

1.0. Introduction.

In your future assignments, you may be working in the surveillance office. Therefore, you will be required to have knowledge of various ammunition surveillance forms. Upon completion of this lesson, you will be able to prepare, post, and maintain these forms.

2.0. Prepare a DA Form 2415 Ammunition Condition Report (ACR).

This section of the lesson will provide you with the details required to correctly complete a DA Form 2415.

2.1. Purpose.

The DA Form 2415 gives management information on unserviceable, and permanently suspended munitions.

2.2. Use.

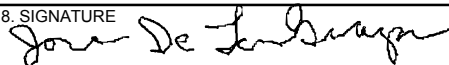
The DA Form 2415 is used to report munitions other than special weapon ammunition. A DA Form 2415 may be initiated as a result of but not limited to the following actions:

- Munitions Inspection: Periodic inspection, receipt inspection, safety-in-storage inspection, and special inspection.
- Permanent suspense assignment by owning service.
- As specifically requested by higher headquarters. The DA Form 2415 submittal is also contingent on satisfying conditions as established by Ammunition Condition Report (ACR) Requirement Flow Chart as found in DA PAM 738-750.

The DA Form 2415 is not necessary to destroy munitions that have been determined by a qualified ammunition inspector to be hazardous to health, safety, or security.

2.3. Instructions for Preparing an Ammunition Condition Report (ACR).

An original and six copies will be prepared for submittal to IOC. For missile items, one copy is prepared for submittal to AMCOM. Individual DA Forms 2415 are made for each owner of assets being reported. Individual Ammunition Condition Reports are made for each line item reported. More than one lot of items with the same DODIC may be reported on the same ACR so long as the integrity of the associated NSN and ammunition lot number is maintained. If a continuation sheet is needed to finish a report, a blank sheet of bond paper may be used. Refer to Figure 1, as necessary, while reviewing the step-by-step procedures outlined below, for completing the DA Form 2415.

AMMUNITION CONDITION REPORT <small>For use of this form, see DA PAM 738-750; the proponent agency is DCSLOG</small>				REQUIREMENT CONTROL SYMBOL CSGLD-1020	
1. THRU: <i>(Include ZIP Code)</i>			2. DATE OF REPORT		3. PAGE _____ OF _____ PAGES
4. TO: <i>(Include ZIP Code)</i> Cdr, U.S. Army Armament Munitions & Chemical Command ATTN: AMSMS-DSM-MA Rock Island, IL 61299-6000			5. UNIT IDENTIFICATION CODE W390AA-15-87		
6. FROM: <i>(Include ZIP Code)</i> Cdr, McAlester Army Ammunition Plant ATTN: SMC MC-QAS McAlester, OK 74501-5000			7. COMMODITY <input type="checkbox"/> CHEM <input type="checkbox"/> GM <input checked="" type="checkbox"/> CONV		
8. NOMEN-MODEL ITEM REPORTED Projectile, 155mm, HE, M483A1	a. PART/NSN NO. 1320-00-126-7339-D563	b. SN/LOT NO. MA-85A003-042	c. DATE OF MFG Jan 85	d. QTY IN LOT 2,251	
9. NOMEN-MODEL EQUIP INSTALLED/USED ON	a. PART/NSN NO.	b. SN/LOT NO.	c. DATE OF MFG	d. QTY IN LOT	
10. QTY INSPECTED 20	11. QUANTITY DEFECTIVE 20	12. PRESENT COND CODE F	13. ECON REPAIRABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
14. USE <input checked="" type="checkbox"/> WR <input type="checkbox"/> TNG	15. ESTIMATED REPAIR/MAINT/DISPOSAL UNIT COST DIRECT LABOR \$ GAS \$ OTHER \$				
16. DETAILS <i>(Description, cause, action, disposition)</i> a. Description: (1) Reason for ACR Initiation: Defects noted during performance of periodic inspection. (2) Defects encountered: (SASIP 742-1320-94-250) (a) outer pack: 10 percent pallet bases damaged (minor) (b) inner pack: N/A (c) Item: 100 percent with diamond marking mission (major). 30 percent with corrosion on fuze well threads (major). 5 percent with loose ogive/body joint (major). (3) Owner account: Army/B14 b. Cause: Corrosion defectives are deteriorative in nature. Other defectives are manufactured defects. c. Action: Lot retained in condition Code F. ACR W390AA-02085 previously reported unserviceable lot identified above in condition code F. d. Disposition: (1) Recommend renovation to condition code A. (2) MCAAP has the capability to perform recommended renovation. e. Originator: J. Henry Blossom, QASAS, AUTOVON 956-6557					
17. TYPED/PRINTED NAME, GRADE AND TITLE JOSE DeLaGUAPA GS 1910-12, C, Ammo Surv Div			18. SIGNATURE 		

DA FORM 2415
1 DEC 77

EDITION OF 1 JAN 64 IS OBSOLETE.

Figure 1. Completed DA Form 2415

- **Block 1.** Enter the complete address of the headquarters through which the report must be submitted for review. This information can be obtained from your local SOP. The complete address must be entered.
- **Block 2. Date of Report.** Enter the calendar date when the report is being made. (Example 5 Jan 1983).
- **Block 3. Page 1 of 2 pages.** In the top blank space, after the word "Page," enter the number "1," indicating that this is the first page of the report. The bottom blank space (__ pages) will be filled in after the report is completed with the total number of pages used.

NOTE: The report used as an example in this lesson contains only one page. Enter the number "1" in both spaces.

- **Block 4. TO:** Enter the complete address of the headquarters to which the report is being sent. This information is found on page 130, DA Pam 738-750 number (4).
- **Block 5. Unit Identification Code.** Enter the "UNIT IDENTIFICATION CODE" for your activity. Check local SOP for this information. To the right of the UIC, enter the ACR Report Number. This number indicates the total number of ACRs that have been submitted to date for the calendar year.

EXAMPLE: The ACR Report Number is 1-83, which shows that this is the first report submitted for the calendar year 1983.

- **Block 6. From:** Enter the complete address of your unit or activity, including the APO or ZIP code numbers.
- **Block 7. Commodity.** Place an "X" in the box which describes the type of munitions you are reporting: Chemical, Missile, or Conventional.
- **Block 8. Nomen-Model Item Reported.** Enter the complete item name and model number of the item being reported from the "Nomenclature" block of the DSR Card.
- **Block 8a. Part/NSN No.** Enter the complete National Stock Number (NSN) and Department of Defense Identification Code (DODIC) from the "NSN/PN" block of the DSR Card.
- **Block 8b. SN/Lot No.** Enter the lot number of the affected item from the "Lot/Serial No." block of the DSR Card.
- **Block 8c. Date of MFG.** Enter the date of manufacture for the affected item from the "Date Mfg." block of the DSR Card.

- **Block 8d. Qty In Lot.** Enter the quantity on hand of the lot number being reported. The quantity must be verified by stock control through reference to stock records.
- **Blocks 9 through 9d.** Enter all required information of the end item only when the item reported in Block 8 is a component. If the end item is already reported in block 8 (as in this example), no entry is required in Blocks 9 through 9d.
- **Block 10. Quantity Inspected.** Enter the total number of the items inspected from the "Conditions Encountered" section of the DSR Card.
- **Block 11. Quantity Defective.** Enter the total quantity found defective during the inspection. Refer to block 10 in the "Conditions Encountered" section of the DSR Card.
- **Block 12.** Enter the present condition code of the munitions item recorded in the "Cond Code" block of the DSR Card. Condition codes must be in accordance with AR 725-50, Table C-38, page 326-327.
- **Block 13. Econ Repairable.** In this lesson example, the item is economically repairable. Enter "X" in the box marked "Yes."
- **Block 14. Use.** This block indicates the classification of the item being reported as "WR" (war reserve) or "TNG" (training). Check the appropriate box.
- **Block 15. Estimated Repair/Maint/Disposal Unit Cost.** Leave this block blank or as policy directs.

NOTE: Explain to students that for this lesson, information for Block 16 will be taken from the DSR Card.

- **Block 16. Details.** When the DA Form 2415 is used to report unserviceable or repairable munitions, except for guided missiles and large rockets, the following entries will be made:
 - Enter in narrative form the condition and defects of the item being reported.
 - Photographs may be used to depict and clarify what can not be put clearly in narrative form.
 - List part numbers, drawing numbers, and references supporting the narrative.
 - Indicate action taken and recommendations as to corrective action.

- Enter NSN, nomenclature, and quantities or parts required to restore the item to serviceable condition.
- Enter equipment and gage requirements if they are not available in your command.
- Disposal Request.

When the DA Form 2415 is used to request disposal, the following entries will be made in Block 16:

- Enter in narrative the condition and defects of the items reported.
- Enter disposition recommendations and supporting endorsements.
- Enter existing capability to dispose of items reported.
- Approval.
- **Block 17. Typed/Printed Name, Grade, and Title.** Enter the name, grade, and title of the individual approving submission of the report. This entry must be typed or printed.
- **Block 18.** This block will contain the signature of the individual approving the submission of the report.

2.4. Disposition.

- When the DA Form 2415 is completed, it should be reviewed against DA Pam 738-750 and the DSR Card for completeness and accuracy.
- The completed DA Form 2415 with supporting documentation will be submitted to the individual approving submission of the report.

3.0. Prepare an SF 368 Quality Deficiency Report.

This section of the lesson will provide you with the details on how to correctly prepare an SF 368 Quality Deficiency Report.

3.1. Purpose.

The Quality Deficiency Report is a multi-use form used for reporting:

- Product quality deficiencies in repair parts, components, assemblies, weapon systems, equipment and software.
- Deficiencies due to design, manufacturing, depot level overhaul, or maintenance.
- Suggested ideas or recommendations for improvements to equipment.

The SF Form 368 is used to specifically report:

- A condition in or with equipment that is dangerous to people, other equipment, or missions.
- An item or equipment that does not work right or last as long as it should because of bad design or materials.
- Items that are not within the size, material, hardness, finish, or performance limits of the approved equipment specifications.
- Low quality workmanship.
- Dangerous situations due to incorrect or missing data.
- Maintenance problems.
- Conditions that keep you from using the equipment.
- Repeated problems that take a lot of your time and a solution is not in sight.
- Problems asked to be reported by the National Maintenance Point (NMP). When such requests are made, the SF Form 368 is used to verify the problem and how bad it is.
- Corrosion problems in or on parts, components, assemblies, weapon systems, and equipment.

Fill out an SF 368 to:

- Get disposition instructions for credit, replacement, or repair of defective items.
- Stop repeat shipments of defective items.
- Get corrective action.
- Improve the performance and maintenance of the equipment.
- Identify problems, trends, and recurring deficiencies.

Do not use the SF Form 368 to report:

- Items purchased locally. Use local procedures for these items.
- Security assistance for items after receipt by the foreign government. (See AR 12-12)
- Medical materiel. (See DLAR 4155.28)

- Subsistence materiel. (See AR 30-123 and AR 40-660)
- Preservation, packaging, packing, or marking errors. (See AR 735-11-2)
- Shipping type errors such as overages, shortages, wrong item received, or expired shelf life. Report those problems on the SF Form 364. (See AR 735-11-2)
- Transportation type errors such as shortage, loss, or damage during transportation. (See AR 55-38)
- Materiel that fails due to inadequate user (including operator and DS/GS maintenance) maintenance, improper operation, and normal wear and tear.
- Malfunctions involving munitions and explosives. (See AR 75-1)
- Warranty claim actions (WCAs). WCAs are submitted on DA Form 2407.
- DA PAM 738-750 prescribes the use of SF Form 368 for aviation equipment: aircraft, aviation managed ground support equipment, and aviation life support equipment.

3.2. Use.

The person who discovers a defect or has an equipment improvement recommendation is responsible for reporting it on an SF Form 368. Prepare the SF 368 as completely as possible. Do not delay sending the form due to missing information or local staffing. Product quality defects and equipment improvement recommendations fall into the following two categories.

- **Category I.**
 - Explanation. A defect that may cause death, injury, or severe job illness; would cause loss of major damage to a weapon system; or critically restricts the combat readiness capabilities of the unit.
 - Improvement recommendations. Recommendations that prevent death, injury, or severe job illness; prevent loss or major damage to a weapon system, or would affect the combat readiness of the unit are also Category I.
 - Processing. Prepare and forward a message format SF Form 368 to the proper MSC within 48 hours after you have found the defect or problem. If needed information does not apply to the problem being reported, enter N/A in the appropriate section of the message. The message should be priority and unclassified. Category I reports may be phoned in or brought in for immediate assistance but must be followed by a message within the 48 hour time frame. The MSC acknowledges receipt and begins screening stocks within 24 hours of receipt of your report.

- **Category II.**

- **Explanation.** A defect or recommendation that does not meet the criteria of a Category I.
- **Processing.** Prepare and forward the original SF 368 to the proper MSC within 5 working days after you have found the defect or problem. The report or recommendation may be sent by the SF 368 format, the message format, or by electronic mail using the SF 368 electronic facsimile.

3.3. Instructions for Completing SF Form 368.

Refer to Figure 2, as necessary, while reviewing the step-by-step procedures for completing the SF 368 outlined below.

- **Block 1a. Form.** In addition to entering your unit's location with zip code or APO number, enter your Department of Defense Activity Address Code (DODAAC).
- **Block 1b. Name.** Type or print your name and duty phone (include DSN or FTS and commercial numbers).
- **Block 1c. Date.** Type or print current calendar date, for example, 10 OCT 97.

NOTE: Block 1c, above is not applicable on forms dated April 74.

- **Block 2a. To.** Insert the command and address from Figures 11-6 through 11-12, DA PAM 738-750, as appropriate.
- **Block 2b. Name.** Leave Blank.
- **Block 2c. Date.** Leave Blank.

NOTE: Block 2c above is not applicable on forms dated April 74.

- **Block 3. Report Control Number.** Place the DODAAC of your unit (6 places) followed by the calendar year (2 places). Then give the number of SF Forms 368 you have sent in during the calendar year (4 places). For example, the first SF Form 368 for 1987 sent in but a unit with DODAAC WK4FFF would be WK4FFF870001.
- **Block 4. Date Deficiency Discovered.** Calendar date, for example, 10 OCT 86.
- **Block 5. National Stock Number.** Insert the NSN of the bad item.*
- **Block 6. Nomenclature.** Insert the name of the bad component/item.

- **Block 7a. Manufacturer/City State.** If known insert the name of the manufacturer, contractor, or government unit that made or repaired the bad item, as well as the city and state.
- **Block 7b. Manufacturer's Code.** Insert the name of the manufacturer, contractor, or government unit that made or repaired the bad item.
- **Block 7c. Shipper/City/State.** Insert the name of the shipper, as well as the city and state.

NOTE: On forms dated April 74, Block 7 will be filled out as follows:

Block 7. Manufacturer/Manufacturer's Code and/or Shipper. Insert the name or code of the manufacturer, contractor, or government unit that made or repaired the bad item, if you know it. If the shipper is not the manufacturer, list his or her name, too.

- **Block 8. Manufacturer's Part Number.** Insert the manufacturer's part number, if available. (Leave blank if an NSN is in block 5.)
- **Block 9. Serial/Lot/Batch Number.** If known, insert a serial, lot, or batch number of the bad item(s). Lot numbers are used for munitions since serial numbers do not apply.
- **Block 10a. Contract Number.** Insert the contract number.
- **Block 10b. Purchase Order Number.** Insert the purchase order number.
- **Block 10c. Requisition Number.** Insert the requisition number.
- **Block 10d. GBL Number.** Insert the GBL number.

NOTE: On forms dated April 74, Block 10 will be filled out as follows:

Block 10. Contract/Purchase Number/Document Number. Insert the contract, purchase order, requisition, or other document number. For GSA shipments, list all three numbers.

- **Block 11. Item is New or Overhauled.** Check the proper block if the item is new or has been overhauled.*
- **Block 12. Date Received, Manufactured, Repaired, or Overhauled.** Insert the date received, manufactured, repaired, or last overhaul date, if known.
- **Block 13. Operating Time at Failure.** Tell how long the equipment had been operating when the problem was detected. That is, how many miles, cycles, hours, or EFC rounds were

on the equipment or component. For vehicles bought by GSA, put in the date the vehicle was first used.

- **Block 14. Government Furnished Material.** Mark the NO box. Only contractors mark the YES block.
- **Block 15. Quantity.** In the Y blocks under quantity, enter the actual number of each item, not the unit of issue. Insert the actual number of items being reported, no matter what the unit of issue is.
- **Block 15a. Received.** Insert the total number of items in the lot or batch in which the defect was found, if you know it.
- **Block 15b. Inspected.** Insert the number of items looked at.
- **Block 15c. Deficiency.** Insert the number of items found to be bad after the inspection.
- **Block 15d. In Stock.** Insert the number of items in stock, if known.
- **Block 16. Deficiency Item Works On/With.**
- **Block 16a. End Item.** Show type/model/series of the end item or commodity that the bad item is used with or on (for example M16A1 Rifle or 105mm Howitzer M102). Also list the NSN. Show the serial number of the end item when the item listed in Block 5 is part of an end item.
- **Block 16b. Next Higher Assembly.** If the bad item is part of a next higher assembly (NHA), put in the NHA: NSN, Name, Part Number, and Serial Number. Lot numbers are used for munitions (serial numbers do not apply).*
- **Block 17. Unit Cost.** Put in the dollar value of the bad item, if you know it. Use the AMDF price. List the unit price of one item.
- **Block 18. Estimated Correction Cost.** Insert the estimated cost (including overhead) to fix all of the bad items, if you know it. This cost can be found by multiplying the cost to fix one bad item by the number of bad items.
- **Block 19a. Item Under Warranty.** Check the proper box.
- **Block 19b. Expiration Date.** Insert the expiration date of the warranty.

- **Block 20. Work Unit Code/EIC.** Insert the code for the maintenance unit performing the maintenance.
 - O. Unit.
 - F. Direct Support (DS)
 - H. General Support (GS)
 - D. Depot
 - L. Special Repair Activity.

- **Block 21. Action/Disposition.** Check one of the blocks to show the type of action taken or asked for. If an exhibit is held, show the number of days it will be held (at least 55). If none of the items show the action taken or asked for, check “other.” Then show the type of action taken or asked for in item 22.

- **Block 22. Details.** Describe, to your best ability, what is wrong, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, and recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.

- **Block 23. Location of Deficient Material.** Enter the unit name, location, and zip code or APO number where the deficient number is located.

NOTE: Sketches and pictures should be attached as needed to help explain the condition of equipment improvement.

CAUTION: Blocks marked with an asterisk (*) are the essential items needed for a deficiency report.

PRODUCT QUALITY DEFICIENCY REPORT				<input type="checkbox"/> CATEGORY I		<input checked="" type="checkbox"/> CATEGORY II	
1a. FROM (Originator) HQ 105 Spt Bn Fort Knox, KY 40121 DODAAC: W22PLM				2a. TO (Screening point) Commander, U.S. Army Tank-Automotive Command ATTN: AMSTA-QRT Warren, MI 48397-5000 DODAAC: W56H2V			
1b. NAME, TELEPHONE NO. AND SIGNATURE MARVIN HALL DSN: 687-1234			1c. DATE 10 Oct 92	2b. NAME, TELEPHONE NO. AND SIGNATURE			2c. DATE
3. REPORT CONTROL NO. WK4FFF920001		4. DATE DEFICIENCY DISCOVERED 10 Oct 92	5. NATIONAL STOCK NO. (NSN) 2920-00-335-4678		6. NOMENCLATURE Regulator		
7a. MANUFACTURER/CITY/STATE XYZ Corporation Richmond, VA		7b. MFRS. CODE CXZ-497	7c. SHIPPER/CITY/STATE XYZ Corporation Richmond, VA		8. MFRS. PART NO.		
9. SERIAL/LOT/BATCH NO. 639-486		10a. CONTRACT NO. DAAD-05-C-79-KX	10b. PURCHASE ORDER NO.		10c. REQUISITION NO. W22PLM63620302	10d. GBL NO. UNK	
11. ITEM <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/ <input type="checkbox"/> OVERHAULED		12. DATE RECD. MFRD. RE- PAIRED, OR OVERHAULED UNK	13. OPERATING TIME AT FAILURE 170		14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. QUANTITY 271		a. RECEIVED 271	b. INSPECTED 225	c. DEFICIENT 46	d. IN STOCK UNK		
16. DEFICIENT ITEM WORKS ON/WITH		a. END ITEM (Aircraft, motor, etc.) M-151 Truck	(1) NATIONAL STOCK NO. (NSN) 2320-00-542-4783	(2) NOMENCLATURE Truck M-151	(3) PART NO. N/A	(4) SERIAL NO. 2000-9939 2000-9939	
17. UNIT COST \$		18. ESTIMATED REPAIR COST \$	19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> UN- KNOWN		19b. EXPIRATION DATE		
20. WORK UNIT CODE/EIC (Navy and Air Force Only.)							
21. ACTION/DISPOSITION <input checked="" type="checkbox"/> HOLDING EXHIBIT FOR 55 DAYS <input type="checkbox"/> RELEASED FOR INVESTIGATION <input type="checkbox"/> RETURNED TO STOCK <input type="checkbox"/> DISPOSED <input type="checkbox"/> REPAIRED <input type="checkbox"/> OTHER (explain in Item 22)							
22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.) a. Utilization Code: 0 b. Failure detected during normal operation of vehicle c. Stopped working d. TM 9-2320-218-34P e. Normal use of vehicle in cross country travel f. The voltage regulator has failed in 46 of 271 vehicles on hand. All failures have occurred with less than 8000 miles. 139 of 271 have 5000 or more miles. g. Unknown h. Photograph of the defective regulators are attached.							
23. LOCATION OF DEFICIENT MATERIAL							
24a. TO (Action Point)				25a. TO (Support Point) (Use Items 26 and 27 if more than one)			
24b. NAME, TELEPHONE NO. AND SIGNATURE		24c. DATE		25b. NAME, TELEPHONE NO. AND SIGNATURE		25c. DATE	
26a. TO (Support Point)				27a. TO (Support Point)			
26b. NAME, TELEPHONE NO. AND SIGNATURE		26c. DATE		27b. NAME, TELEPHONE NO. AND SIGNATURE		27c. DATE	
368-102 NSN 7540-00-133-5541				STANDARD FORM 368 (REV. 10-85) GENERAL SERVICES ADMINISTRATION (FPMR 101-26.8)			

Figure 11-1. Sample of a completed SF 368 report for equipment deficiencies

Legend:
Completion instructions for SF 368 Report for equipment deficiencies

(Section I is completed by the writer.)

Block Instructions. Mark the Category II box (All Category I deficiency reports must be sent in by message). Provide as much of the following information as possible. Much of the data can be found below

Figure 2. SF 368

4.0. Instructions for Preparation of SF 364.

Installations receiving shipments with damage due to improper unitization, packaging, preservation or marking will report the discrepancies according to AR 735-11-2. SF 364 will not be used for reporting transportation discrepancies, except for material sent parcel post. This section of the lesson will provide you with the details necessary to correctly fill out an SF 364.

Indicate whether shipping discrepancy or packaging discrepancy by placing an "X" in appropriate box at top of form. Mailing envelopes will be conspicuously marked "SF 364."

- **Item 1. Date of Preparation.** Report preparation date is in sequence by year, month, and day. This sequence should also be used in all date entries. For example, March 23, 1986 is written 86 MAR 23 and June 1, 1986 is written 86 JUN 01.
- **Item 2. Report Number.** The country and record control number must be shown for grant aid as a part of the report number.
- **Item 3. To.** In-the-clear name, address, ZIP code and activity address code or routing identifier code, and attention symbol/code of action activity. When both shipping type (item) discrepancies and packaging discrepancies are reported for the same item, enter "see item 15" and enter address and/or codes of both action activities in item 15.
- **Item 4. From.** Name, address, and ZIP code of the reporting activity (consignee). The in-the-clear address will be entered.
- **Item 5a. Shipper's Name.** Enter name and address of shipper (consignor) when different from item 3.
- **Item 5b. Number and Date of Invoice.** Enter number and date of vendor's invoice or shipper's bill number. Attach copy of invoice to SF 364. (Not applicable to packaging discrepancies.)
- **Item 6. Transportation Document.** Enter the type of transportation document, GBL, CBL, manifest, waybill, insured/certified parcel post number, or transportation control and movement document (TCMD) and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via traceable means, e.g., GBL, CBL. Further, for shipping type (item) discrepancies involving shortages, include the following statement in item 12--"Shortage has been verified as not being transportation related." (For grant aid include a copy of the CBL/GBL if available.)
- **Item 7a. Shipper's Number.** Enter shipment number (when more than one shipment is made under a contract or requisition) and contract/document number (e.g., contract, purchase order).

- **Item 7b. Office Administering Contract.** Name, address, and ZIP code of the Contract Administration Office. (CAO activity which directed/arranged shipment.)
 - **Item 8. Requisitioner's Number.** Enter the requisitioning activity's number, e.g., requisition, purchase request. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved.
 - **Item 9a. NSN/Part Number and Nomenclature.** If item received is different from item shown on shipping documents, or different from item ordered, show each item on a separate line. For serial numbered principal items, sets, kits and outfits, list the item individual serial number first, followed by the discrepancies applicable to that serial number. (Note: Sets, kits, and outfits showing an assembly order number, the assembly order number should be listed, also.)
 - **Item 9b. Unit of Issue.** Enter unit of issue as billed or indicated on shipping document for each item listed in item 9a. (Not applicable to packaging discrepancies.)
 - **Item 9c. Quantity Shipped/Billed.** Enter quantity of item shipped or billed. When code C1 is applicable, enter the quantity and the supply condition code (see DoD 4140.17-M) of the item when shipped, e.g., 980A as shown on shipping document. (Not applicable to packaging discrepancies.)
 - **Item 9d. Quantity Received.** Enter quantity of item received.
 - **Item 10a. Discrepancy Quantity.** Enter the discrepant quantity. If code C1 is applicable, enter the quantity and the supply condition code (see DoD 4140.17- M) of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code, e.g., 960A, 20F.
- NOTE:** Where product quality deficiencies in grant aid shipments are involved or when overage materiel (expired shelf life) is received, and code Q1 or C2 is applicable, enter the following information under item 12, remarks:

- Manufacturer's name.
 - Contract/purchase order number if not shown in item 7a.
 - Date of manufacturer, pack, or expiration.
 - Lot/batch number.
 - Location of materiel.
 - Name, address, and telephone number of contact.
 - Nature of complaint stating in detail why materiel is unsatisfactory.
- **Item 10b. Discrepancy Unit Price.** Enter the unit price as billed or shown on shipping document. (Not applicable to packaging discrepancies.)

- **Item 10c. Discrepancy Total Cost.** For shipping type (item) discrepancies, enter the total value of materiel (10a x 10b). For packaging deficiencies, enter cost of corrective action.
- **Item 10d. Discrepancy Code.** Nature of the discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12, remarks.
- **Item 11. Action Code.** Enter requested action from codes listed on the face of the form. If action is other than that covered by listed action codes, use code 1Z and explain action requested in item 12, remarks. Action code 1D or 1F will not be used on reports prepared to cover shipments of DoD stock funded items and shipments from GSA. Materiel still required must be re-requisitioned. Action code 1E applies only to local purchase items.
- **Item 12. Remarks.**
 - **General conditions.** Use for any supplemental information when the combination of discrepancy codes and action codes needs clarification; when discrepancies need explanation; and when a breakdown of cost to report, in terms of time and materials, is required. Specific data such as appearance, lot/batch number, manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action should be entered here. Include DSN and commercial telephone numbers of the person to be contacted for additional information if different from that entered in item 14a, preceded by an asterisk for follow-ups. Provide photos where it would assist the shipping activity in determining the cause of the discrepancy/deficiency.
 - **Special conditions.** For MAP/Grant Aid cite the specific violation of specification, regulation, packaging instruction or contact. For shortages or non-receipt of GSA items shipped parcel post, cite whether all packages shown as shipped in item 5 of GSA or DD Form 1348-1 were received. For medical materiel requiring refrigeration or frozen storage cite the information requested on the special instruction sheet which is included with shipments of such material. For classified material cite whether indications of container tampering were or were not evident; indicate whether a security deviation inquiry may be necessary at the origin.
- **Item 13. Funding and Accounting Data.** For packaging discrepancies, enter the accounting/appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping-type (item) discrepancies.
- **Item 14a. Typed or Printed Name, Title and Phone Number of Preparing Official.** Self explanatory. When non-DoD action activities are involved include both commercial and DSN numbers.

- **Item 14b. Signature.** Self-explanatory.
- **Item 15. Distribution Addresses for Copies.** Enter other addresses receiving copies of the report.

NOTE: The reverse of SF 364 is to be completed by the action activity as required by paragraph VI D5 by AR 735-11-2.

Item 16. From. The address of the activity preparing the reply.

Item 17. Distribution Addresses for Copies. Enter addresses receiving copies of the reply in addition to addressee listed in item 18.

Item 18. To. Enter address of the activity indicated in item 4 on face of the form.

Item 19. Enter advice of action taken by responsible action office by placing an X in appropriate box(s). Do NOT check box 19f(2) for U.S. RODs; the regulation(s) citation(s) applies only for shipments to Foreign Military Sales customers.

Item 20. Enter disposition instructions by placing an X in appropriate box(es).

Item 21. Enter an X to indicate to the reporting activity that a new requisition is required if the materiel is still needed.

Item 22. Enter an X to indicate a replacement shipment will be made and the approximate date of the shipment.

Item 23. Remarks. Enter any clarification or information necessary for a complete reply. Enter corrective action taken to preclude future packaging discrepancies.

Item 24a. Typed or Printed Name and Phone Number of Preparing Official. Self-explanatory. When item 18 is a non-DoD activity include both DSN and commercial (including area code) telephone numbers.

Item 24b. Signature. Self-explanatory.

Item 24c. Date. Self-explanatory.

5.0. Summary.

In this lesson we have discussed the purpose, use, and completed a practical exercise on how to complete the DA Form 2415 (Ammunition Condition Report), the SF From 368 (Quality Deficiency Report), and the SF Form 364 (Report of Deficiency).

**PRACTICAL EXERCISE
REVIEW AND PROCESS REPORTS**

Completely answer each question to include the appropriate paragraph as the reference.

1. What form will be used to report munitions other than special weapons?

ANSWER:

REFERENCE: _____

2. How many copies of the DA Form 2415 must be prepared?

ANSWER:

REFERENCE: _____

3. Where would you find the information needed for Block 12 of DA Form 2415 ?

ANSWER:

REFERENCE: _____

4. What documents should a completed DA Form 2415 be reviewed against for accuracy and completeness?

ANSWER:

REFERENCE: _____

5. What information goes in Block 2a on SF Form 368?

ANSWER:

REFERENCE: _____

6. During a receipt inspection, you found deficiencies in marking. How should you annotate this in Block 22 on SF 368?

ANSWER:

REFERENCE: _____

7. When completing block 17 of SF 368, where would you look to find the unit cost for a listed item?

ANSWER:

REFERENCE: _____

8. In Block 20 on SF 368, what code would you enter for general support (GS)?

ANSWER:

REFERENCE: _____

9. What Report Number would you enter in Block 3 of SF Form 368 if the DODAAC of your unit is "WK4AAA" and it is the 63rd SF 358 form that is being sent in for the year 1996?

ANSWER:

REFERENCE: _____

10. When assigning a report preparation date on the SF 364, what is the correct sequence for March 23, 1998?

ANSWER:

REFERENCE: _____

11. What information should be entered in item 5b on SF 364?

ANSWER:

REFERENCE: _____

12. How many category reports are there for SF 368?

ANSWER:

REFERENCE: _____

13. Who is responsible for reporting a defect on SF 368?

ANSWER:

REFERENCE: _____

14. What number goes with the UIC code in block five of DA Form 2415?

ANSWER:

REFERENCE: _____

15. What is the use of SF 368?

ANSWER:

REFERENCE: _____

16. How many working days do you have to submit an SF 368 with a category II defect?

ANSWER:

REFERENCE: _____

17. When is a category I deficiency report submitted?

ANSWER:

REFERENCE: _____

18. What are the types of conditions used in the Remarks section of SF 364?

ANSWER:

REFERENCE: _____

19. Who completes the reverse side of SF 364?

ANSWER:

REFERENCE: _____

20. What should be listed as the final entry on DA Form 2415?

ANSWER:

REFERENCE: _____

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**SOLUTION
PRACTICAL EXERCISE
REVIEW AND PROCESS REPORTS**

1. Answer: DA Form 2415
Reference: Paragraph 2.2.
2. Answer: One original and six copies.
Reference: Paragraph 2.3.
3. Answer: AR 725-750, Table C-38, pages 326-327.
Reference: Paragraph 2.3.
4. Answer: DA PAM 738-750 and DSR card.
Reference: Paragraph 2.4.
5. Answer: Command and address.
Reference: Paragraph 3.3.
6. Answer: Describe what is wrong, and how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, and recommendations.
Reference: Paragraph 3.3.
7. Answer: The prices found in the AMDF.
Reference: Paragraph 3.3.
8. Answer: H.
Reference: Paragraph 3.3.
9. Answer: WK4AAA960063.
Reference: Paragraph 3.3.
10. Answer: 98, MAR, 23.
Reference: Paragraph 4.0.
11. Answer: The number and date of the vendor's invoice or shipper's bill number.
Reference: Paragraph 4.0.
12. Answer: Two.
Reference: Paragraph 3.2.

13. Answer: The person who discovers it.
Reference: Paragraph 3.2.
14. Answer: The ACR report.
Reference: Paragraph 2.3.
15. Answer: Multi-use form.
Reference: Paragraph 3.1.
16. Answer: 5 days.
Reference: Paragraph 3.2, (category II).
17. Answer: When a defect is detected that may cause death, injury, or severe job illness; would cause loss of major damage to a weapon system; or critically restricts the combat readiness of the unit.
Reference: Paragraph 3.2.
18. Answer: General and special conditions.
Reference: Paragraph 4.0.
19. Answer: The action activity.
Reference: Paragraph 4.0, note.
20. Answer: The signature of the individual approving the report.
Reference: Paragraph 2.3.