revised document is deemed necessary.
 - b. On periodic review (see Paragraph 5 below).
 - c. Items on the ET Schedule are declared obsolete and/or new items are introduced.
5. **Review.** Each ET Schedule is to be reviewed by the relevant sponsor at least once during a 2 year period. It is important that the opportunity is taken on review to critically examine the schedule, to update the entitlement and application and to incorporate any authorised changes.
6. **Amendment.** ET Schedule Sponsors are to initiate proposals for amendment to ET Schedules on the appropriate file in accordance with Paragraph 7 below, and send the proposals to the FIWO for action. Amendment proposals will not normally be accepted within 6 months of the publication date of an ET Schedule.

Procedure for New ET Schedules

7. When a new ET Schedule is required the initiating Sponsor is to notify FIWO, who will allot a suitable schedule number to the sponsor for the action below:
 - a. Insertion of a draft proposal in the ET Schedule file, showing quantities of each item required to implement the schedule.

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- b. Obtain agreement to the schedule from the MOD branches concerned and seek any necessary financial approval. (Unfunded requirements may have to await the allocation of funding in the same procedure as described in Chapter 4 of this instruction in respect of additional Non-Scaled ET requirements.)
 - c. State file number for New Service action if additional provision is necessary. (New pattern equipment and major increases in entitlement will invariably require New Service action by the ET Schedule Sponsor).
 - d. Request the relevant Project Team (PT) to arrange provisioning of items approved by New Service action.
 - e. Provide details on the application of the Schedule.
 - f. Return the completed schedule with schedule number to FIWO.
8. FIWO is to:
- a. Finalise the Schedule and send a copy to the sponsor for confirmation.
 - b. Update the Master Schedule Register.
 - c. Publish Schedule on Defence Intranet, once confirmation from the sponsor is received.
 - d. Publish in the appropriate DIN.

ENQUIRIES

9. All enquiries regarding the content or application of ET Schedules are to be made to the Sponsor shown on the front page of the ET Schedule, through the appropriate command channels.

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CHAPTER 7: SPECIAL TOOLS FOR EQUIPMENT (STTE) FOR EQUIPMENT SUPPORT

INTRODUCTION

1. To enable tradesmen to undertake repairs to specific ranges of equipment and vehicles, a series of Block Scales for Special Tools and Test Equipment (STTE) are maintained. In addition, STTE Block Scale Deployment Plans are produced for those agencies involved in repairing equipment. This chapter explains the management procedure for the Block Scales and Deployment Plans. A description of both scales is given below.

SPONSORSHIP OF BLOCK SCALES AND INITIAL ROLL OUT OF STTE

2. For new equipment or vehicles entering into service, a STTE Deployment Plan allocates unit entitlement to Block Scales, which in turn determine the STTE quantities. The STTE Deployment Plan lists those units with an initial repair responsibility for the new equipment or vehicle. The Block Scale lists the tools required at the different levels of repair, listed at Figure 6 below, and are codified under a High Level NSN. Both Deployment Plans and Block Scales are sponsored by the relevant Project Team (PT). STTE Block Scales with their corresponding High Level NSNs are visible on the [SCM \(SCO\) web-page](#) managed by the FIWO. Units can access this web-page to gain the details of the individual STTE items within the Block Scale. The following is a list of the actions required to achieve this:

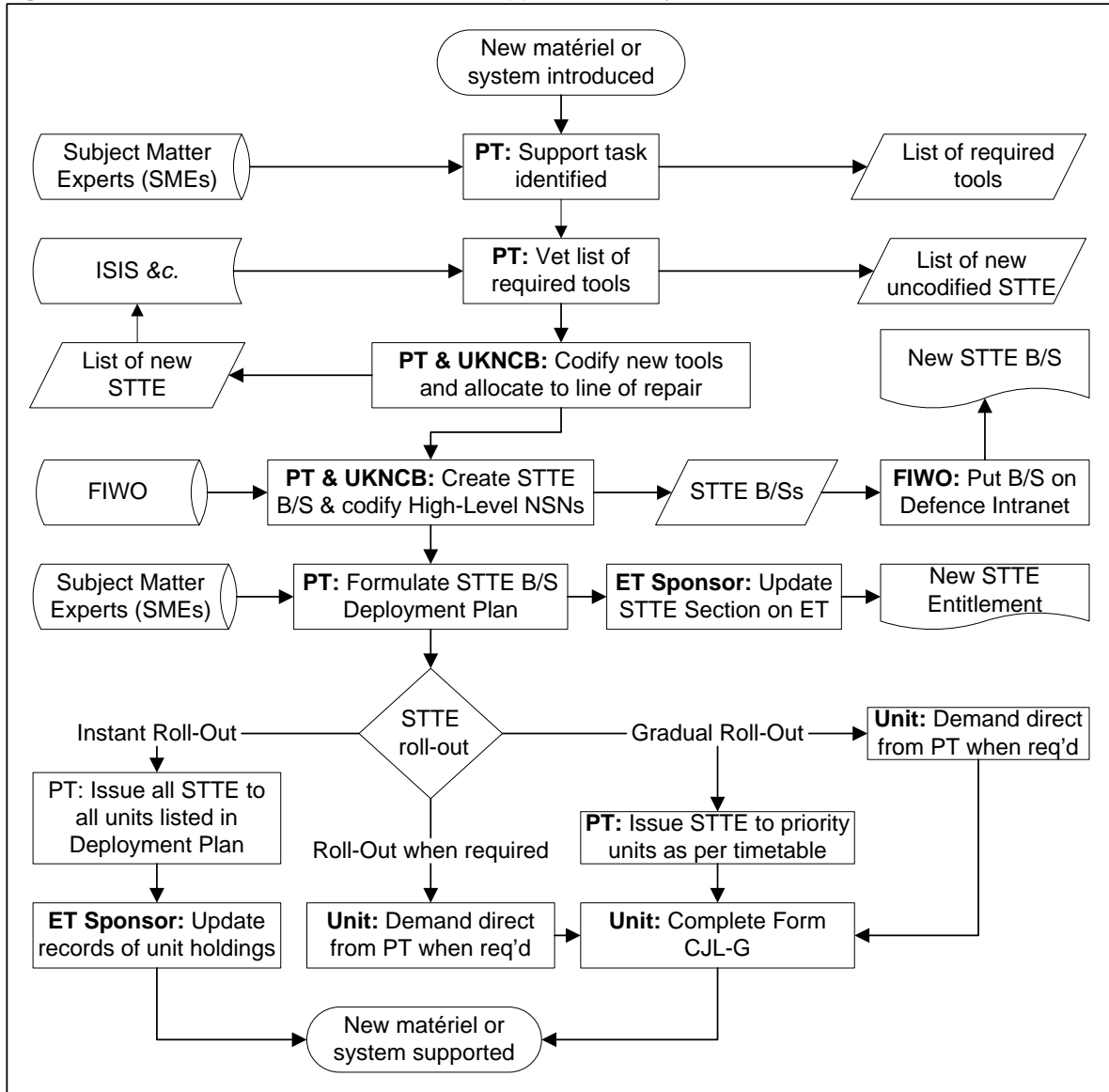
- a. PT Action:
 - (1) Vet list of tools required for new support task.
 - (2) Codify any new tools required for task and allocate level of repair.
 - (3) Request Block Scale Number and Set Code from FIWO.
 - (4) Formulate Block Scale. All tools must be assigned either to Part 1 (STTE) or Part 2 (General Purpose Tools). Part 2 tools are henceforth regarded as normal non-scaled ET items and are not held in the STTE Section of the ET.
 - (5) Codify a High Level NSN for every Set Code in the Block Scale. Place a SS3 Ban on High Level NSN to prevent units demanding direct.
 - (6) Prepare STTE Block Scale Deployment Plan and send a copy to all relevant PTs, all ET Sponsors and the FIWO. (The Deployment Plan is covered in Paragraphs 10 and 11 below)
 - (7) Issue Part 1 STTE to units where detailed in the Deployment Plan.
- b. ET Sponsor Action:
 - (1) Add Block Scale entitlement to unit's STTE Section as detailed in the Deployment Plan.
 - (2) Where necessary, inform affected units that entitlement has been changed and the process regarding issue of Part 1 STTE.

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c. FIWO Action:

- (1) Allocate a Block Scale Number and Set Code when required.
- (2) Put a PDF copy of the STTE Block Scale on the Defence Intranet.

Figure 5: Process for issue of new STTE in support of new system.



ENTITLEMENT

3. Repair units given the responsibility for support of equipment in service will become entitled to STTE, subject to financial approval, as detailed in the Deployment Plan. All matters relating to STTE not discussed elsewhere in this chapter are to be directed to the equipment owning PT. Timeframes and methods of initial deployment of STTE from the PT is detailed in the Deployment Plan. A copy of the Deployment Plan is sent to all relevant ET Sponsors.

4. **High Level NATO Stock Numbers.** A High Level NSN is a top NSN for all tools listed in a Set Code. Most Block Scales have been allocated a High Level NSN for every

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Set Code in the Block Scale. It is a 1:1 ratio between Block Scale Set Code and High Level NSN. All applicable High Level NSN are to be quoted on Deployment Plans, Issue Orders and on any relevant correspondence in addition to the Block Scale and Set Code. Units should account for all tools in the Block Scale under the High Level NSN instead of individual items. Where possible, lists of Block Scales should be ordered by Block Scale Number.

ACCOUNTING FOR SCALES

5. **Unit ET Accounting Action.** The information from the STTE Deployment Plan is sent to the unit. The PT arranges a Tasked Issue of the STTE to the unit or authorises the unit to demand when required as detailed in the Deployment Plan. The unit should retain a copy of the STTE Block Scale from the Defence Intranet so it can be accounted for. For Block Scales without a High Level NSN the relevant Block Scale Number is indexed in the STTE Section of the ET. STTE Sections are produced independently of the main ET and can be obtained from the unit's ET Sponsor. Units entitled to STTE are to account for the scaled special tools as follows:

- a. LF Units with repair responsibilities; in the STTE Section of the associated ET.
- b. Other units with established military tradesmen; in the STTE Section of the relevant ET or supplement.
- c. Other qualified and authorised tradesmen; in the STTE Section of the parent unit's ET.

Where the unit has the requirement to request STTE, AF G8088 procedures are to be used as per Chapter 4 of this instruction.

6. **Arms Plot.** Arms Plot moves will not normally affect REME units, who generally re-title and retain the same ET and scales. When there is a handover of equipment to a relief unit, the outgoing unit is to ensure that their STTE is backloaded or transferred to the incoming unit. The incoming unit is to register receipt of the STTE and write to all relevant PTs and the ET Sponsor informing them of the changes.

7. **Change of Role.** REME LADs and Regimental supporting workshops ordered to change role will normally be involved in the maintenance of different equipment. This will necessitate an alternative set of STTE. In the case of the parent unit being equipped with new to service equipment, the STTE will be supplied under the instruction of the STTE Block Scale Deployment Plan. When the parent unit is being equipped in its new role with existing in-service equipment, the requirement for the appropriate STTE Block Scale is to be justified and applied for via submitting an AF G8088 as detailed in Chapter 4.

DESCRIPTION OF STTE BLOCK SCALES

8. **Content.** An ET Block Scale detailing 'Special Tools for ES' will consist of the list of STTE to maintain the equipment stated in the Block Scale title. These items are accounted for in Section 11 or Supplement of the ET. If an image of the tool is available an illustration may also be provided to aid identification.

9. **Compilation.** The tools in Block Scale are determined after a Maintenance Assessment by the appropriate PT. Based on the policy, the PT identifies the STTE and the quantity of sets which need to be scaled for the Equipment Support (ES) Levels as shown in Figure 6.

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Figure 6: Equipment Support (ES) Levels and Block Scale Set Codes

ES Level	Block Scale Set Code	Unit Type/Line of Repair
Level 2	A1 A2	ES planning and maintenance conducted at unit level, by replacement, adjustment or minor repair using generally provisioned resources, such as ES Mat spares battle-boxes. This is the first level of ES delivered by REME.
Level 3	B1 B2 B3	ES planning and maintenance conducted at formation level and in greater planning detail and depth than Level 2. It includes such operations as Bde level ES planning, re-supply of ES Mat, repair, partial reconditioning and modification requiring special skills or equipment; but which is short of a complete strip, reconditioning and re-assembly. Generally, REME Close Support (CS) and Force Support (FS) Bns deliver Level 3 ES within the theatre of operations.
Level 4 and Training	D1 D2 D3 D4 D5	Full overhaul, reconditioning, major conversions, or major repairs, usually outside the theatre of operations and conducted by Defence contractors and the Defence Support Group.

DESCRIPTION OF A STTE DEPLOYMENT SCALE

10. A STTE Block Scale Deployment Plan identifies those units designated to repair an equipment or system. The plan is used to quantify the STTE needed to support the equipment or system and to inform formation Equipment Support staffs of future changes to their repair dependency. The Deployment Plan is reviewed annually by the appropriate PT and updates summarised in a DIN.

11. Where stated in the Deployment Plan, entitlement can remain unclaimed or reserved. When required, the unit is to demand the Block Scales against their entitlement and inform the relevant ET Sponsor as per paragraph 14 below. Otherwise the details of Tasked Issues to the listed units are detailed in the Deployment Plan.

12. Units not entitled to STTE Block Scales who require the support capability are to request an uplift in entitlement via AF G8088 as detailed below:

- a. Unit Action:
 - (1) Identify STTE requirement.
 - (2) Submit AF G8088 which must list the full Block Scale Number, Set Code and (if applicable) High Level NSN. AF G8088 procedure is detailed in Chapter 4.
 - (3) Send to the Formation HQ for financial scrutiny.
- b. ET Sponsor Action:
 - (1) Process AF G8088.
 - (2) Send to relevant PT if approved.
- c. Project Team Action:
 - (1) If the unit is not listed in the Deployment Plan, the PT is to scrutinise the request.

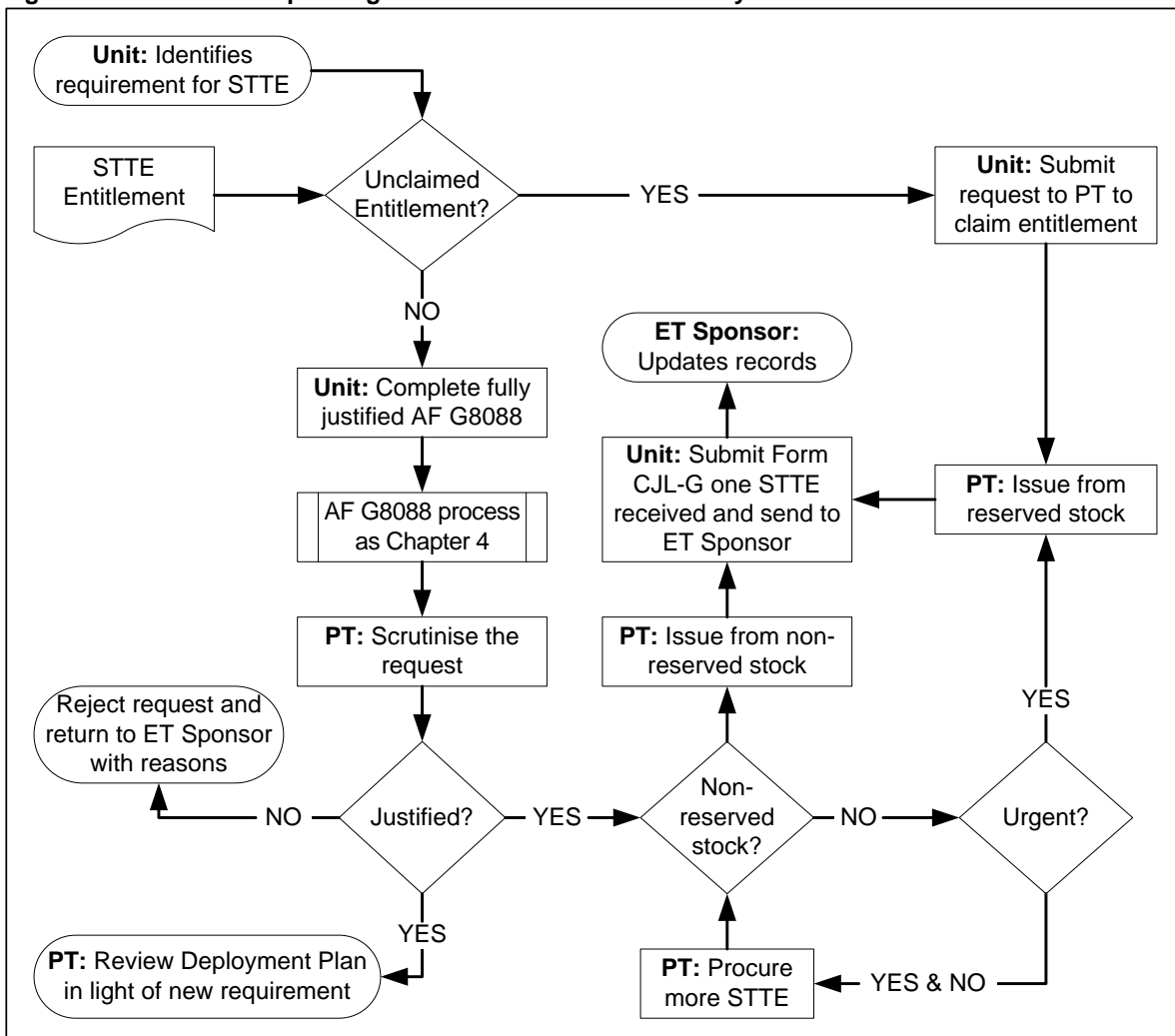
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- (2) If the request is valid and non-reserved STTE stock is available the STTE should be issued.
- (3) If the request is valid and there is no non-reserved STTE stock available, the PT is to consider whether reserved stock needs be issued.
- (4) The PT is to inform the ET Sponsor of the request outcome.
- (5) For valid requests, the PT is to investigate why the unit was not included on the original Deployment Plan and revise if necessary.

13. When a unit receives Block Scales from the PT, they are to inform the ET Sponsor by completing Form CJL-G at Figure 9 at the end of this chapter. Where this is a result of AF G8088 action, the unit must quote the ET Sponsor's Reference Number. The ET Sponsor carries out the following actions upon receipt of Form CJL-G:

- a. Annotate records to show entitlement for the equipment has been claimed or partially claimed, quoting relevant RV Numbers. Entitlement to the Block Scales is not to be changed without agreement from the relevant PT.
- b. Send a new copy of the STTE Section to the unit.

Figure 7: Process for requesting STTE Block Scales not already held



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14. Similarly, when a unit backloads Block Scales and reduces entitlement to reserved entitlement, Form MJB at Figure 10 at the end of this chapter is to be completed. The ET Sponsor carries out the following actions upon receipt of Form MJB:

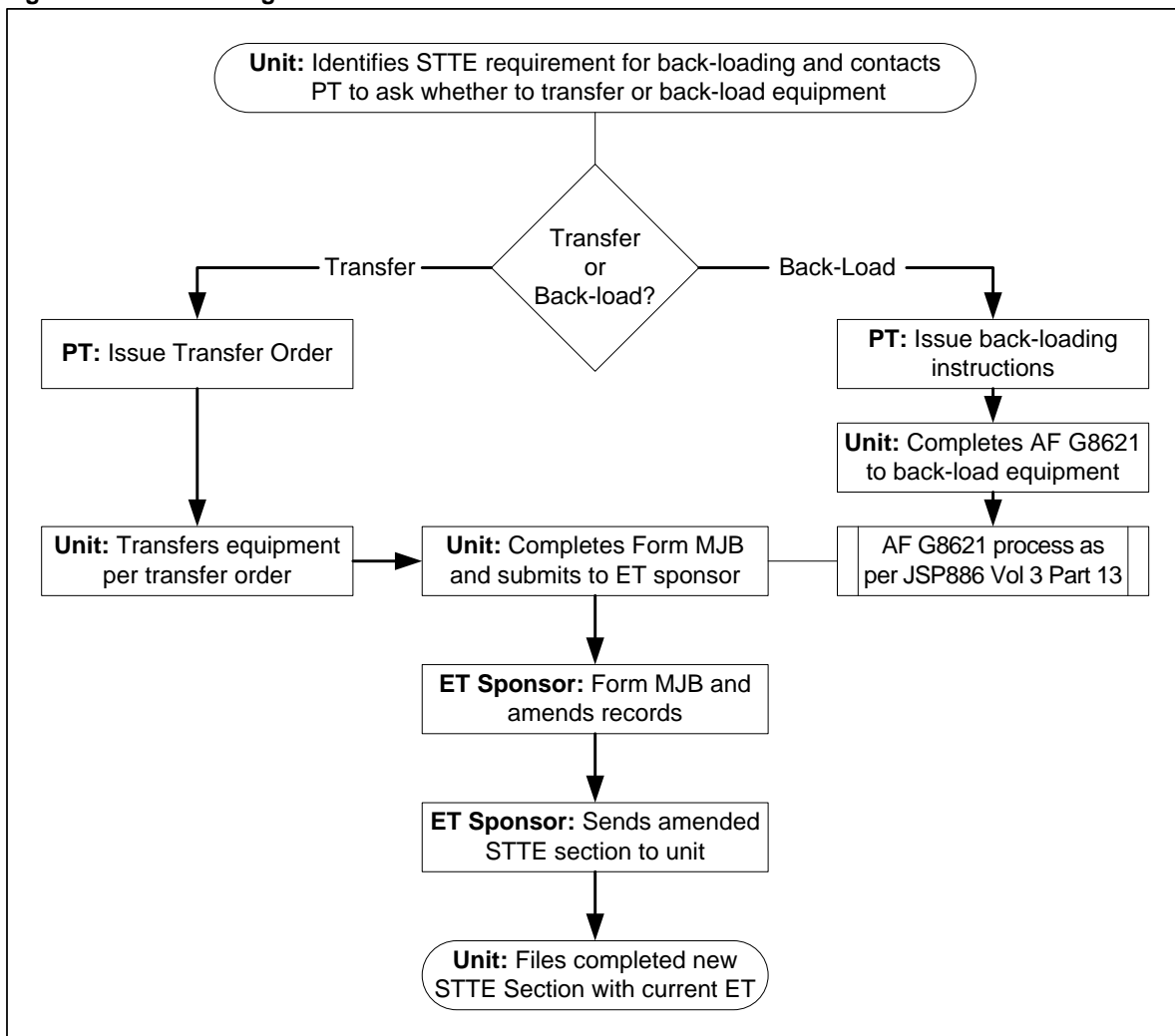
- a. Annotate records to show entitlement as unclaimed or partially claimed, quoting relevant IV Numbers. Entitlement to the B/S is not to be changed without agreement from the relevant PT.
- b. Send a new copy of the STTE Section to the unit.

15. The process for requesting new Block Scales is at Figure 7.

BACKLOADING STTE

16. STTE no longer required by the unit should be backloaded for re-use. The process for backloading STTE is shown at Figure 8.

Figure 8: Back-Loading STTE:



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Figure 9: Form CJL-G: Notification of Receipt of a Special Tools and Test Equipment Block Scale

NOTIFICATION OF RECEIPT OF A SPECIAL TOOLS AND TEST EQUIPMENT BLOCK SCALE							
Unit Name:		UIN:					
ET Number:		Unit Reference:					
Block Scale No	Block Scale Set Code	Block Scale Designation	Entitlement	Quantity Received	Total New Holdings	RV Details / Transfer Order details / date	Justification (see blow)
Note: A1 = New, unused materiel. A2 = Part worn but serviceable. E0 = Unserviceable.							
Justification selection: Received as part of deployment plan issue. Received following AF G8088 submission. Transfer Order. Other (as detailed below).		Unit Action: This is to certify that the information above is a true and accurate record. Signature: _____ Name / Appt: _____ Tel: _____ Date: _____		ET Sponsor Action: Above STTE Block Scale added to ET. Signature: _____ Name / Appt: _____ Tel: _____ Date: _____			

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Figure 10: Form MJB: Confirmation of Back-Loading Special Tools & Test Equipment Block Scales

CONFIRMATION OF BACKLOADING SPECIAL TOOLS AND TEST EQUIPMENT BLOCK SCALE						
Unit Name:		UIN:				
ET Number:		Unit Reference:				
Block Scale No	Block Scale Set Code	Block Scale Designation (and High-Level NSN if applicable)	Previous	Current	IV No and Date	Remarks
This certifies that:		Unit Action:			ET Sponsor Action:	
1. The unit ensured that the STTE was neither required nor allocated as part of an active fielding plan before back-loading.		Signature:			Signature:	
2. The unit ensured that authorisation to back-load was obtained through the relevant Project Team.		Name / Appt:			Name / Appt:	
3. The unit ensures that te above IV Nos and dates are complete and accurate.		Tel:			Tel:	
		Date:			Date:	

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CHAPTER 8: NON-SCALED WORKSHOP TOOLS AND EQUIPMENT

GENERAL

1. This chapter applies to items in DMC E3, F3, W3, W4, W5, WTE, 4W2, TKT, TKTP and any DMC in the WTE series and F1 series.
2. The Deployable Support and Teat Equipment Project Team (DS&TE PT) is the focal point for queries on Workshop Tools and Equipment including trade toolkits.

UNIT INSPECTIONS

3. During the Logistic Support Inspection (LSI) or Specialist Staff Inspection (SSI) of the unit an audit will be carried out on the tools directly requested by the unit.

AUTHORISING AGENCY ACTION

4. DS&TE PT is to examine the requirement, indicate agreement or otherwise at Part 4 of the AF G8088 and return it to the ET Sponsor. If the requirement is agreed, the PT will raise an Issue Order or procure and issue the item.

NEW SERVICE ACTION

5. When New Service action is necessary for the proposed item, the ET Sponsor is to apply to DS&TE PT to procure the item and to automatically issue it to the unit. The ET Sponsor will then amend the ET when the requirement is agreed and the item has been issued.

PROCEDURE FOR DECREASES/DELETIONS

6. **Unit Action.** Applications to backload non-scaled items and have the entitlement removed from the unit's ET is to be submitted in accordance with Chapter 4. Decreasing or deleting entitlement for non-scaled equipment held deficient should be discussed with the ET Sponsor.

PROCEDURE FOR REPLACEMENT OF IN-SERVICE POWERED MACHINERY

7. This process is to be followed by all units who require replacement of large powered workshop equipment. Examples of equipment are:
 - a. Metalworking Equipment – milling machine, lathe, band saw, power hacksaws, guillotine, shearing machine, folding machine, drilling machines, engravers etc.
 - b. Woodworking Equipment – mortiser, panel saw, circular saw, thicknesser, planer, spindle moulder, band resaw, tilting arbour saw, radial crosscut saw, etc.
 - c. Garage Equipment – lifts, fuel injection and electrical test benches, sweepers and rubbing machines, tyre changers and lancers etc.
8. This also covers equipment with no direct supersession route on SS3. This process does not cover hand-held power tools, small garage equipment and programme repair items.
9. The process is as follows:

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- a. Unit identifies the requirement. This must include the following information; failure to include this information will result in the application being returned to the originator:
- (1) A full justification, including a Priority Code. Additional justification can be provided in an accompanying letter if necessary.
 - (2) The basic item cost.
 - (3) The quantities of current holdings, if any, are to be stated in the justification together with the authority.
 - (4) A brief description of the role of the equipment within the unit e.g. manufacture of pins for repair of Land Rover vehicles.
- b. Unit completes “Annex B” Form at Figure 11 and forwards direct to DS&TE PT.
- c. Action by DS&TE PT:
- (1) Scrutinise the requirement with the User.
 - (2) Notify the user if the current in-service item must be disposed of immediately.
 - (3) Identify a replacement and issue the user with the project number for the replacement item (if applicable).
 - (4) Automatically issue the procured item, copy to ET sponsor.

Figure 11: Form “ANNEX-B”: Request Form for Replacement of Powered Workshop Equipment

1.	Unit Ref:	Date:
2.	UNIT (UIN and Contact No)	
3.	ITEM (Description & NSN):	
4.	EQUIPMENT ROLE:	
5.	JUSTIFICATION:	
8.	DS&TE PT AUTHORITY TO REPLACE IN-SERVICE EQUIPMENT IS GRANTED	
	Replacement equipment will be procured under project WTE/ /	
9.	DS&TE PT AUTHORITY IS NOT GRANTED	
	Equipment may continue to be used until it becomes unserviceable or requires maintenance/service. In-service equipment is UNSAFE and must be taken out of service. Authority to dispose is attached.	
	REFERENCE:	
	SIGNED:	DATE: