





## Instructions for Preparing Allowance Change Request (ACR)

- Block 1. ADDRESSEE: Complete in the same manner as other official correspondence.
- Block 2. DATE: Current date.
- Block 3. SERIAL NUMBER: The Serial Number shall include the ship type/hull number of the ship or Unit Identification Code of the activity and a sequential number.
- Block 4. APL/AEL/RIC/INSTRUCTION NUMBER AFFECTED: Enter the affected Allowance Parts List (APL), Allowance Equipage List (AEL), Repairable Item Code (RIC), or Instruction Number in this block.
- Block 5. STATUS OF REQUESTED/ALLOWED ITEM: Place an "x" in the appropriate box(es) to show the status of the requested/allowed item(s).
- Block 6. NATIONAL STOCK NUMBER (NSN) OR FSCM AND PART NUMBER: Enter the NSN or the FSCM and manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2 (Federal Supply Codes for Manufacturers).
- Block 7. EQUIPMENT/COMPONENT (E/C) OR ITEM NOMENCLATURE: Enter nomenclature for each stock number or part number listed in Block 6. Provide nameplate description and all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 4, give nameplate data, if available, or as a minimum, manufacturer's name, item name, drawing or reference number, applicable technical manual and the service application, system, or subsystem of the equipment which the repair part supports. (If additional space is required, use Block 13 or separate page.)
- Block 8. UNIT OF ISSUE (U/I): Enter the approved abbreviation for each standard item, as listed in the Navy Management Data List (NMDL). For non-standard items, use the manufacturer's parts list U/I Data. If the U/I is unknown, leave this blank.
- Block 9. UNIT PRICE: Enter the unit price for each item listed.
- Block 10. PRESENT QUANTITY ALLOWED: Enter present quantity allowed (authorized). Cite source and date of allowance document in Block 13.
- Block 11. NEW TOTAL QUANTITY: Enter the total of the present quantity allowed and the additional quantity requested.
- Block 12. EXTENDED VALUE OF CHANGE: New total quantity less present quantity allowed times Unit Price. (Not required for decreases.)
- Block 13. JUSTIFICATION: Indicate authority for present quantity allowed (Block 10) and reason for requesting change. Completion of this block is mandatory.
- Block 14. SUBMITTER INFORMATION: Provide submitter's name, DSN and Commercial Telephone Number, email address and signature.
- Block 15. APPROVING OFFICIAL INFORMATION: Provide approving official's name, DSN and Commercial Telephone Number, email address and signature. Sign in same manner as other official correspondence.
- Block 16. FIRST ENDORSEMENT: Provide endorser's name, activity, DSN and Commercial Telephone Number, email address and signature. Sign in same manner as other official correspondence. Identify approval or disapproval and provide comments as necessary. Type Commander's endorsement should include applicability to other ships and such other information which will assist in further consideration of the request.
- Block 17. COPY TO: Enter abbreviated titles and codes. Addresses are not necessary unless they are not available in the SNDL.