

UNITED STATES ARMY AVIATION SCHOOL

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**EQUIPMENT RECORDS GUIDE
FOR A TYPICAL AVIATION COMPANY**

SEPTEMBER 1967

PREFACE

1. This guide is a pocket reference for personnel using Army equipment records procedures as represented by the TAERS forms used in a typical aviation company. Additional forms that apply to other units can be found in TM 38-750, May 1967.

2. Each form is described on a separate page. The form number and title is shown at the bottom of the page for ease of reference.

3. The following publications contain further details:

- a. TM 38-750.
- b. TM 38-750-1.
- c. TM 38-750-2.
- d. DA Pamphlet 750-38.

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Purpose: To control utilization of special purpose, tactical, or commercial design vehicles, including materials handling equipment; also, power generators, centrifugal pumps, etc.

Applicable to: See purpose, above.

When utilized: At time of dispatch of equipment.

Preparation: See TM 38-750, page 2-1, para 2-2c.

Disposition: See TM 38-750, page 2-7, para 2-2d.

Management utilization: Can be used to determine -

1. Daily hours and/or mileage.
2. Number of operators utilizing equipment.
3. Utilization of vehicle.

Remarks: See TM 38-750, para 2-2, for complete details.

Purpose: To provide a ready identification as to the user and location of equipment while on dispatch or in use.

Applicable to: Various types of equipment when on dispatch or in use.

When utilized: Whenever equipment is in use or dispatched.

Preparation: See TM 38-750, page 2-7, para 2-3c.

Disposition: See TM 38-750, page 2-9, para 2-3d.

Management utilization: Can be used to determine -

1. Who is requesting and utilizing the various equipment by type.
2. Where the equipment is located and the expected time of return.

Remarks: 1. See TM 38-750, para 2-3, for complete details.

2. Continue usage of existing forms.

Purpose: To expedite resupply by direct exchange. To identify EIR exhibits.

Applicable to: All items.

When utilized: Whenever parts, components, or assemblies are resupplied to using organizations on a direct exchange basis.

Preparation: See TM 38-750, page 3-1, para 3-2c.

Disposition: Section 1 remains with item at all times. Sections 2, 3, and 4 serve as a receipt at various levels of support (section 2 - for retention by support activities; section 3 - for battalion level; section 4 - for unit).

Management utilization: Can be used to determine -

1. Quantity of unit exchange transactions.
2. Man-hour factors.
3. Cost factors.
4. Workload.

Remarks: See TM 38-750, para 3-2, for complete details.

Purpose: To provide a standard worksheet for temporary recording of equipment faults detected by operators, organizational and maintenance activity mechanics/inspectors, and results of ESC evaluations, CMMI inspection, and checks.

When utilized: When performing inspections, PM services, diagnostic checkouts, and ESC checks.

Preparation: See TM 38-750, page 3-13, para 3-4c.

Disposition: See TM 38-750, page 3-18, para 3-4d, e, and f.

Management utilization: Can be used to determine -

1. Materiel readiness of equipment.
2. Quality of maintenance being performed.
3. Problem trend.
4. The man-hours required to accomplish inspection.
5. The results of CMMI inspection.

Remarks: See TM 38-750, para 3-4, for complete details.

Purpose: To provide a record of maintenance requests (DA Form 2407) and component removal and repair/overhaul records (DA Form 2410) processed within a maintenance activity.

Applicable to: All equipment processed within a maintenance activity.

When utilized: When equipment is placed in maintenance channels by a maintenance support activity.

Preparation: See TM 38-750, page 3-20, para 3-5c.

Disposition: See TM 38-750, page 3-20, para 3-5d.

Management utilization: Can be used to determine -

1. Backlog of work.
2. Jobs in process.
3. Man-hour requirements.
4. Cost and labor.
5. Cost and parts.
6. Efficiency.
7. Parts requirement.
8. The number of maintenance requests.

Remarks: 1. See TM 38-750, para 3-5, for complete details.

2. Continue usage of existing form.

Purpose: To provide Department of the Army staff and commanders at all levels, information as to the readiness status of equipment in the hands of using organizations.

Applicable to: All Army organizations or installations maintaining a property book under provisions of AR 735-35 or a property account under provisions of AR 711-16.

When utilized: See TM 38-750, page 3-20, para 3-6b.

Preparation: See TM 38-750, page 3-26, para 3-6d.

Disposition (routing): See TM 38-750, page 3-34, para 3-6e.

Management utilization: Can be used to determine -

1. Collection of materiel readiness data.
2. Equipment issued as an authorized substitute item on hand receipt to using organization.
3. Equipment in maintenance float stock.
4. Equipment in administrative storage.

Remarks: 1. See TM 38-750, para 3-6, for complete details.

2. Discontinue use of superseded form and use revised form effective 1 July 1964.

Purpose: To request repairs or maintenance services, serve as a source document for maintenance data collection, submit an equipment improvement recommendation (EIR), record maintenance services performed, and to report accomplishment of MWO's.

Applicable to: All equipment used by organization and support categories. See TM 38-750, page 3-35, para 3-7b.

When utilized: See purpose, above.

Preparation: See TM 38-750, page 3-40, para 3-7.1 through 3-7.9. DA Form 2407-1 serves as continuation sheet maintenance request for DA Form 2407.

Disposition: See TM 38-750, page 3-40, para 3-7.1 through 3-7.9.

Management utilization: Can be used to determine -

1. Modification man-hours.
2. Configuration status.
3. Maintainability.
4. Product improvement requirements.
5. Costs and labor.
6. Costs and parts.
7. Parts requirements.
8. Inspection man-hours.
9. Quality of maintenance being performed.

Remarks: See TM 38-750, para 3-7 through 3-7.9, for complete details.

Replaces: DA Form 2408, 1 Jan 64.

Purpose: To provide a ready reference to assembly instructions and symbols used in the equipment logs.

Applicable to: All equipment requiring logbook. See TM 38-750, page 4-85, para 4-22.

When utilized: During initial logbook assembly and when required for ready reference relative to symbols used on DA Forms 2408-1, 2408-12, 2408-13, and 2408-14.

Preparation: Not applicable.

Disposition: Permanent part of logbook.

Where filed: With equipment logbook.

Management utilization: None.

Remarks: See TM 38-750, para 4-4, for complete details.

Replaces: DA Form 2408-1, Jan 1964, and DA Form 2408-2, Apr 1962.

Purpose: To provide a continual record of data relative to the operation of equipment.

Applicable to: Specified items of equipment contained in TM 38-750, page 4-85, para 4-22.

When utilized: See TM 38-750, page 4-5, para 4-5b.

Preparation: See TM 38-750, page 4-5, para 4-5c, d, and e.

Disposition: See TM 38-750, page 4-14, para 4-5f.

Management utilization: Can be used to determine -

1. Total hours of operation.
2. Total miles of operation.
3. Amount of fuel and oil added during operation.
4. Number of days item was not operational.
5. Management and control of equipment.

Remarks: 1. See TM 38-750, para 4-5, for complete details.

2. Daily logs - discontinue use of superseded form and use revised form effective 1 July 1967.

3. Monthly logs - this is a permanent record; retain superseded form (or copies thereof) and destroy only in accordance with TM 38-750, May 1967.

Purpose: To provide a record of maintenance services, inspections, and repairs requiring parts usage at organizational level; a method of recording and reporting status of equipment availability and serviceability; and a source document for collection of maintenance engineering data.

Applicable to: Specified items of equipment listed in TM 38-750, page 4-85, para 4-22.

When utilized: See TM 38-750, page 4-14, para 4-6b.

Preparation: See TM 38-750, page 4-17, para 4-6c.

Disposition (routing): See TM 38-750, page 4-20, para 4-6d.

Management utilization: Can be used to determine -

1. Man-hour requirement.
2. Man-hours expended.
3. Parts usage.
4. Failure rates.
5. Equipment availability.
6. Equipment serviceability criteria (Green, Amber, Red).

Remarks: 1. See TM 38-750, para 4-6, for complete details.

2. Logbook copy 2 - will be retained in equipment logbook for a period of 1 year, then destroyed.

Purpose: To provide a continuous record of rounds fired and other related service life data pertaining to weapon tubes.

Applicable to: All rifled cannon and mortar tubes.

When utilized: After each day's firing or whenever recoil mechanism is exercised in accordance with TB ORD-303. By support personnel to record periodic inspections performed in accordance with TM 9-1000-202-35 and TB ORD-1054.

Preparation: See TM 38-750, page 4-21, para 4-7c.

Disposition: See TM 38-750, page 4-23, para 4-7d.

Management utilization: Used to determine the number of rounds fired and estimated remaining life of weapon tubes.

- Remarks:
1. See TM 38-750, para 4-7, for complete details. When weapon is mounted on a vehicle, aircraft, or marine equipment, these records become inserts in the equipment log.
 2. Continue usage of existing forms.

Purpose: To provide a record of all modifications required and all modifications applied to equipment.

Applicable to: See TM 38-750, page 4-85, para 4-22, for specific items of equipment requiring this form.

When utilized: Upon receipt and application of MWO.

Preparation: See TM 38-750, page 4-25, para 4-8c.

Disposition: See TM 38-750, page 4-27, para 4-8e.

Management utilization: Can be used to determine -

1. Modifications awaiting application.
2. Man-hours required to modify.
3. Modifications completed.

Remarks: See TM 38-750, para 4-8, for complete details.

Purpose: To provide a record of transfer of items on which a historical record is mandatory and for which maintenance data is to be collected. To provide worldwide inventory control of specific equipment.

Applicable to: See TM 38-750, page 4-85, para 4-22, for specific items of equipment requiring this form.

Preparation: See TM 38-750, page 4-28, para 4-9c.

Disposition (routing): See TM 38-750, page 4-34, para 4-9d.

Management utilization: Can be used to determine -

1. Equipment accountability and location.
2. Equipment density by area.
3. Equipment losses due to disposal, salvage, or combat.

Remarks: 1. See TM 38-750, para 4-9, for complete details.

2. Logbook copy - only current DA Form 2408-7 will be retained in logbook.

Purpose: To record the status of equipment at the time it is accepted from the manufacturer. To provide a record of overhaul and rebuild while in the Army inventory.

Applicable to: See TM 38-750, page 4-85, para 4-22, for specific items of equipment requiring this form.

When utilized: At time of equipment acceptance by the Department of the Army or when rebuild or modification results in a change of the Federal Stock Number of the item.

Preparation: See TM 38-750, page 4-35, para 4-10c.

Disposition (routing): See TM 38-750, page 4-37, para 4-10d.

Management utilization: Can be used to determine -

1. Equipment configuration prior to introduction into the system.
2. Contract on which equipment was procured.
3. Manufacturer.
4. Date of manufacture,
5. FSN of item.
6. Other historical data.

Remarks: 1. See TM 38-750, para 4-10, for complete details.

2. Logbook copy - will be inserted in equipment log as a permanent copy.

Purpose: To provide (except for aircraft) -

1. Component replacement record.
2. Missile component record.
3. Index of logbooks.

Applicable to: See TM 38-750, page 4-85, para 4-22, for specific item of equipment requiring the form.

When utilized: See TM 38-750, page 4-38, para 4-11b.

Preparation: See TM 38-750, page 4-38, para 4-11c.

Disposition (routing): See TM 38-750, page 4-39, para 4-11d.

Management utilization: Can be used to determine -

1. Feedback data of "high dollar" value items consumed when missiles are fired.
2. A record of component replacements.

Remarks: See TM 38-750, para 4-11, for complete details.

Purpose: To provide a record of essential flight information.

Applicable to: All manned aircraft.

When utilized: During every aircraft flight.

Preparation: See TM 38-750, page 4-44, para 4-12c.

Disposition: Maintain for 3 months, then destroy as prescribed
by AR 345-210. See TM 38-750, page 4-46, para 4-12d.

Management utilization: Can be used to determine -

1. Source of information for DA Form 759.
2. Type of mission flown.
3. Type of duty and flight performed by aviator and crew.
4. Source of flying time for DA Form 2408-13.

Remarks: See TM 38-750, para 4-12, for complete details.

Replaces: DA Form 2408-13, 1 Jan 1964.

Purpose: To provide a record for all maintenance service performed on an Army aircraft.

Applicable to: All Army aircraft.

When utilized: Whenever an aircraft is flown.

Preparation: See TM 38-750, page 4-46, para 4-13c.

Disposition: See TM 38-750, page 4-53, para 4-13d.

Management utilization: Can be used to determine -

1. Condition status of aircraft.
2. Total aircraft hours.
3. Inspection status of aircraft.
4. Oil and fuel consumption of aircraft.
5. Airworthiness of the aircraft and functional status of all installed mission-essential equipment.

Remarks: See TM 38-750, para 4-13, for complete details.

Purpose: To provide a record of uncorrected faults on Army equipment.

Applicable to: See TM 38-750, page 4-85, para 4-22, for specific items of equipment requiring this form.

When utilized: See TM 38-750, page 4-53, para 4-14b.

Preparation: See TM 38-750, page 4-56, para 4-14c.

Disposition: See TM 38-750, page 4-56, para 4-14d.

Management utilization: Can be used to determine -

1. Uncorrected faults on equipment.
2. Reason for overdue replacement of components.
3. What repair parts and modification kits are due in on the equipment.
4. Requisition number of parts and modification kits on order.

Remarks: 1. See TM 38-750, para 4-14, for complete details.

2. Status symbols for aircraft may be entered in red.

Purpose: To provide significant historical data pertinent to the aircraft throughout its life.

Applicable to: All aircraft.

When utilized: From time of introduction into inventory to retirement of aircraft.

Preparation: See TM 38-750, page 4-58, para 4-15c.

Disposition: See TM 38-750, page 4-58, para 4-15d.

Management utilization: Can be used to determine -

1. Overhaul and major repair history.
2. Historical record of accomplishment of directed one-time inspections.
3. Accident history.
4. All other historical data considered useful for operation or overhaul of aircraft.

Remarks: 1. See TM 38-750, para 4-15, for complete details.

2. Retain superseded logbook form and dispose of in accordance with TM 38-750, para 4-15d.

Replaces: DA Form 2408-16, 1 Jan 1964.

Purpose: To provide a record of essential information on installed time change components and certain "condition" items.

Applicable to: All aircraft having items installed and those controlled "condition" items reflected in TB AVN 23-65.

When utilized: When any item falling under the above criteria is removed or installed.

Preparation: See TM 38-750, page 4-59, para 4-16c.

Disposition: See TM 38-750, page 4-61, para 4-16d.

Management utilization: Can be used to determine -

1. Future maintenance requirements.
2. Component historical data.
3. Serial number of installed components.

Remarks: 1. See TM 38-750, para 4-16, for complete details.

2. The information recorded on DA Form 2410 is taken from this form and is closely related.

Purpose: To provide a checklist of property assigned to the aircraft which is subject to periodic inventory.

Applicable to: All aircraft.

When utilized: At inventory intervals, and when equipment subject to inventory is removed or installed.

Preparation: See TM 38-750, page 4-62, para 4-17c.

Disposition: See TM 38-750, page 4-70, para 4-17d.

Management utilization: Can be used to determine -

1. Availability of accountable property.
2. Date of last inventory.
3. Components of basic end item.

Remarks: 1. See TM 38-750, para 4-17, for complete details.

2. This form is used not only as an inventory record of property such as basic issue items but also in lieu of DA Form 2062, Hand Receipt/Annex No., to affix direct responsibility.

3. Continue usage of existing form.

Purpose: To provide a list of all required inspections.

Applicable to: All aircraft.

When utilized: Continually to record all required inspections of aircraft or components. Also, to record requirement for accomplishing directed interim recurring inspections until such time as the inspection is incorporated in the applicable -20 technical manual as a scheduled inspection.

Preparation: See TM 38-750, page 4-70, para 4-18c.

Disposition: Permanent record; accompanies aircraft upon transfer.

Management utilization: Can be used to determine -

1. Requirement and due date for all hourly and calendar inspections which fall at odd intervals.
2. Requirement and due date of directed interim recurring inspections (those not yet picked up and published as a TM change).

Remarks: See TM 38-750, para 4-18, for complete details.

Purpose: Provides a means of recording all significant historical data concerning a specific aircraft engine turbine wheel, throughout its service life.

Applicable to: Will be initiated for each turbine wheel which is installed within an aircraft turbine engine and spare turbine wheels. Is required on all aircraft engine turbine wheels, regardless of level of possession; and includes all serviceable and reparable assets.

When utilized: See TM 38-750, page 4-73, para 4-19b.

Preparation: See TM 38-750, page 4-73, para 4-19c.

Disposition: See TM 38-750, page 4-77, para 4-19d.

Management utilization: Can be used to determine -

1. Whether the turbine wheel can be overhauled or not.
2. Which turbine wheel parts require replacement at each overhaul interval.

Remarks: See TM 38-750, para 4-19, for complete details.

Purpose: To provide a record of complete maintenance history of an item of equipment.

Applicable to: Items of equipment listed in TM 38-750, page 4-85, para 4-22, or when its use is mandatory.

When utilized: Whenever applicable items are inspected, serviced, repaired, or modified.

Preparation: See TM 38-750, page 4-79, para 4-20c.

Disposition: Permanent record accompanying item throughout its service life.

Management utilization: Can be used to determine -

1. Maintenance history.
2. Labor and parts cost.
3. Configuration.
4. Modification work order.

Remarks: 1. See TM 38-750, para 4-20, for complete details.

2. This form may be utilized as a separate equipment log for equipment not listed in TM 38-750, page 4-85, para 4-22, when commander elects to keep a log on this equipment.

3. Continue usage of existing form.

Purpose: To provide information on the status and location of specified components.

Applicable to: All "time change" aircraft components, "condition" items listed in TB AVN 23-65, and recoverable combat vehicle engines; also, used for selected missile components when designated.

When utilized: Each time a component is removed, shipped, repaired, installed, salvaged, placed in supply system, has a change of FSN, or becomes unserviceable while uninstalled.

Preparation: Varies with action taken; see TM 38-750, page 3-75, para 3-8.1c.

Disposition (routing): See TM 38-750, page 3-76, para 3-8.1d.

Management utilization: Can be used to determine -

1. Location of components.
2. Serviceability status of uninstalled components.
3. Items of equipment on which installed.

Remarks: 1. See TM 38-750, para 3-8, for complete details.

2. Relative to control number, see para 3-8c.

Purpose: To update maintenance and control records when data is not provided by DA Form 2410.

Applicable to: All aircraft recoverable components requiring preparation of DA Form 2410.

When utilized: See TM 38-750, page 3-87, para 3-8.2b.

Preparation: See TM 38-750, page 3-88, para 3-8.2c.

Disposition: See TM 38-750, page 3-88, para 3-8.2d.

Management utilization: Used to provide information relative to specific changes in location, status, and movement of aircraft components.

- Remarks: 1. See TM 38-750, para 3-8.2, for complete details.
2. This form is utilized by maintenance support and supply activities when required data is not provided by DA Form 2410. Using organizations will not prepare DA Form 2410-1.

Purpose: To report failures, discrepancies, and other questionable or unsatisfactory conditions of ammunition.

Applicable to: Nuclear weapons, conventional, CBR, and guided missile ammunition.

When utilized: Whenever any unsatisfactory condition is encountered. When disposition action has been taken for items deemed hazardous. When disposition instructions are required for unserviceable ammunition components or explosives. See TM 38-750, page 5-3, para 5-6 and 5-8, for other uses and special instructions.

Preparation: See TM 38-750, page 5-12, para 5-7.

Disposition: See TM 38-750, page 5-1, para 5-3.

Management utilization: Can be used to determine -

1. Serviceability of ammunition received from manufacturers.
2. Unsatisfactory or questionable condition of ammunition due to storage, high temperature exposure, etc.

Remarks: See TM 38-750, para 5-5 through 5-8, for detailed instructions and exceptions relative to use of this form.

Purpose: To provide a record of each primary standard, secondary standard, and test and measuring equipment to be calibrated. To report the calibration accomplished.

Applicable to: Equipment requiring controlled calibration.

When utilized: See TM 38-750, page 6-2, para 6-5b.

Preparation: See TM 38-750, page 6-2, para 6-5c.

Disposition: See TM 38-750, page 6-4, para 6-5d.

Management utilization: To record results of calibration and to identify location and type of equipment requiring calibration.

Remarks: 1. See TM 38-750, para 6-5, for complete details.

2. Not utilized at organizational level.

Purpose: To identify unserviceable or limited use test and measuring equipment or standards, including levels of maintenance required. To advise using unit and supporting field/depot maintenance facility that the equipment requires calibration after it has been repaired.

Applicable to: All test and measuring equipment or standards.

When utilized: Whenever a calibration facility determines an item to be unserviceable or to need repairs or calibration to be fully operational.

Preparation: See TM 38-750, page 6-11, para 6-7c.

Disposition: See TM 38-750, page 6-12, para 6-7d.

Management utilization: See purpose, above.

Remarks: See TM 38-750, para 6-7, for complete details.

Purpose: To provide certification of calibration. To identify item calibrated and individual and facility performing calibration. To indicate date of calibration and next due date.

Applicable to: Test equipment and calibration standards.

When utilized: Upon completion of calibration service.

Preparation: See TM 38-750, page 6-12, para 6-8c.

Disposition: Affix to item calibrated.

Management utilization: To verify calibration status and next due date for calibration service.

Remarks: 1. See TM 38-750, para 6-8, for complete details.

2. Utilized only by authorized calibration facilities.

Purpose: To provide a means of recording scheduled and performed maintenance services, load tests, or calibration of all equipment except aircraft requiring these periodic services. To provide a record of the time an item of equipment is out of service.

Applicable to: All equipment except aircraft requiring periodic services.

When utilized: Continuously for scheduling services and inspections.

Preparation: See TM 38-750, page 3-4, para 3-3c.

Disposition: See TM 38-750, page 3-8, para 3-3d.

Management utilization: Can be used to determine -

1. That maintenance is properly scheduled and performed.
2. Record of time that equipment was out of service and category of maintenance performing required repairs as an aid in preparation of the Materiel Readiness Report.

Remarks: 1. See TM 38-750, para 3-3, for complete details.

2. Common items (rifles, protective masks, binoculars, compasses) may be scheduled on one DD Form 314.

