



## Instructions for Completing USAR Form 19-R

- Item 1 - HQ USARC CONTROL NO. Leave blank; filled in at HQ USARC.
- Item 2 - DATE SUBMITTED TO HQ USARC (AFRC-FD). Enter date submitted.
- Item 3 - SUBMITTING COMMAND OR AGENCY. Enter name of organization. (e.g., 377th TSC).
- Item 4 - UIC. Enter UIC of organization for action.
- Item 5 - UNIT DESIGNATION. Enter organization name the issue affects (e.g., 123 Quartermaster Company).
- Item 6 - UNIT LOCATION. Enter physical location of organization for action.
- Item 7 - BRANCH. Enter functional branch of organization for action.
- Item 8 - PROGRAMMED ACTCO (action code). Enter the ACTCO that is shown in the Force File.
- Item 9 - PROPOSED ACTCO. Enter the ACTCO necessary to accomplish the proposed change.
- Item 10 - PROGRAMMED EDATE. Enter affected EDATE IAW USARC Force File.
- Item 11 - PROPOSED EDATE. Enter desired new EDATE for action.
- Item 12 - PROGRAMMED SRC. Enter current 10-digit standard requirements code (SRC) IAW latest USARC Force File.
- Item 13 - PROPOSED SRC. Enter desired new 10-digit SRC for action.
- Item 14 - PROGRAMMED STRENGTH. (OFF, WO, and ENL REQ/AUTH.) Enter appropriate figures from latest USARC Force File (include AGR positions).
- Item 15 - PROPOSED STRENGTH. Enter requested strength or strength according to new SRC or MTOE (include AGR positions).
- Item 16 - DIFFERENCE (+/-). Enter difference in Item 14 and 15 for each category.
- Item 17 - FTS IMPACT (+/-). Enter the net addition (+) or deletion (-) for full-time support authorized spaces (Mil Tech/AGR/AC).
- Item 18 - PROBLEM/CAUSE/EFFECT. Enter a brief narrative description containing these three elements for the action concerning command or unit described. Use continuation sheet if necessary.
- Item 19 - RECOMMENDATION. Enter a narrative recommendation for the action described in item 18. Use continuation sheet if necessary.
- Item 20 - RECOMMENDED BILLPAYER. Enter UIC, command or unit name, and spaces of inactivating command or unit that is the recommended billpayer or force structure to pay for the increase in structure for the action. Use continuation sheet if necessary.
- Item 21 - COORDINATION AS NECESSARY. (Internal HQ USARC use only) Action will be coordinated by ARFP with impacted HQ USARC directorates. Directorate representative will enter printed name, telephone number, date of coordination, and initial in CONCUR or NONCONCUR column.
- Item 22 - APPROVAL. (Internal HQ USARC use only) Once action is staffed and nonconcurrences are addressed, action is returned to ARFP for approval. Individual approving for office indicated will enter printed name, telephone number, date of approval, and initial in CONCUR or NONCONCUR column.
- Items 23 - FORCE STRUCTURE DATABASE. (Internal HQ USARC use only) Complete when issue worksheet is approved. Print name of person posting the Command Plan database. Enter date action is posted or filed.