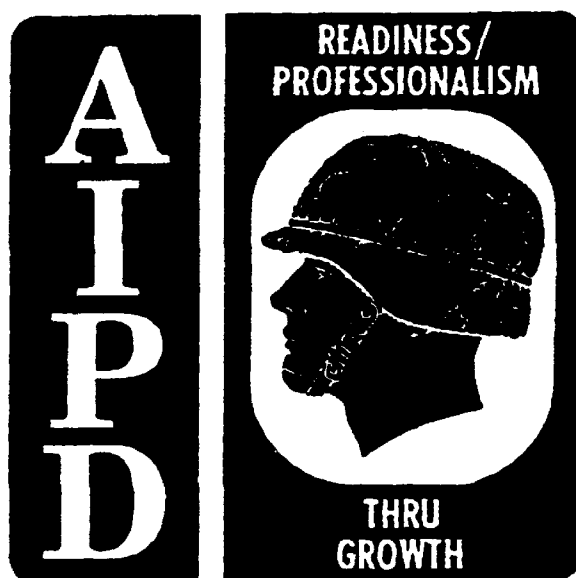


SUBCOURSE
MM4618

EDITION
8

US ARMY AMMUNITION
ADVANCED NCO COURSE (CMF 55)

AMMUNITION
RECORDS AND REPORTS



US ARMY ORDNANCE
MISSILE AND MUNITIONS CENTER AND SCHOOL

THE ARMY INSTITUTE FOR PROFESSIONAL DEVELOPMENT
ARMY CORRESPONDENCE COURSE PROGRAM

US Army Ammunition Advanced NCO Course
(CMF 55)

AMMUNITION RECORDS AND REPORTS

Subcourse MM4618

EDITION 8
10 CREDIT HOURS
NEW: 1988

***** IMPORTANT NOTICE *****

**THE PASSING SCORE FOR ALL ACCP MATERIAL IS NOW 70%.
PLEASE DISREGARD ALL REFERENCE TO THE 75% REQUIREMENT.**

US Army Ordnance Missile and Munitions Center and School

MM4618

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Users of this publication are encouraged to recommend changes and submit comments for its improvement. Comments should be keyed to the specific page and line of the text to which the change is recommended. Reasons will be provided for each comment to ensure understanding and complete evaluation.

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INTRODUCTION

As a noncommissioned officer (NCO) serving in career management field (CMF) 55, you must be familiar with the records and reports prepared in your shop section. It will be your job as an NCO to ensure that these records and reports are accurately prepared and maintained. This subcourse is designed to help you with these tasks.

Supplementary Requirements

There are no supplementary requirements in material or personnel for this subcourse. You will need only this book and will work without supervision.

Credit Hours

Ten credit hours will be awarded for the successful completion of this subcourse—a score of at least 75 on the end-of-subcourse examination.

MM4618

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Lesson 1
REVIEW TAMMS RECORDS AND REPORTS

TASK	This lesson is based on the following task from STP 9-55B34-SM-TG: 093-397-3006, Maintain TAMMS Records/Reports.
OBJECTIVE	When you have completed this lesson, you should be able to name the different types of records and reports required for operational or nonoperational equipment.
CONDITIONS	You will have this subcourse book and will work without supervision.
STANDARD	You must score at least 75 on the end-of-subcourse examination that covers this lesson and Lessons 2 through 5 (answer 23 of the 30 questions correctly).

The Army must be able to identify what equipment is operational or nonoperational, what equipment is being serviced, what services are due, and what equipment is in use. To do this, the Army maintains records that are a part of the Army maintenance management system, better known as TAMMS. TAMMS records are divided into three different categories—operational, maintenance, and historical.

TAMMS records also provide the basis for the material condition status report (DA Form 2406) which feeds information to the unit status report (DA Form 2715).

OPERATIONAL RECORDS

Operational records provide information needed to control operator and equipment usage. Presently, DD Form 1970 (Motor Equipment Utilization Record) and DA Form 2401 (Organization Control Record for Equipment) are utilized to plan, manage, and fully utilize equipment and personnel.

DD Form 1970

DD Form 1970 (Figure 1-1) is used to control the use of special purpose, combat, tactical and nontactical vehicles and equipment, including materiel handling equipment. It is also used to keep the running time on equipment that requires services by running time rather than regularly scheduled services. Running time is the period of operation.

Dispatching is the method by which a commander controls the use of equipment. However, allowing equipment to be used carries with it the responsibility for both the equipment and the operator's safety. Three people are involved when a piece of equipment is dispatched—the dispatcher, the operator, and the user.

For regular dispatches, DD Form 1970 is used until all of the spaces in either the operator or the action section have been filled. For equipment with a single operator, the form normally is used for four separate dispatches before it is completed.

If a piece of equipment is under the Army oil analysis program (AOAP), the operator lists any oil added to the equipment in the Remarks block of the DD Form 1970.

MM4618, Lesson 1

MOTOR EQUIPMENT UTILIZATION RECORD							
DATE (YYMMDD)		TYPE OF EQUIPMENT		REGISTRATION NO./SERIAL NO.		ADMINISTRATION NO.	
11 NOV 87		TRK, UTIL, MISIA2		02LB2424		2A-14	
ORGANIZATION NAME Co. A 1/299 th INF		ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR (Last Name, First, M.I.) TYAN Bob C. SP4		IN	1115	7348		REPORT TO (Last Name, First, M.I.) J. Williams MAJ	
OPERATOR'S SIGNATURE Bob C Tyan SP4		OUT	0800	7333		DISPATCHER'S SIGNATURE Jim C King SSG	
		TOTAL	3:15	15		REPORT TO (Last Name, First, M.I.) Jim C King SSG	
2D OPERATOR (Last Name, First, M.I.) HARWOOD TRAVIS G PFC		IN	1345	7368		DISPATCHER'S SIGNATURE Willie Lopez, CAPT	
OPERATOR'S SIGNATURE Travis G Harwood PFC		OUT	1145	7348		DISPATCHER'S SIGNATURE Jim C King SSG	
		TOTAL	2:00	20		REPORT TO (Last Name, First, M.I.) J. Williams MAJ	
3D OPERATOR (Last Name, First, M.I.) TOM, RAY B PFC		IN	1005	7375		DISPATCHER'S SIGNATURE Jim C King SSG	
OPERATOR'S SIGNATURE Ray B Tom PFC		OUT	0800	7369		REPORT TO (Last Name, First, M.I.) Jim C King SSG	
		TOTAL	2:05	7		DISPATCHER'S SIGNATURE Jim C King SSG	
4TH OPERATOR (Last Name, First, M.I.) TYAN, Bob C SP4		IN	0915	7385		REPORT TO (Last Name, First, M.I.) Jim Grey 1LT	
OPERATOR'S SIGNATURE Bob C. Tyan SP4		OUT	0800	7375		DISPATCHER'S SIGNATURE Jim C King SSG	
		TOTAL	7:15	10			
DESTINATION		TIME		RELEASED BY (Signature)		REMARKS	
		ARRIVE	DEPART				
FROM							
1. Motor Pool			0845				
TO							
2. SAND ISLAND	0915		0935				
TO							
3. FT SHAFTER	0955		1045	J. Williams Maj			
TO							
4. MOTOR POOL	0915					FUEL: 3 gals	
TO							
5.							
TO							
6.							
TO							
7.							
TO							
8.							
TO							
9.							
TO							
10.							
TO							
11.							
TO							
12.							
TO							
13.							
TO							
14.							
TO							
15.							
TO							
16.							

DD FORM 1970
APR 81

EDITION OF FEB 76 MAY BE USED.

Figure 1-1. DD Form 1970.

When a DD Form 1970 is returned to the dispatcher and the equipment is under the AOAP program, the dispatcher posts any oil added from the *Remarks* block to the total in the *Oil* block at the top of the DD Form 1970. When a new form is required, the oil total at the top of the old form is entered in the *Oil* block at the top of the new DD Form 1970. The dispatcher keeps a running total of oil added to an item of equipment until the next oil sample is taken. The date and hour of the next oil sample is found on the equipment identification card and the DD Form 314. When an oil sample is taken, the total in the *Oil* block of the DD Form 1970 goes back to zero. When required locally, a running total of fuel consumption is kept in the same way as the running total for oil consumption.

The dispatcher posts on the DA Form 2401 the time that the equipment was returned. The DD Form 1970 for the dispatched piece of equipment may then be destroyed unless the equipment is under the AOAP program, involved in an accident, or under investigation. The DD Form 1970 is then kept until the equipment is released by the investigator.

DA Form 2401

DA Form 2401 (Figure 1-2) tells who is asking for and using the equipment. It also tells where the equipment is and when it should be returned.

The DA Form 2401 goes into effect at the start of the operational day and may be used for more than one day. The dispatcher draws a line through the middle of columns *a* through *m* below the last dispatch entry and writes the new date on that line. Line or date entries are not made for days when the equipment is not dispatched.

The dispatcher makes a separate line entry for equipment that is being towed to a location but will not be returned with the dispatched equipment. A separate line entry is not made for equipment that is being towed but that will return with the dispatched equipment. Rather, the dispatcher writes in the *Remarks* section the nomenclature of the equipment and the bumper number or administrative number of the equipment.

DA Form 2401 is destroyed one month after the last entry in column *1* has been closed out. If an accident or unusual situation occurs, the form is kept until it is released by the investigator.

MAINTENANCE RECORDS

Maintenance records are used to control maintenance schedules and services, inspections, and repair workloads. They provide information necessary to report, ask for, and record repair work. They also are used to keep up with the status of equipment for readiness, equipment use, and logistical reports.

DA Form 2404

DA Form 2404 (Equipment Inspection and Maintenance Worksheet) (Figure 1-3) is the central record for managing and controlling maintenance. It serves five major purposes. It is used to record faults found during an inspection. These include operator and organizational preventive maintenance checks and services (PMCS), maintenance activity inspections, diagnostic checks, and spot checks. Secondly, it is used to show the results of a technical evaluation of a guided missile system. The third purpose is to record marine condition surveys of watercraft. The form is also used to record deferred maintenance and uncorrected faults. When used for this purpose, the DA Form 2404 is referred to as a deferred maintenance record. Lastly, it is used to record the results of technical inspections of equipment.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET				
HQ 6 For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.				
1. ORGANIZATION HHC 97th ENG BN			2. NOMENCLATURE AND MODEL TRUCK, UTIL 1/4 TON MISIAR	
3. REGISTRATION/SERIAL/NSN 2CC8157	4a. MILES 27230	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS
5. DATE 28 AUG 87			6. TYPE INSPECTION DAILY	
7. APPLICABLE REFERENCE				
TM NUMBER 9-2320-218-10	TM DATE AUG 78	TM NUMBER 11-5820-401-10-1	TM DATE AUG 77	
COLUMN a - Enter TM item number.		COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.		
COLUMN b - Enter the applicable condition status symbol.		COLUMN e - Individual ascertaining completed corrective action initial in this column.		
COLUMN c - Enter deficiencies and shortcomings.				
STATUS SYMBOLS				
"X"-Indicates a deficiency in the equipment that places it in an inoperable status.		DIAGONAL "/"-Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.		
CIRCLED "X"-Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.		LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.		
HORIZONTAL DASH "-"-Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.		FOR AIRCRAFT-Status symbols will be recorded in red.		
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.				
9a. SIGNATURE (Person (a) performing inspection) John J. Paul		9b. TIME 5P4	9c. SIGNATURE (Maintenance Supervisor)	
			9d. TIME	
				10. MANHOURS REQUIRED
TM ITEM NO a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		26 AUG 87		DWP
		27 AUG 87		DWP
		28 AUG 87		
⑧	X	FAN BELT BROKEN		
		TM 11-5820-401-10-1		
5	/	ANTENNA CONN LOOSE		
10	/	RECEPTICLE COVERS ON MOUNT MISSING (2)		
DA FORM 2404 1 APR 79		Replaces edition of 1 Jan 64, which will be used		

Figure 1-3. DA Form 2404.

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The operator performing PMCS on equipment fills out blocks 1, 2, 3, 6, and 7 on the DA Form 2404. Blocks 4a, 4b, 4c, 4d, 5, and 8a and columns a, b, and d are left blank until a fault or a part that cannot be repaired or replaced is found. If no faults are found, the operator enters the date of the PMCS in column c and initials column e. Blocks 9 and 10 are filled in according to local policy.

If the operator finds a fault with the equipment that cannot be repaired or if a part is required, he or she completes the heading and enters the technical manual item number in column a, the appropriate status code in column b, and the deficiency or shortcoming in column c. If the fault makes the equipment not mission capable (NMC), the operator draws a circle around the item number in column a.

When corrective action is taken, the operator explains the action in column d. The individual who performs the repair will initial over the status symbol. For quality control, the supervisor or a designated individual checks all corrected status symbol faults. The inspector then initials column e.

DA Form 2408-14

The DA Form 2408-14 (Uncorrected Fault Record) (Figure 1-4) is a record of uncorrected faults and deferred maintenance actions on equipment. Deferred maintenance actions are authorized delays for repair or maintenance.

For use of this form, see DA PAM 738-751; the proponent agency is DCSLOG.

1. NOMENCLATURE		2. MODEL	3. SERIAL NUMBER		
TANK		M 60A1	SW 6810		
STATUS SYMBOL a	FAULT b	REASON FOR DELAY c	DATE	ENTRY APPROVED (Signature) e	DATE
			(From DA Form 2404 or 2408-13) d		(To DA Form 2407 or 2408-13) f
B	LEFT TAIL-LIGHT LENS CRACKED	835-9148 7230-00-252-6020	28 MAY 79	B. Bice	12 Jan 87
B	NEEDS SPOT PAINT-R+L SIDE	SCHEDULED FOR NEXT PM SERVICE 9150+ 0006	3 JUNE 79	B. Bice	
B	RIGHT SIDE HEADLIGHT INOP.	6810-00-778-2678	30 MAY 79	B. Bice	

DA FORM 2408-14, JAN 64 UNCORRECTED FAULT RECORD

Figure 1-4. DA Form 2408-14.

Those faults deferred by the commander or a designated representative are transferred from DA Form 2404 to DA Form 2408-14. Although status symbol faults cannot be deferred, they may be downgraded to a circled X, and then placed on DA Form 2408-14. If this action is taken, the words "cleared for limited operations" and the specific limits under which the equipment may be operated are printed in column *d* of DA Form 2404. If a circled X is transferred to DA Form 2408-14, the date the limited operation must end is included on the DA Form 2408-14. The ending date for limited operation must be no more than one week from the date of the downgrade action. The commander or designated representative then signs block 9a of the DA Form 2404.

DA Form 2405

DA Form 2405 (Maintenance Request Register) (Figure 1-5) provides a record of all job orders received and handled by the maintenance activity. However, it may be used at the unit level as a quality control sheet and as a record of the maintenance requests sent to support maintenance. DA Form 2405 is kept on file for six months after the latest date entered in column h and then destroyed.

MAINTENANCE REQUEST REGISTER												
JOB ORDER NUMBER	EQUIPMENT AND IDENTIFICATION	WORK DEFERRED BY	STATUS OF WORK DEFERRED	SHORT DESCRIPTION OF WORK OR REPAIRS	DATE JOB ORDER RECEIVED	DATE COMPLETED			MILES	COST OF LABOR	COST OF PARTS	TOTAL COST OF JOB
						STARTED	FINISHED	RECEIVED				
A 1234	TANK M60A1	COA 117A	3091	FIRING SWITCH BROKE	7002	7002	7003	2.1				
A 1235	TRK 2 1/2 T M35A2	CDG 117A	033 111 L	PROPELLER SHAFT BENT	7002	7002	7003	3.4				
A 1238	TRUCK M151A1	HQ CO 23AB	258900	RADIATOR LEAKS	7003	7004	7004	5.0				
A 1239	TANK M60A1	4 TH ARMD	610N	WILL NOT START	7003	7004	7005	2.1				
A 1241	TRK 2 1/2 T M35A2	HQ CO 23AB	00254191	ENGINE MISSES								
				BRAKES GRAB	7004	7004	7005	4.2				
A 1249	TANK M60A1	10 TH TREB	691W	TRANS WON'T SHIFT	7005	7005	7007	11.3				
				APPLY AWD 923 00-20	7005	7005	7007	2.7				
A 1250	TRUCK 2 1/2 T M35A2	HQ CO 23AB	00254191	ENGINE VALVE STUCK	7007	7008						
B 327	8 CARBURATORS	BY	-	JETS PLUGGED	7007	7007						
B 328	6 GENERATORS	BY	-	TURN ARMATURES	7010	7015						
C 62B	80 RIFLES, MIL	MNT ROT	-	REFINISH	7011	7016						
DA FORM 2405												

Figure 1-5. DA Form 2405.

DA Form 2407

DA Form 2407 (Maintenance Request) (Figure 1-6) serves three purposes. It is used to request support maintenance, to request or report a modification work order (MWO), and to report warranty claims.

DA Form 2407 consists of five copies. Receipt copy 1 is used as a hand receipt by the unit requesting maintenance and is destroyed when the equipment is returned to the unit. The national maintenance point (NMP) copy (copy 2) is used as directed by local command except when an MWO is applied. When an MWO is applied, this copy is sent

MAINTENANCE REQUEST				PAGE NO.	NO. OF PAGES	REQUIREMENT CONTROL SYMBOL	
For use of this form, see TM 38-758; the proponent agency is DCSLOG.						CBGLD-1047(R1)	
SECTION I - EQUIPMENT DATA							
CONTROL NUMBER E29535		WORK ORDER NUMBER		WESDC	ORG PD 13	PD AUTHENTICATION <i>Ray Bestya, CPT</i>	
<input checked="" type="checkbox"/> WORK REQUEST <input type="checkbox"/> MWO <input type="checkbox"/> WARRANTY CLAIM	1a. ORGANIZATION HQ & HQ 1ST BDE 110TH INF DIV			b. LOCATION FT. BLANK, TX 70700		c. UNIT IDENT CODE WB9005	
2. SERIAL NO.	3. NOUN NOMENCLATURE			4. LINE NO.	5. MODEL	6. NATIONAL STOCK NUMBER	
7. MAINTENANCE ACTIVITY 82 MAINT CO (05)	8. LEVEL F	9. UTILIZATION CODE Q	10. MCSR ITEM	11. ERC	12. PACING ITEM	13. HOURS	14. MILES
14. FAILURE DETECTED DURING (Select one - use ✓ or X)				15. FIRST INDICATION OF TROUBLE (Select one - use ✓ or X)			
<input checked="" type="checkbox"/> Scheduled Maintenance <input type="checkbox"/> C Test <input type="checkbox"/> E Storage <input type="checkbox"/> G Flight <input type="checkbox"/> B Handling <input type="checkbox"/> D Normal Op <input type="checkbox"/> F Inspection <input type="checkbox"/> H Other				<input type="checkbox"/> 099 Inoperative <input type="checkbox"/> 299 Overheating <input type="checkbox"/> 799 Out of Adjustment <input type="checkbox"/> 098 Noisy <input type="checkbox"/> 397 Low Performance <input type="checkbox"/> Other			
16. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs)							
20 EACH NSN 8405-00-782-2891, 20 EACH 8405-00-782-2892							
ALL ITEMS HAVE DEFECTS SUCH AS HOLES, TEARS, ETC.							
16c. REMARKS							
<p align="center">PREPARATION INSTRUCTIONS</p> <p align="center"><i>(Prior to using this form, read TM 38-760 for detailed preparation instructions)</i></p>							
(1) Place a "✓" or an "X" in the box for the type action required. (2) Enter the WESDC if the item is Materiel Condition Status Reportable. (3) Enter the priority designator as determined from the urgency of need and force activity designator. (4) The Unit Commander, Chief of TDA activity or their designated representative will authenticate, by signature, a priority of 01 through 08. (5) Block 1a. Enter the name of the organization submitting the request. (6) Block 1b. Enter the unit submitting the request; units overseas enter APO only. (7) Block 1c. Enter the unit identification code of the unit in block 1a. (8) Block 2. Enter the equipment serial no. For ammunition, enter the lot number. For administrative use vehicles enter the USA registration number. (9) Block 3. Enter the noun abbreviation of the item. (10) Block 4. Enter the item line number if applicable. (11) Block 5. Enter the model number. (12) Block 6. Enter the national stock number of the item listed in block 3.				(13) Block 7. Enter the name of the support activity. (14) Block 7a. Enter the symbol of the maintenance category (O, F, H, D or L) (15) Block 8. Enter the utilization code. (16) Block 9. Enter the word "yes" if the item is Materiel Condition Status Reportable. (17) Block 9a. Enter the equipment readiness code, if applicable. (18) Block 9b. Enter the word "yes" if the item is a pacing item. (19) Block 10. Enter the hour reading if applicable (20) Block 11. Enter the mileage from the odometer if applicable. (21) Block 12. Enter the total rounds fired if applicable. (22) Block 13. For turbine engines, enter the number of hot starts. (23) Block 14. Enter a "✓" or "X" in the proper block. (24) Block 15. Enter a "✓" or "X" in the proper block. (25) Block 16. Describe briefly the fault or symptoms needing correction.			
23. SUBMITTED BY		24. RECEIVED BY					
JULIAN DATE		JULIAN DATE					
DA FORM 2407				EDITION OF JUL 79 IS OBSOLETE.		RECEIPT COPY 1	

Figure 1-6. DA Form 2407.

to the DAMWO sponsoring agency. Control copy 3 is used as directed by the local command. Organizational copy 4 is the requesting unit's file copy. This copy is given to the requesting unit when they pick up a piece of equipment and turn in receipt copy 1. The requesting unit keeps copy 4 on file for 90 days after the equipment is repaired. File copy 5 is filed at the maintenance activity for 90 days after the equipment is repaired.

DA Form 2407-1

DA Form 2407-1 (Maintenance Request-Continuation Sheet) (Figure 1-7) is used as a continuation sheet of the DA Form 2407. It is also used to record any parts needed for a job order sent to the support maintenance activity.

MAINTENANCE REQUEST-CONTINUATION SHEET				PAGE NO.	NO OF PAGES	REQUIREMENT CONTROL SYMBOL			
For use of this form, see TM 38 750, the proponent agency is ODCSLOG.						CSGLD-1047 (R2)			
CONTROL NUMBER		<input checked="" type="checkbox"/> WORK REQUEST		<input type="checkbox"/> MWO		<input type="checkbox"/> WESDC			
543310		AG 3186-005							
200.	h.	c. COMPONENT/PART NOUN, SERVICE, OR MWO NO.			f.	h.	i.	j.	k.
ACTION	FAILURE	d.	e.	f.	MANHOURS	NATIONAL STOCK NUMBER	PART	QUANTITY	PARTS
CODE	CODE	CB CODE	REFERENCE DESIGNATOR	MFR CODE	(Hours & tenths)		SOURCE CODE		COST
C	381		THERMOSTAT HSQ. LEAK		.2				
A	910		FLYWHEEL		6.8	2815-00-860-8338		1	
A	020		CLUTCH FRICTION		.4	2520-00-832-7335		1	
A	020		CLUTCH DRIVE		.2	2520-00116-8109		1	
A	235		BEARING THRUST		.2	3110-00-198-1503		1	

Figure 1-7. DA Form 2407-1.

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DD Form 314

The front side of DD Form 314 (Preventive Maintenance Schedule and Record) serves as a record of scheduled and performed organizational maintenance, lubrication services, and oil samples (Figure 1-8). The back side of the form is used to record not mission capable (NMC) time at unit and support maintenance. The back side of the form is also used to record odometer and hour meter changes.

Services are scheduled at least one month or one service in advance, whichever is greater. Completed services are shown by inking in the appropriate symbol or symbols and the miles or the hours. Projected services are shown by penciling in the symbol or symbols and the miles or the hours.

The following letters are used to show the type of service scheduled:

- T - Any test.
- I - Any inspection.
- L - Lubrication.
- R - Recoil exercise.
- W - Weekly service.
- M - Monthly (1 month) service.
- Q - Quarterly (3 months) service.
- S - Semiannual (6 months) service.
- A - Annual (1 year) (12 months) service.
- E - 18 months service.
- B - Biennial (2 years) service.
- F - Quadrennial (4 years) service.
- H - Tire rotation/inspection.
- Z - Oil sampling.

It may not be possible to pull a service when it is scheduled. Therefore, a variance is allowed before or after the schedule of days, miles, or hours. These variances are as follows:

- Ten days before or after the scheduled service.
- Ten hours before or after the scheduled service.
- One hundred miles or 100 kilometers before or after the scheduled service.
- A one-day variance for weekly services.

When a service is pulled within the allowable variance, ink in the appropriate symbol and the miles, kilometers, or hours on the date it was scheduled. When a service is completed outside the variance, erase the symbol and the miles, kilometers, or hours on the scheduled data. Ink in the symbol and the miles, kilometers, or hours on the actual day the service was completed. Schedule the next service from the new date.

Symbols are used in the date blocks on the back side of DD Form 314 to record NMC time. An O represents not mission capable maintenance (NMCM) at the unit. An S placed inside the O represents not mission capable supply (NMCS) at the unit. An X represents NMCM at the support level. The letter S placed over the X represents the days the equipment is NMCS at the support level.

DD FORM 314
1 DEC 63
PREVIOUS EDITIONS OF THIS FORM MAY BE USED
PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
REGISTRATION NUMBER	ADMINISTRATION NO.											NOMENCLATURE											MODEL					ASSIGNED TO														
JAN	526864																																									
FEB																							L505																			
MAR																																										
APR	L1525																																									
MAY												L2513																														
JUN	L3503																																									
JUL	54507																																									
AUG																												L5556														
SEP																							H6000																			
OCT												L6487																														
NOV																																										
DEC																																										
REMARKS	Next 5 Due 10507																																									
Lube Due 7487																																										
DATE RECEIVED											RECEIVED FROM											DISPOSITION																				
REGISTRATION NUMBER											ADMINISTRATION NO.											NOMENCLATURE											MODEL					ASSIGNED TO				
A38422											HQ-3											TRK Util 1/4 Ton HBX 60833											M151A2					555QM				

FRONT

DD FORM 314
1 DEC 63
PREVIOUS EDITIONS OF THIS FORM MAY BE USED
PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
REGISTRATION NUMBER	ADMINISTRATION NO.											NOMENCLATURE											MODEL					ASSIGNED TO														
JAN																																										
FEB	0500																																									
MAR												OX X XX																														
APR																																										
MAY																																										
JUN																																										
JUL																																										
AUG												0500																														
SEP																																										
OCT																																										
NOV																																										
DEC																																										
REMARKS	ODOMETER REPLACED AT 27311 MILES, NEW READING 0 ZERO MILES, HOJRMETER REPLACED AT 240 HOURS, NEW READING 0 ZERO HOURS																																									
DATE RECEIVED											RECEIVED FROM											DISPOSITION																				
REGISTRATION NUMBER											ADMINISTRATION NO.											NOMENCLATURE											MODEL					ASSIGNED TO				
A38422											HQ-3											TRK UTIL 1/4 TON HBX 60833											M151A2					555QM				

BACK

Figure 1-8. DD Form 314.

HISTORICAL RECORDS

Historical records are permanent forms on the receipt, operation, maintenance, modification, transfer, and disposal of individual items of equipment. Historical records are not maintained on all equipment. Normally, a single piece of equipment will not need all of the historical records described in this subcourse. Appendix E of DA Pam 738-750 contains a listing of equipment and the forms required for each item.

DA Form 2408-4

DA Form 2408-4 (Weapon Record Data) (Figure 1-9) is used to record firings and other information on the service life of weapons with cannon or mortar tubes. By using this record, a unit can tell how many rounds have been fired through a weapon system, the estimated remaining life of the tube and the breech ring, and determine if the weapon can be fired safely.

At a minimum, active Army units send DA Forms 2408-4 to Watervliet Arsenal, ATTN: SMCWV-QAP, Watervliet, NY 12189, on 10 April and 10 October each year as well as when the form is filled. When starting a new DA Form 2408-4, all needed information is brought forward from the old form to the new form. The DA Form 2408-4 is also forwarded to Watervliet Arsenal when a weapon is placed in storage, transferred, or turned in. The unit keeps a copy of the DA Form 2408-4 that shows all the data on the form that was sent in.

WEAPON RECORD DATA										ACQUISITION CONTROL SYMBOL CSGLD-RS1	
For use of this form, see DA PAMs 738-750 and 738-751; the procuring agency is DBCLOG											
1. TUBE SERIAL NO. 73415		2. CANNON TYPE, MODEL OR SERIES CANNON, 155-MM, M185			3. ORGANIZATION (USC) A/4/5th FA WAAQYN			4. SPECIAL LIFE DATA 6000 EFC ROUND LIFE			
5. END ITEM IDENTIFICATION HOW, MED, SP, M109A2 SN:1745					6. RDS/EFC COMPUTATION					CHECK TORQUE KEY at 9510	
7. CANNON SERIAL NO. 18911		8. RETURNINGS 2		9. REPAIRINGS 9162		ZONE			EFC		
						1-6 7 8			0.25 0.75 1.00		
10. Date	Propellant Type	Zone or Charge	Rounds Fired	EFC RDS Fired	Cumulative RDS Fired	Cumulative EFC RDS			Remaining Life (EFC RDS)	Remarks: Record Exercise (RE), Range or Velocity Record, Safety Inspection (SI)	Signature
18 APR 87	(Transfer DA Form 2408-4 from exercise)				8028	1509.75	1343.25	206.00	2943.00	BORESCOPE GAGED PUB 134/1AW TM9- 1000-202-14 SERV.	JAN COOK C.D.P.
7 JULY 87	HE M107 SMK M116	3 M131 7 M185	7 3	1.75 2.25	8035 8038	1509.50 1509.00	1343.25 1348.50	206.00 206.00	2941.25 2939.00		
2 JULY 87										BORESCOPE GAGED PUB 134/1AW TM9- 1000-202-14 SERV.	G. MARR SFC 225MT
2 SEPT 87	HE M549A1	8 M185	10	10.00	8043	1509.50	1345.50	216.00	2929.00		Chris G... SSG.
9 SEPT 87	HE M107 HE M107	4 M131 2 M185	40 10	10.00 9.50	8088 80.98	1519.50 1519.50	1345.50 1353.00	216.00 216.00	2919.00 2911.50		Chris G... SSG.
2 OCT 87										BORESCOPE GAGED PUB 134/1AW TM9- 1000-202-14 SERV.	G. MARR SFC 225MT
10 OCT 87										10 OCT REPORT NEW FORM INITIALED	Tommy D... CDE

Figure 1-9. DA Form 2408-4.

DA Form 2408-9

DA Form 2408-9 (Equipment Control Record) provides maintenance managers at all levels initial basic equipment acceptance and identification information for selected items in the Army inventory. It also provides a means for updating information on ownership, location, usage, transfers, gains, losses, overhaul and rebuild, and disposition of equipment.

A DA Form 2408-9 is made out when any condition listed below occurs:

- *Acceptance and Registration* - A DA Form 2408-9 (Figure 1-10) used as an acceptance and registration report is like a birth certificate for a piece of equipment. Normally, the report is filled out by the agency that accepts the equipment into the Army inventory. This form is used as the source document for data needed to complete all other TAMMS forms.

CONTROL NO. 3218730		1. ORGANIZATION DCSAR		2. LOCATION LOS ANGELES, CA.		3. UNIT IDENT CODE W1WVAA		4. UTILIZATION CODE		5. VEHICLE USE CODE	
6. NOMENCLATURE INF FIGHTING VECH			7. MODEL M2		8. NATIONAL STOCK NO. 2350-01-048590		9. SERIAL NO. 2AA00008		10. REGISTRATION NO. MV0008		
11. YEAR OF MFG M87		12. MANUFACTURER (MFG Code) FMC CORP 80212		13. CONTRACT NO. DAAE 07-80-C-9618		14. PURCHASE ORDER NO.		15. WARRANTY PERIOD			
16. TYPE REPORT a. ACCEPTANCE AND REGISTRATION		17. REPORT CODE A		18. USAGE a. HOURS		19. SHIPPED TO & ORGANIZATION		20. SHIPPED TO UIC			
b. USAGE											
c. TRANSFER				d. MILES							
d. LOSS				e. ROUNDS							
e. GAIN						20. RECEIVED FROM & ORGANIZATION		20. RECEIVED FROM UIC			
f. OTHER											
21. REMARKS " PERMANENT LOG BOOK COPY "											
22. INSPECTOR'S SIGNATURE C. Escobedo TELEPHONE (208) 463-2100x357								23. JULIAN DATE 7355			
EQUIPMENT CONTROL RECORD For use of this form, see TM 38-750, the proponent agency is the Office of the Deputy Chief of Staff for Logistics								REPORTS CONTROL SYMBOL CSGLD-1608			
DA FORM 2408-9 REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE											
										NMP COPY 1	

Figure 1-10. DA Form 2408-9 Filled-Out as an Acceptance and Registration Report.

- *Usage* - A periodic usage report (DA Form 2408-9) (Figure 1-11) is used to report total miles, kilometers, and hours on a piece of equipment. Usage reports are filled out on different dates-1 August for combat vehicles, 1 October for nontactical vehicles, and 1 November for tactical vehicles.
- *Transfer* - A transfer report (DA Form 2408-9) (Figure 1-12) is prepared each time equipment needing a DA Form 2408-9 is transferred between parent units, property books, or property accounts. A DA Form 2408-9 (report code 1) is filled out by both the losing unit (report code 2) and the gaining unit.

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CONTROL NO. 3218732		1. ORGANIZATION B-TRP 2/14 ACR		2. LOCATION APO 96786		3. UNIT IDENT CODE NMPJTB		4. UTILIZATION CODE ON		5. VEHICLE USE CODE	
6. NOMENCLATURE REC VEC MED			7. MODEL M-88		8. NATIONAL STOCK NO. 2350-00-154-6800			9. SERIAL NO. 416544		10. REGISTRATION NO. 2811625	
11. YEAR OF MFG		12. MANUFACTURER (MFG Code)		13. CONTRACT NO.		14. PURCHASE ORDER NO.		15. WARRANTY PERIOD			
16. TYPE REPORT			17. REPORT CODE		18. USAGE		19. SHIPPED TO & ORGANIZATION		20. SHIPPED TO UIC		
a. ACCEPTANCE AND REGISTRATION					a. HOURS 150						
b. USAGE			<input checked="" type="checkbox"/>		c. MILES 11105						
c. TRANSFER							20. RECEIVED FROM & ORGANIZATION		21. RECEIVED FROM UIC		
d. LOSS											
e. GAIN					c. ROUNDS						
f. OTHER											
21. REMARKS											
22. INSPECTOR'S SIGNATURE									23. JULIAN DATE 7213		
EQUIPMENT CONTROL RECORD <small>For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.</small>									REPORTS CONTROL SYMBOL <small>CSGLD - 1608</small>		
DA FORM 1 OCT 72 2408-9		REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.							NMP COPY 1		

Figure 1-11. DA Form 2408-9 Filled-Out as a Usage Report.

CONTROL NO. 3218732		1. ORGANIZATION D10		2. LOCATION APO 96786		3. UNIT IDENT CODE WBM A66		4. UTILIZATION CODE		5. VEHICLE USE CODE	
6. NOMENCLATURE REC VEH MED			7. MODEL M88		8. NATIONAL STOCK NO. 2			9. SERIAL NO. 416544		10. REGISTRATION NO. 2P11625	
11. YEAR OF MFG		12. MANUFACTURER (MFG Code)		13. CONTRACT NO. 2350-00-154-6800		14. PURCHASE ORDER NO. 416544		15. WARRANTY PERIOD			
16. TYPE REPORT			17. REPORT CODE		18. USAGE		19. SHIPPED TO & ORGANIZATION		20. SHIPPED TO UIC		
a. ACCEPTANCE AND REGISTRATION					a. HOURS		2/14 ACR		WRRTTT		
b. USAGE					b. MILES		APO 96786				
c. TRANSFER			<input checked="" type="checkbox"/>				20. RECEIVED FROM & ORGANIZATION		21. RECEIVED FROM UIC		
d. LOSS											
e. GAIN					c. ROUNDS						
f. OTHER											
21. REMARKS											
22. INSPECTOR'S SIGNATURE									23. JULIAN DATE 7012		
EQUIPMENT CONTROL RECORD <small>For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.</small>									REPORTS CONTROL SYMBOL <small>CSGLD - 1608</small>		
DA FORM 1 OCT 72 2408-9		REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.							NMP COPY 1		

Figure 1-12. DA Form 2408-9 Filled-Out as a Transfer Report.

- Loss - Send in a loss report (DA Form 2408-9) (Figure 1-13) each time an item requiring a DA Form 2409 is lost to the Army inventory. Losses may be physical or administrative (for example, combat losses, pilferage, and theft). Send in a loss report when an item is integrated into a higher assembly.

CONTROL NO. 3218128		1. ORGANIZATION 2/163 AR SQTRP F		2. LOCATION BUTTE, MTS9701		3. UNIT IDENT CODE WQNSE0		4. UTILIZATION CODE 7		5. VEHICLE USE CODE	
6. NOMENCLATURE TANK, COMBAT 105mm			7. MODEL M48A5		8. NATIONAL STOCK NO. 2350-01-0591504		9. SERIAL NO. A3691		10. REGISTRATION NO. JA0FQ		
11. YEAR OF MFG		12. MANUFACTURER (MFG Code)		13. CONTRACT NO.		14. PURCHASE ORDER NO.		15. WARRANTY PERIOD			
16. TYPE REPORT			17. REPORT CODE		18. USAGE		19. SHIPPED TO & ORGANIZATION		20. SHIPPED TO UIC		
a. ACCEPTANCE AND REGISTRATION					a. HOURS						
b. USAGE											
c. TRANSFER					d. MILES		20. RECEIVED FROM & ORGANIZATION		21. RECEIVED FROM UIC		
d. LOSS			K								
e. GAIN					c. ROUNDS						
f. OTHER											
21. REMARKS LOST TO FOREIGN MILITARY SALES											
22. INSPECTOR'S SIGNATURE								23. JULIAN DATE 7162			
EQUIPMENT CONTROL RECORD										REPORTS CONTROL SYMBOL CSGLD - 1608	
For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.											
DA FORM 2408-9 1 OCT 72		REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.								NMP COPY 1	

Figure 1-13. DA Form 2408-9 Filled-Out as a Loss Report.

- Gain - A gain report (DA Form 2408-9) (Figure 1-14) covers items that come into the Army inventory from a source other than a manufacturer or by local purchase (for example, transfer of equipment from the Air Force to the Army). Send in a gain report on a new item when it is integrated into a higher assembly. Also, send in a gain report on an item taken out of a higher assembly when the item removed requires a DA Form 2408-9.

DA Form 2408-9 is a multi-copy form. Copy number 1 is sent to the Commander, USAMRSA, ATTN: AMXMD-MS, Lexington, KY 40511-5101. Control copy number 2 is utilized according to local directives. Log book copy 3 is maintained for the various reports as follows:

- Acceptance or gain report - write the words "Permanent log book copy" in block 21 of the report. Keep these forms in a binder that is used to file all of the unit's acceptance and gain reports. When equipment is integrated into a higher assembly, keep only the DA Form 2408-9 on the higher assembly. Throw out the log book copies of DA Form 2408-9 reports on the items that went into making up the higher assembly.

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CONTROL NO. 3218732		1. ORGANIZATION 2/31 INF BN		2. LOCATION FT ORD CA 93941		3. UNIT IDENT CODE WALCAA		4. UTILIZATION CODE 0		5. VEHICLE USE CODE	
6. NOMENCLATURE TRK CGO 2 1/2 TON 4W			7. MODEL M35A2		8. NATIONAL STOCK NO. 2320-00-077-1617		9. SERIAL NO. 539-11954		10. REGISTRATION NO. 4H79371		
11. YEAR OF MFC		12. MANUFACTURER (MFC Code)		13. CONTRACT NO.		14. PURCHASE ORDER NO.		15. WARRANTY PERIOD			
18. TYPE REPORT		17. REPORT CODE		19. USAGE		19. SHIPPED TO & ORGANIZATION		20. SHIPPED TO UIC			
a. ACCEPTANCE AND REGISTRATION				e. HOURS							
b. USAGE											
c. TRANSFER				d. MILES							
d. LOSS											
e. GAIN		Q		c. ROUNDS							
f. OTHER											
21. REMARKS VEHICLE OBTAINED FROM PDD "PERMANENT LOG BOOK COPY"											
22. INSPECTOR'S SIGNATURE								23. JULIAN DATE 7123			
EQUIPMENT CONTROL RECORD <small>For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.</small>										REPORTS CONTROL SYMBOL <small>CSGLD-1608</small>	
DA FORM 2408-9 <small>1 OCT 72</small>		<small>REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.</small>						NMP COPY 1			

Figure 1-14. DA Form 2408-9 Filled-Out as a Gain Report.

- *Usage report* - Keep the copy of the latest usage report until the next report is sent in. A copy of the latest usage report will go with an item when it is evacuated to depot for overhaul.
- *Transfer report* - Keep the transfer report until the next transfer action.

DA Form 2408-20

DA Form 2408-20 (Oil Analysis Log) is used as a record of oil samples taken and the lab analysis of these samples (Figure 1-15). If equipment requiring this form is removed from the unit for any reason, the DA Form 2408-20 will go with the component. A completed DA Form 2408-20 is kept for six months after the last entry is made in column 4.

DA Form 2409

DA Form 2409 (Equipment Maintenance Log [Consolidated]) provides a complete maintenance history of an item of equipment (Figure 1-16). The form is destroyed six months after the date of the last entry in sections B and C.

For use of this form, see TM 38-750, the proponent agency is DCSLOG

1. END ITEM				2. SAMPLE FREQUENCY	3. COMPONENT	
a. NOMENCLATURE CARRIER, PERSONNEL				25 HOURS 30 DAYS	a. NOMENCLATURE AND TYPE ENGINE DD 6 V 53	
b. MAKE OR TYPE M113A1					b. SERIAL NUMBER A92191	
c. SERIAL NUMBER MJS 18536					c. TIME SINCE NEW OR OVERHAUL 120	
4. DATE	5. HOURS			6. REASON FOR SAMPLE	7. RESULTS	8. SIGNATURE
	END ITEM	COMPONENT	LAST OIL CHANGE			
15 JAN 87		120	0	ROUTINE	NORMAL	
15 JAN 87		150	30	ROUTINE	NORMAL	
1 MAR 87		175	55	ROUTINE	NORMAL	
1 APR 87		195	75	ROUTINE	RE-SAMPLE REQ'D	
5 APR 87		200	5	ROUTINE	CHANGE OIL	
1 MAY 87		225	30	ROUTINE	NORMAL	
1 JUN 87		245	50	ROUTINE	REQ OIL CHG-RESAMPLE	
10 JUN 87		247	2	ROUTINE	OK RETURN TO OP.	
9 JUL 87		272	25	ROUTINE	NORMAL	

DA FORM MAY 81 2408-20 OIL ANALYSIS LOG

Figure 1-15. DA Form 2408-20.

SECTION A - GENERAL											
1. STOCK NUMBER 1450-00-788-7045		2. MODEL NUMBER XMIEZ		3. SERIAL NUMBER 317A		4. LOCATION 1 PLA/2/609 FA			5. FREQUENCY OF MAINT INSPECTION Q		
6. NOMENCLATURE PALLET LOADING + STORAGE GM						7. EXPECTED USEFUL LIFE (IN YEARS) UNK			8. EXPECTED DATE OF RETIREMENT UNK		
9. TECHNICAL REFERENCES TMS - 1440-500-10						10. MANUFACTURER RAYTHEON			11. DATE PUT IN SVC 15 JAN 70		12. UNIT COST 6547.00
SECTION B - MAINTENANCE INSPECTION RECORD											
DATE	INITIAL	REMARKS				DATE	INITIAL	REMARKS			
10 MAR 87	JZ	Q-SERVICE-OK									
8 AUG 87	JZ	Q-SERVICE-OK									
11 NOV 87	JZ	Q-SERVICE-OK									
12 MAR 88	TS	Q-SERVICE-OK									

DA FORM 2409 1 APR 82 FRONT EQUIPMENT MAINTENANCE LOG (CONSOLIDATED) (TM 38-750)

Figure 1-16. DA Form 2409 (Front Side).

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SECTION C - REPAIR AND COST RECORD								
DATE a	WORK ORDER NO. b	NATURE OF REPAIR c	MAN- HOURS d	COST				
				PARTS e	LABOR f	TOTAL g		
6 NOV 76		CONSOLIDATION	62.2					
6 MAR 87	A1776	REPLACE ACCESSORY KIT	.8					
25 JUN 87	A6007	REPLACE QUICK RELEASE PIN ASSY	1.2					
SECTION D - MODIFICATION RECORD								
MODIFICATIONS REQUIRED				MODIFICATIONS COMPLETE				
MWO NO. a	DATE OF MWO (Day - Month - Year) b	PRIORITY c	ECH d	MWO TITLE OR KIT NUMBER(S) e	DATE MWO APPLIED (Day - Month - Year) f	MAN- HOURS g	ORGANIZATION APPLYING MWO h	SIGNATURE (Certification of MWO Application) i

BACK

☆ U.S. GOVERNMENT PRINTING OFFICE: 1975-645-433/1664

Figure 1-16. DA Form 2409 (Back Side) (Continued).

REVIEW EXERCISES

Circle the letter of the correct answer to each question.

1. In which publication will you find a listing of items of equipment that require historical records?
 - a. DA Pam 310-1.
 - b. DA Pam 738-750.
 - c. AR 220-1.
 - d. The 20 series technical manual for equipment.

2. Which of the forms listed below is the central record for managing and controlling maintenance?
 - a. DA Form 2404.
 - b. DA Form 2408-14.
 - c. DA Form 2405.
 - d. DA Form 2407.

3. Which of the TAMMS forms listed below are used to control operator and equipment usage?
 - a. DA Form 2407 and DD Form 314.
 - b. DD Form 1970 and DA Form 2401.
 - c. DA Form 2404 and DA Form 2408-1.
 - d. DA Form 2408-14 and DD Form 314.
4. What are the three major purposes of DA Form 2407?
 - a. To report services and lubrications, record firings, and record life cycle maintenance.
 - b. To report the date of manufacture, local purchases, and combat losses of equipment.
 - c. To request or report an MWO, request support maintenance, and report warranty claims.
 - d. To defer maintenance, schedule maintenance, and report maintenance on equipment.
5. Which form is used to accumulate NMCS/NMCM time and, therefore, shows the number of days a vehicle was not available for use during any one month?
 - a. DD Form 314 (Preventive Maintenance Schedule and Record).
 - b. DA Form 2408-9 (Equipment Control Record).
 - c. DA Form 2407 (Maintenance Request).
 - d. DA Form 2408-20 (Oil Analysis Log).

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed one or more questions, you should retake the entire lesson, paying particular attention to the area in which your answers were incorrect.

Lesson 2
PREPARE AND POST DA FORMS 5203

TASK	This lesson is based on the following task from STP 9-55B34-SM-TG: 093-400-4122, Supervise Maintenance of Ammunition Stock Accounting Records and Files.
OBJECTIVES	When you have completed this lesson, you should be able to prepare a DA Form 5203 to be used as a DODIC master record and another DA Form 5203 to be used as a lot locator record. You should also be able to post a receipt transaction to both of these records.
CONDITIONS	You will have this subcourse book and will work without supervision.
STANDARD	You must score at least 75 on the end-of-subcourse examination that covers this lesson and Lessons 1, 3, 4, and 5 (answer 23 of the 30 questions correctly).

The key to an effective supply support operation is an accurately posted and efficiently kept stock record. Maintaining accurate and current balances of stock is a primary responsibility of the stock control specialist at the SAAS-4 level. This lesson teaches you how to take a blank DA Form 5203 (DODIC Master/Lot Locator Record) and make it into either a DODIC master record or a lot locator record. This lesson also teaches you to take a DD Form 1348-1 that accompanies a shipment of ammunition to your ASP and post a receipt transaction first to the lot locator record and next to the DODIC master record. Posting a transaction means making a complete entry on one of the horizontal lines of the lot locator record and the DODIC master record.

The primary accountable stock records are the DA Form 5203 and DA Form 5204 (Serial Number Record). The DODIC master record and the lot locator record are usually referred to by name rather than by number and are used together for conventional ammunition items. All transactions that increase, decrease, or adjust Class V stocks must be recorded on these forms. They act as the accountable ledger for ammunition items. Use a DA Form 5204 in place of the lot locator record to record serial number information on guided missiles and large rockets (GMLR) items included in Class V stocks.

PREPARING A DODIC MASTER RECORD AND A LOT LOCATOR RECORD

At some point, it will be necessary for you to prepare stock records for items not already in stock. Using the information from the source voucher, you will be able to prepare a DODIC master record and a lot locator record for these items. For this lesson, the source document is a DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) (Figure 2-1). You would take two blank copies of DA Form 5203 and by crossing out two words in the title, convert each one into a different kind of stock record. One becomes a lot locator record and the other a DODIC master record. See Figure 2-2.

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Filling Out a DODIC Master Record

Complete blocks 1 through 3 (Figure 2-3) at the bottom of the form as follows:

1. *DODIC*-Enter the DODIC from block W of the DD Form 1348-1.
2. *FSC/NSN*-Enter the federal supply class from the *FSC* block at the top of the DD Form 1348-1.
3. *DESCRIPTION*-Enter the nomenclature and the description of the item from the *Item Nomenclature* block of the DD Form 1348-1.

Complete blocks 4 through 7 (see Figure 2-3) at the top of the DODIC master record as follows:

4. *DODIC MASTER/LOT LOCATOR RECORD*-Draw a line through or block out the words "LOT LOCATOR" in the form title.
5. *CC*-Enter the condition codes on hand in the DODIC from block *P* of the DD Form 1348-1.
6. *BALANCE ON HAND/BALANCE BROUGHT FORWARD*-Enter the total amount of the DODIC transferred from the preceding DODIC master record. Make no entry or enter zeros when the record is established for a new DODIC.
7. *CC/BALANCE BROUGHT FORWARD*-Enter the quantities in each condition code brought forward. Make no entry when the record is established for a new DODIC. If more condition code columns are required for a given DODIC, prepare additional cards and file the cards behind the original card in the same file pocket. Make a notation in the *Remarks* section of the top card that more than one DODIC master record is on file.

DA FORM 5203, May 83						④				BALANCE ON HAND		CC ⑤	CC ⑤	CC ⑤	CC ⑤
DODIC MASTER/LOT LOCATOR RECORD						LOC		LOC	LOC	LOC	LOC	LOC	LOC	LOC	LOC
For use of this form, see TM 38-169-11. the proponent agency is TRADOC.															
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD								
	SERIAL		GAIN	LOSS			⑥	⑦	⑦	⑦	⑦				
REMARKS						QD CLASS	NEW	U/I	U/PK	U/PRICE					
						COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE					
DODIC ①	FSC/NSN ②		DESCRIPTION ③			CC	LOT NO.								

Figure 2-3. Entries for a DODIC Master Record.

Filling Out a Lot Locator Record

A DODIC lot locator record is required for each combination DODIC, NSN, lot number, and account-code ammunition. If more than four condition codes and locations exist for a DODIC, NSN, lot number, and account code, fill out additional lot locator cards.

Complete blocks 1 through 16 (Figure 2-4) at the bottom of the form as follows using information from the DD Form 1348-1 and the DOD Consolidated Ammunition Catalog, Volumes 1, 2, and 3 (Army Master Data File):

DA FORM 5203, May 83 (17)							BALANCE ON HAND				
DODIC MASTER /LOT LOCATOR RECORD							CC (18)	CC (18)	CC (18)	CC (18)	
For use of this form, see TM 38-159 11, the proponent agency is TRADOC.							LOC (19)	LOC (19)	LOC (19)	LOC (19)	
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
	SERIAL		GAIN	LOSS			(20)	(21)	(21)	(21)	(21)
REMARKS (6)							OD CLASS (7)	NEW (9)	U/I (15)	U/PK (13)	U/PRICE (16)
							COMP GP (8)	FS CAT (10)	WGT/RD (11)	WGT/PK (12)	CUBE (14)
DODIC (1)	FSC/NSN (2)		DESCRIPTION (3)				CC (4)	LOT NO. (5)			

Figure 2-4. Entries for a Lot Locator Record.

1. *DODIC*-Enter the DODIC from block W of the DD Form 1348-1.
2. *FSC/NSN*-Enter the national stock number from the *Stock Number* block at the top of the DD Form 1348-1.
3. *DESCRIPTION*-Enter the item nomenclature from the *Item Nomenclature* block of the DD Form 1348-1.
4. *CC*-Enter the condition codes in pencil from the *Remarks* block of the DD Form 1348-1.
5. *LOT NO.*-Enter the lot number from the *Remarks* block of the DD Form 1348-1.
6. *REMARKS*-Enter information that applies to the DODIC. Enter a storage site identification code in this block if the supply support activity (SSA) is controlling stock for several storage sites. When ammunition assets are identified by account-code with a DODIC, condition code, and lot number, enter the account code in the lower left corner of the *Remarks* block.

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7. *QD CLASS*-Enter the quantity distance (QD) class (UNO class) of the NSN for Zone of Interior from the DOD consolidated ammunition catalog maintained in the operations office.
8. *COMP GP*-Enter the storage compatibility group from the DOD consolidated ammunition catalog if Zone of Interior storage methods are used.
9. *NEW*-Enter the net explosive weight (NEW) per round from the DOD consolidated ammunition catalog.
10. *FS CAT*-Enter the field storage category for the NSN from the DOD consolidated ammunition catalog if field storage methods are used.
11. *WGT/RD*-Enter the weight per round from the DOD consolidated ammunition catalog.
12. *WGT/PK*-Enter the weight per unit pack from block *I* of the DD Form 1348-1.
13. *U/PK*-Enter the type of pack from block *H* of the DD Form 1348-1.
14. *CUBE*-Enter the cubic feet per unit pack from block *J* of the DD Form 1348-1.
15. *U/I*-Enter the unit of issue from the *Unit of Issue* block at the top of the DD Form 1348-1.
16. *U/PRICE*-Enter the unit price from the DOD consolidated ammunition catalog.

Complete blocks 17 through 21 (see Figure 2-4) at the top of the lot locator record as follows:

17. *RECORD TITLE*-Draw a line through or block out the words "DODIC MASTER" in the form title.
18. *CC*-Enter the condition code for the lot quantity that is posted in each column from the *Remarks* block of the DD Form 1348-1.
19. *LOC*-Enter the storage location from the *Remarks* block of the DD Form 1348-1. Do not duplicate warehouse numbers within a SAAS-4 account. For example, if two ASPs have accounts maintained by the same SAAS-4 SSA, ensure their warehouse numbers are different. At present, the storage location is a five-position code. The first three positions are numeric for warehouse designation. The fourth and fifth codes are used to identify storage locations within the warehouse. The storage point may assign the fourth and fifth codes to meet their own special requirements; however, make the fourth and fifth codes alphabetic because the automated SAAS-4 system includes plans for a sixth and seventh code.
20. *BALANCE ON HAND/BALANCE BROUGHT FORWARD*-Enter the total amount of the lot transferred from the preceding lot locator record. Make no entry when the record is established for a new lot.
21. *BALANCE BROUGHT FORWARD*-Enter the quantities in the locations brought forward. There are four columns for this. Use of more than one column for the same condition code is allowed when locations are different. If more columns are required for condition code/location code entries, prepare additional lot number records.

FILING DODIC MASTER RECORD AND LOT LOCATOR RECORD

Keep all forms for a single DODIC (DODIC master record and supporting lot locator records) in a visible file (Figure 2-5). File lot locator records that support each DODIC master record in NSN sequence. Reserve some empty card pockets at the bottom of each visible file drawer to accommodate card rearrangement as changes in stock occur.

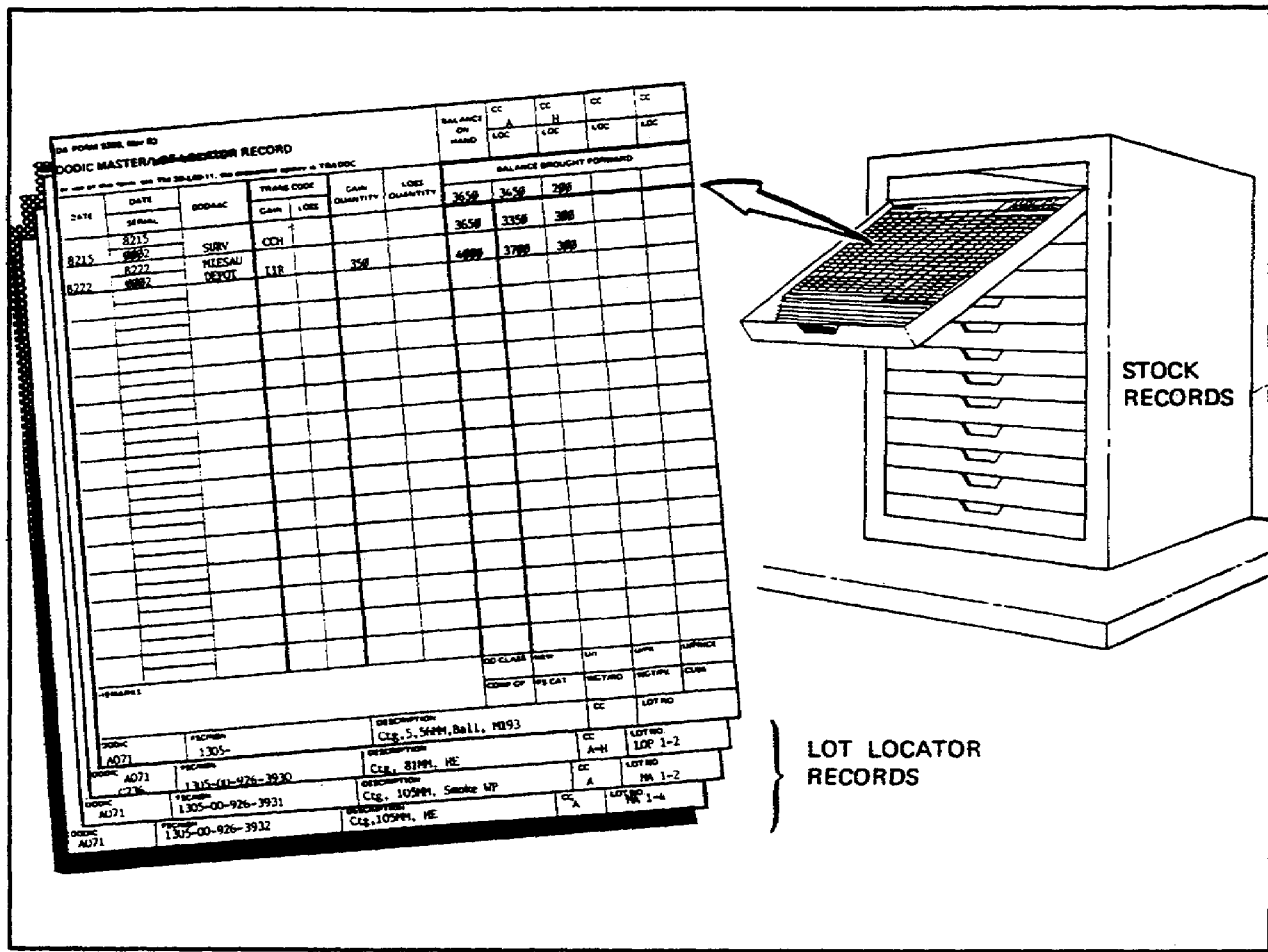


Figure 2-5. Filing DODIC Master Record and Lot Locator Records.

POSTING A RECEIPT TRANSACTION

Posting a transaction to the DODIC master record and its supporting lot locator record consists of transcribing data from a source document. A source document is any document from which you transfer information. It authenticates the increase, decrease, or adjustment to the quantity maintained on the appropriate accountable record. Figure 2-6 shows a DD Form 1348-1 that has been verified accurate by the storage section. The receipt is ready to be posted to stock records.

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DOC. IDENT. FROM		SYMBOL OR PARTY NUMBER		QUANTITY		DOCUMENT NUMBER		DATE		SERIAL		MARK FOR		PROJECT		REQ'D DEL. DATE		OFFICE		RI		UNIT PRICE	
A24B12		1315 00-028-6033EA		00350		WKIAAA8206		0006						03 221									
SHIPPED FROM				SHIP TO				MARK FOR		PROJECT				TOTAL PRICE									
Miesau Army Ammunition Depot Miesau, Germany APO 09059				663rd Ordnance Company Vilseck, Germany APO 09173				C		D				E									
WAREHOUSE LOCATION		TYPE OF LABEL	UNIT PRICE	UNIT WEIGHT	UNIT CUBE	UFC	R UFC	FREIGHT RATE		DOCUMENT NO.	REQ. DATE	QUANTITY		TOTAL PRICE									
S-61		EX	3	51	1.5					206	A	350											
SUBSTITUTE DATA (When Originally Indicated)				FREIGHT CLASSIFICATION NOMENCLATURE																			
				U Ammunition For Cannon w/Expl Proj																			
W C236				I Cartridge, 81MM, HE, w/o Fuze																			
SELECTED BY AND DATE		TYPE OF CONTAINER		TOTAL WEIGHT		RECEIVED BY AND DATE		INSPECTED BY AND DATE															
		PLT		6,267		DICK DOE SFC 8 AUG 88		TOM SMITH 8 AUG 88															
PACKED BY AND DATE		NO. OF CONTAINERS		TOTAL CUBE		WAREHOUSED BY AND DATE		WAREHOUSE LOCATION															
		3		184		CARL KADD SFC 8 AUG 88		2-A-5															
REMARKS:																							
A LOP-1-2,350 rds												ACC-A											
FIRST DESTINATION ADDRESS				DATE SHIPPED																			
13 TRANSPORTATION CHARGEABLE TO				14 S/LADING AND OF RECEIVER'S SIGNATURE (AND DATE)				15 RECEIVER'S DOCUMENT NUMBER															
								8221-0002															
DD FORM 1348-1		1 MAR 76		EDITION OF 1 JAN 64 MAY 88 USED WHEN DISPLAYED				DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT															

Figure 2-6. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) Ready for Posting to Stock Records.

Posting a Lot Locator Record

When posting a receipt transaction to stock records, post the lot locator record first. Find the correct lot locator record in the visible file by looking first under DODIC, then NSN, and then lot number. See Figure 2-5.

Post the receipt transaction on the first available transaction line on the lot locator record (Figure 2-7). Start with the *Date* column at the far left. Suppose that today's date is August 10, 1988. The Julian date calendar in Figure 2-8 shows that August 10 is the 222nd day in the year. Therefore, today's Julian date is 8222. The numeral 8 indicates the last digit in the year, 88. Post the Julian date as 8222 in the Date column on the lot locator record (Figure 2-7).

In the *Date/Serial* column, enter the *receiver's document number* from block 15 of the DD Form 1348-1 (Figure 2-6).

The next column on the lot locator record is titled *DODAAC*, an abbreviation for Department of Defense Activity Address Code. Do not confuse DODAAC which is an activity address code with DODAC which is an ammunition ID number. They are spelled differently but pronounced the same. In the *DODAAC* column, enter the code number or the name of the customer unit that shipped the assets. In this case, you would enter the DODAAC or the name of the unit listed in the *Shipped From* block on the DD Form 1348-1 (Figure 2-6). Therefore, enter *Miesau Depot* on the lot locator record (Figure 2-7).

DA FORM 5203, May 83 SUB MASTER LOT LOCATOR RECORD							BALANCE ON HAND	CC A	CC H	CC	CC	
For use of this form, see TM 38-L69-11; the proponent agency is TRADOC.							LOC	LOC	LOC	LOC		
	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD					
	SERIAL		GAIN	LOSS			3650	3950	200			
8215	0002	SURV	CCH				3650	3350	300			
8222	0002	MIESAU DEPOT	IIR		350		4000	3700	300			
REMARKS							QD CLASS	NEW	U/I	U/PK	U/PRICE	
							1.2	2.10		4		
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE	
							E			51	01.5	
DODIC		FSC/NSN		DESCRIPTION				CC	LOT NO.			
C236		1315-00-028-6033		CTG, 81MM, HE, w/o FUZE				A-H	LOP-1-2			

Figure 2-7. Posting Transaction to DA Form 5203 (Lot Locator Record).

JULIAN DATE CALENDAR (FOR LEAP YEARS, USE REVERSE)													
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
31	031		090		151		212	243		304		365	31
Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day

Figure 2-8. Julian Date Calendar.

The next column to be posted on the lot locator record is *TRANS CODE* (transaction code). Look at the transaction codes that are used for receipts in Figure 2-9. The correct transaction code is *IIR*, receipt of shipment from a location outside the SAAS-3 area. The shipping activity was Miesau Ammunition Depot, and the receiving location is Vilseck. Miesau and Vilseck are in separate SAAS-3 areas. A receipt is a gain rather than a loss of assets, so enter *IIR* in the *GAIN* column of the *TRANS CODE* block on the lot locator record.

You will also make an entry in the *Gain Quantity* column of the lot locator record and leave the *Loss Quantity* column blank. On the DD Form 1348-1 (Figure 2-6), find the gain quantity in the *Remarks* block. Enter 350 in the *Gain Quantity* column of the lot locator record. See Figure 2-7.

Now add a 350 gain to the *CC A/LOC* column. See Figure 2-7. But before you do, make sure that there is only one *CC A* column and that it represents the correct warehouse location. The correct warehouse location is found in block 10 of the shipping document. This warehouse location entry was made by the same storage person at your SSA who signed off in block 9 of the DD Form 1348-1. In the *CC H* column, bring forward the 300 rounds that were already in stock.

Now add the totals in the *CC A* and *CC H* columns and enter this total on the *Balance On Hand/Balance Brought Forward* transaction line. See Figure 2-7.

APPENDIX J TRANSACTION CODES		
Standard SAAS transaction codes identify valid transactions acceptable for processing the files in SAAS-3. Each transaction code is a three-letter combination that describes a specific type of transaction. Additional transaction codes may be used when specified by SAAS-3.		
<u>ISSUE-TRANSACTIONS</u>		
<u>TURN-IN TRANSACTIONS</u>		
TRANSACTION CODE	CODE DEFINITION	USED ONLY WITH DIC
BLR	Receipt from Basic Load	XBH
TAR	Training Assets Returned	XBH
NTI	Normal Turn-in (Combat)	XBH
TIR	Turn-in Residue	XBH
<u>RECEIPT TRANSACTIONS</u>		
TRANSACTION CODE	CODE DEFINITION	USED ONLY WITH DIC
IIC	Intransit in Cancellation	XBT
IIN	Intransit in Notification (to level 4 for Preposition receipt)	XBT
IIR	Intransit in Receipt (receipt of shipment from location outside SAAS-3 area)	XBT
LTR	Location Transfer Receipt (receipt of shipment from another Level 4 within same SAAS-3 area)	XBT
RFR	Receipts from Renovation	XBT

Figure 2-9. Transaction Codes. Extracted from DA Pam 710-2-2.

Posting a DODIC Master Record

After you post the receipt transaction to the lot locator record, you are ready to post the transaction to the DODIC master record. The entries are the same for the DODIC master record as for the lot' locator record except for the entries in the *Balance Brought Forward* columns.

Add 350 to whatever the balances were before. Add 350 to both the *Balance on Hand* column and the *CC A* column. See Figure 2-10 for the arithmetic involved and for the complete posting of this transaction to the DODIC master record.

DA FORM 5203, May 83							BALANCE ON HAND	CC A	CC B	CC H	CC
DODIC MASTER/LOT LOCATOR RECORD							LOC	LOC	LOC	LOC	
For use of this form, see TM 38-108-11; the procuring agency is TRADOC.											
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
	SERIAL		GAIN	LOSS			10,000	8,500	1,000	500	
8189	0001 8194	1/48 Inf		NIS		500	9,500	8,000	1,000	500	
8194	0004 8215	1/48 Inf	TAR		100		9,600	8,100	1,000	500	
8215	0002 8218	SURV	OCH				9,600	8,000	1,000	600	
8218	0005 8222	ASP #6		LTS		1000	8,600	8,000	0	600	
8222	0002	MIESAU DEPOT	IIR		350		8,950	8,350	0	600	
REMARKS							OD CLASS	NEW	U/I	U/PK	U/PRICE
ASP #1							1.2	2.10			29.59
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE
							E				
DODIC	FSC/NSN	DESCRIPTION				CC	LOT NO.				
C236	1315	CTG, 81MM, HE, w/o FUZE									

Figure 2-10. Posting Transaction to DA Form 5203 (DODIC Master Record).

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REVIEW EXERCISES

Circle the letter of the correct answer to each question.

Situation. You are establishing a new DODIC master record and a new lot locator record based on the DD Form 1348-1 shown below in Figure 2-11.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
DOC	FRAC	M	S	STOCK NUMBER	QUANTITY	DOCUMENT NUMBER	DATE	SERIAL	ADDRESS	PROJECT	PROJ	DEL DATE	ADVICE	UNIT PRICE	TOTAL PRICE																																																																																				
A24	B12	1315	00-028-4831	EA	00036	AK36018205	0002	ACA	6	235	158	65	5,711.40																																																																																						
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE																																																																																															
Army Ammunition Depot	184th Ordnance Company	AK 3601	5,711.40																																																																																																
Miesau, Germany	Mannheim, Germany	AK 3601	5,711.40																																																																																																
APO 09059	APO 09261	AK 3601	5,711.40																																																																																																
WAREHOUSE LOCATION	TYPE OF CONTAINER	UNIT WEIGHT	UNIT PRICE	U F C	NAFIC	FREIGHT RATE	RECEIVED BY	DEL DATE	QUANTITY	TOTAL PRICE																																																																																									
S-61	BX	2	120	2.0			O.205	A	00036																																																																																										
SUBSTITUTE DATA	ORIGINAL	REFERENCE	FRIGHT	ASSIGNATION	NOMENCLATURE																																																																																														
					Ammunition for Cannon w/Smoke Proj																																																																																														
C454	Cte 105 MM. Smoke. WP																																																																																																		
SELECTED BY AND DATE	TYPE OF CONTAINERS	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																																															
Larry Lamb	2	2.160	Duck Doe SFC	20 Aug 88																																																																																															
29 Jul 88	PLT	47	Carl Kish SFC	20 Aug 88																																																																																															
PAID BY AND DATE	TOTAL CUB	WAREHOUSE BY AND DATE	WAREHOUSE LOCATION																																																																																																
		20 Aug 88	2-A-5																																																																																																
REMARKS	ACC-A	8206	8233-0008																																																																																																
MA 1-2,36 rds	ACC-A	8206	8233-0008																																																																																																
FIRST DESTINATION ADDRESS	CITY	STATE	ZIP																																																																																																
	8206																																																																																																		
TRANSPORTATION CHARGEABLE TO	INITIALS AND AWR OR RECEIVER'S SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																																																	
	8206	8233-0008																																																																																																	
DD FORM 1348-1	3 MAR 74	EDITION OF 1 JAN 64 MAY BE USED UNLESS INDICATED	DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																																																																																																

Figure 2-11. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) To Be Used for Establishing DODIC Master Record and Lot Locator Record.

- Refer to Figure 2-12. What must you do on number-keyed line 6 before you post the lot locator record?
 - Mark out the entire line.
 - Mark out the words "DODIC MASTER."
 - Mark out the words "LOT LOCATOR."
 - Nothing, leave it as is.
- Refer to Figures 2-11 and 2-12. What information should you enter in block 5 of the number-keyed lot locator record?
 - SP/4.
 - MA 1-2.
 - S-61.
 - 2-A-5.

DA FORM 5203, May 83							BALANCE ON HAND	CC	CC	CC	CC	
DODIC MASTER/LOT LOCATOR RECORD (6)							LOC	LOC	LOC	LOC	LOC	LOC
For use of this form, see TM 38-159-11; the proponent agency is TRADOC.												
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD					
	SERIAL		GAIN	LOSS								
REMARKS							QD CLASS	NEW	U/I	U/PK	U/PRICE	
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE	
DODIC (1)	FSC/NSN (2)		DESCRIPTION (3)				CC (4)	LOT NO. (5)				

Figure 2-12. Blank DA Form 5203 To Be Used as a Lot Locator Record.

3. Refer to the DD Form 1348-1 in Figure 2-11 and the DODIC master record in Figure 2-13. What information should you enter in the LOT NO. block of the DODIC master record?
 - a. None.
 - b. 218.
 - c. S-61.
 - d. MA 1-2.

DA FORM 5203, May 83							BALANCE ON HAND	CC (5)	CC (5)	CC (5)	CC (5)
DODIC MASTER/LOT LOCATOR RECORD (4)							LOC	LOC	LOC	LOC	LOC
For use of this form, see TM 38-159-11; the proponent agency is TRADOC.											
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
	SERIAL		GAIN	LOSS			(6)	(7)	(7)	(7)	(7)
REMARKS							QD CLASS	NEW	U/I	U/PK	U/PRICE
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE
DODIC (1)	FSC/NSN (2)		DESCRIPTION (3)				CC	LOT NO.			

Figure 2-13. Blank DODIC Master Record.

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4. What information should you post in block 5 of the number-keyed DODIC master record in Figure 2-13?
 - a. A.
 - b. B
 - c. 36.
 - d. DC.

5. What information should you post in block 1 of the number-keyed DODIC master record in Figure 2-13?
 - a. C454
 - b. 36.
 - c. 1.
 - d. Zeros or leave it blank.

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed one or more questions, you should retake the entire lesson, paying particular attention to the areas in which your answers were incorrect.

Lesson 3
PREPARE AND MAINTAIN WORLDWIDE
AMMUNITION REPORTING SYSTEM FEEDER
REPORTS

TASK	This lesson is based on the following task from STP 9-55B34-SM-TG: 093-406-3123, Process Independent Mode Transactions.
OBJECTIVES	When you have completed this lesson, you should be able to describe the cycles and files associated with the worldwide ammunition reporting system at the SAAS-3 level, how to input data into the system, and how to output WARS feeder reports from the system.
CONDITIONS	You will have this subcourse book and will work without supervision.
STANDARD	You must score at least 75 on the end-of-subcourse examination that covers this lesson and Lessons 1, 2, 4, and 5 (answer 23 of the 30 questions correctly).

SAAS-3 consolidates stock status reports from storage locations, computes authorized levels, and maintains the status of munitions on hand and being throughput within the theater. The purpose of the SAAS-3 system is to provide a standard worldwide method of providing management and stock control for Class V (less nuclear) munitions by means of management information and stock control computer programs. SAAS-3 may operate either as an independent corps or be supported by a SAAS level 1 organization. When operating independently, SAAS-3 will interface directly with CONUS NICPs rather than with SAAS level 1.

Because of their criticality, high dollar value, length of procurement time, and high transportation costs, munitions require intensive management. The worldwide ammunition reporting system (WARS) for conventional ammunition and the guided missile and large rocket (GMLR) report for missiles and rockets were designed to consolidate, evaluate, and manage US Army munitions stockpiles.

The WARS and GMLR reports are regulatory requirements and are submitted to US Army Armament Materiel Readiness Command (ARRCOM) and US Army Missile Command (USAMICOM) periodically. Automated preparation of these reports saves a significant amount of manual preparation and assures more timely and accurate reports. The SAAS-3 system has the capability to produce WARS feeder reports for submission directly to the NICP.

SYSTEM ORGANIZATION

Cycle Identification Codes

The SAAS-3 system is organized into functions defined as cycles. Each cycle is assigned a system identification (ID) code, which consists of a six-character code. An example of how a six-character code is broken down is listed below:

CYCLE AJCD80

AJC = SAAS-3
D80 = Daily Cycle

CYCLE AJCR09

AJC = SAAS-3
R09 = Document Status
Reports

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System Cycles

The cycles that interface with WARS are described below, by cycle ID, with a brief summary of each cycle. Once accessed, each cycle interactively updates the system structure support files that deal with WARS or produces a report that deals with WARS.

AJCR00-Report Asset Activity to SAAS-1 (ROLL). This cycle produces summarized changes in stock status information that have occurred since the end of the previous reporting period. This data are provided to SAAS-1 in the form of DIC XAS/XAT transactions that are used to update the SAAS-1 stock status records. Forecasted expenditures will be rolled during this cycle.

AJCR02-Days of Supply. This cycle compares on-hand quantities with weapon densities and expenditure rates to compute days of supply on hand.

AJCR22-Report Asset Activity to SAAS-1 (NO ROLL). This cycle produces summarized changes in stock status information that have occurred since the end of the previous reporting period. This data is provided to SAAS-1 in the form of DIC XAS/XAT transactions. These transactions are used to update the SAAS-1 stock status records. Forecasted expenditures will not be rolled during this cycle.

AJCR23-Report Serviceability to SAAS-1. This cycle produces changes in ammunition lot serviceability and inspection data that have occurred since the last report to SAAS-1. This data is provided to SAAS-1 in the form of DIC XAP/XAO transactions.

AJCR24-Report to WARS/MICOM (Monthly). This cycle produces the WARS monthly report and the AMC 193 update report from selected DODICs (independent mode only).

AJCR25-Report to WARS (Quarterly). This cycle extracts and summarizes the required SAAS-3 on-hand, issue, receipt, gain/loss, forecasted expenditures, and remarks data for the latest quarterly reporting period (independent mode only).

AJCR26-Report to WARS (Serviceability). This cycle produces ammunition lot serviceability and inspection data from the most current lot visibility file (independent mode only). This data is provided to WARS in the form of Q1/Q2 transactions.

The following cycles allow the user to update those system structure support files dealing with WARS:

AJCR16-NSN/DODIC Cross-Reference File Update. This cycle allows the user to interactively delete, add, or display a record on the NSN/DODIC cross-reference file.

AJCR17-Application/LIN Rate File Update. This cycle allows the user to interactively add, delete, change, and/or display a record on the application/LIN rate file.

AJCR18-Tables Reports. This cycle produces one or all seven of the tables reports, such as, the transaction code report.

AJCR19-Storage Point/Account Description File Update. This cycle allows the user to interactively add, delete, change, and/or display a record on the storage point/account description file.

AJCR20-Catalog Description File Update. This cycle allows the user to interactively add, delete, change and/or display a record on the catalog description file.

AJCR21-Transaction Code File Update. This cycle allows the user to interactively add, delete, change and/or display a record on the transaction code file.

AJCR27-Forecasted Expenditures File Update. This cycle allows the user to interactively add, delete, change and/or display forecasted expenditure data for a period of up to 18 months.

AJCR28-Lot Visibility Update. This cycle accepts DIC XAP/XAQ transactions prepared by SAAS-4 surveillance personnel. These transactions update the lot visibility file to support reporting serviceability and inspection data to SAAS-1 or to WARS feeder reports.

AJCR35-Formatted Transaction Input. This cycle allows interactive input of acceptable daily cycle transactions that will process during the next daily cycle.

SYSTEM CAPABILITIES

SAAS-3 users are able to input transactions, generate reports, and query certain tables and files by using the system's video display data terminal. System input consists of transactions that maintain system structure support information and transactions involving issues, shipments, and receipt of materiel. System processing is input dependent as is the production of system output. Information from the input transactions is placed on the various system structure support files. Output consists primarily of reports to higher headquarters, information to subordinate units, and management reports.

The MOSs 55B40, 55R30, and 55X have the responsibility of ensuring that system structure support files (SSSF) are built into the SAAS data base to ensure that the WARS feeder reports are available on the DAS-3.

System Structure Support Files

SSSFs provide information, parameters, and control data to accomplish the system's primary functions of consolidating stock status reports from SAAS-4, computing authorized levels, and maintaining the status of munitions. There are seven SSSFs.

NSN/DODIC Cross Reference File. This information consists of national stock numbers (NSNs) and part numbers related to each Department of Defense identification code (DODIC). The primary cross-reference source is the US Army DARCOM catalog data activity, which maintains a master cross-reference list available on magnetic tape. Nonstandard DODIC and part number cross-reference data may be loaded manually. Department of Defense ammunition codes (DODACs), DODICs, NSNs, and part numbers on system input transactions are validated using the NSN/DODIC cross-reference file.

Catalog Description File. This file contains data that identifies ammunition items and describes item characteristics such as weight per round, net explosive content, and quantity distance compatibility group. Again, the primary source of these data is the US Army DARCOM catalog data activity. These data appear on system reports for informational purposes.

Storage Point Account/Description File. This file contains identifying data for each storage point managed by the level 3 activity, including storage point name, DOD activity address code, subcommand code, and major command code. MILSTRIP documents are validated against the file, which also provides storage point data for system reports. This file also contains all valid ammunition accounts for each corps storage point and data which control computation of authorized levels. It identifies account priority and condition codes to be used during the asset stratification process.

Transaction Code File. This file contains data which define acceptable system transaction codes and control how the system will accumulate asset quantities for reporting. It also contains information used to process due in/due out data. Codes on this record should be coordinated with SAAS level 1.

Application LIN/Rate File. This file shows the weapon system line item numbers (LINs) for each DODIC and expenditure rates to be used in producing the days of supply report.

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Forecasted Expenditures File. This file contains forecasted expenditures by DODIC, storage point, and account for training ammunition. Expenditures may be projected for up to 18 months.

Lot Visibility File. This file contains serviceability data to include lot number, component lot number, year of manufacture, condition code, and defect information. Data on this file are reported to the NICP by the serviceability portion of the WARS report, or to level 1, and are also used in support of surveillance operations at level 4.

Updating System Structure Support Files

Data in the SSSF can be automatically updated interactively by terminal input. Access to the SSSFs is achieved through a series of terminal displays that allow the user to select the desired cycle. This menu procedure is hierarchically designed so that the user can step in or out of a function from one level of the hierarchy to another. For every screen there are one or more help screens that provide detailed explanations concerning that screen. The help screens are accessible at any time by pressing the F1 key. Upon entry into the system, the first set of screens that will appear on the terminal lists all of the various functions (main menu) performed by the system listed by cycle ID. A brief explanation of the cycles pertaining to WARS was given earlier in this lesson.

Each SSSF and the procedures for accessing the file are discussed in detail below. To ensure that this lesson is easily understood, we will track one NSN with its DODIC. The NSN that we will use in this lesson is 1315-00-028-4830-C445. Figures are provided for all entries that are mandatory for WARS reporting. Other entries are used to make input complete. The first file that you must build into your data base is the NSN/DODIC cross-reference file.

NSN/DODIC Cross-Reference File. The NSN to DODIC and DODIC to NSN cross-reference file must be the first file that you build into your data base. This file does not contain any codes that are required by the WARS.

SAAS-3 run cycle *AJCR16* allows the user to interactively add, delete, change, or display a record on the NSN/DODIC cross-reference file.

The first input screen that you will see is screen *AJCR1600*. You must input the following information:

Enter one only

National Stock Number 1315000284830 (see Figure 3-1)

OR

Part Number _____

SELECT ONE OF THE FOLLOWING OPTIONS:

1 DELETE.

2 ADD.

3 DISPLAY.

ENTER SELECTED OPTION NUMBER 2

By selecting this option, you let the computer know that you are adding this record.

See Figure 3-2 for the originator codes required in this record. You must press the transmit key at this time to get screen *AJCR1640* that will allow you to input the following information:

DODIC	<u>C445</u> (see Figure 3-1)
Federal Stock Class	<u>1315</u>
Originator Code	<u>AN</u> (see Figure 3-2)
Effective Julian Date	<u>8122</u>

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
XBTAV9 1315 000284830 ACCOUNTABLE OFFICER MIESAU ARMY DEPOT APO, NY 96172										ACCOUNTABLE OFFICER ASP # 3 VILSECK APO NY 96175										WK7DC1 8092 0001 WK6DC1 WK6DC1																													
SHIPPED FROM WAREHOUSE LOCATION C445										SHIP TO ACCOUNTABLE OFFICER ASP # 3 VILSECK APO NY 96175										MARK FOR PROJECT WK6DC1																													
LOC MAG A1 SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) CIG, 105mm HE M1										TYPE OF PACK PLT 2 UNIT WEIGHT 120										FREIGHT CLASSIFICATION Explosive Class A Ammunition for Cannon w/exp proj																													
SSG J. MOORE 28 Mar 88										NO OF CONTAINERS 334										RECEIVED BY AND DATE SFC K. SOULT 30 Mar 88																													
RSA 87A001-001 200 plt=6000 rds = COND CD A										TOTAL CUBE 11022										RECEIVED BY AND DATE (Empty)																													
RSA 87C002-001 134 plt=4000 rds = COND CD A										TOTAL WEIGHT 626,667										RECEIVED BY AND DATE (Empty)																													
TRANSPORTATION CHARGEABLE TO (Empty)										DATE SHIPPED 8092										RECEIVED BY AND DATE (Empty)																													
DD FORM 1348-1 (8 PT) 1 MAR 74										EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED										DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																													

Figure 3-1. Completed Copy of a DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).

Of No	Of Name	Abbreviation
	Originator Code	ORIG-CD
AHA	US Army Logistics Center ATTN: ATCL-SBA Fort Lee, VA 23801	Effective Date STD CHANGE June 1986
<p>Definition: A code which denotes the activity responsible for preparation and maintenance of AMDF Catalog Data.</p> <p>Type of Code Length-Class 2 A</p> <p>COE 2A</p> <p>Abbreviation ORIG-CD</p> <p>Originator Code (Same as above)</p> <p>Systems: SAAS-1, SAAS-3 Publications: AR 708-1, TM 38-L63-2-1 and 2-2, TM 38-L63-11-1</p> <p>Data Use Identifier and Definitions</p> <p>Originator Code (Same as above)</p> <p>Systems: SAAS-1, SAAS-3 Publications: AR 708-1, TM 38-L63-2-1 and 2-2, TM 38-L63-11-1</p> <p>Data Items and Definitions</p> <ul style="list-style-type: none"> US Army Catalog Data Agency US Army Armament, Munitions, and Chemical Command US Army Medical Materiel Agency US Army Troop Support Command US Army Tank Automotive Command US Army Missile Command US Army Support Activity, Philadelphia US Army General Materiel & Petroleum Activity US Army Electronics Command <p>Data Codes</p> <ul style="list-style-type: none"> AN BF AM AJ AZ BD CA CD CL 		
Date Prep:		Date Last Rev:
DA FORM 3162R 1 May 74		LOGC 01H:
Previous editions are obsolete.		INTERIM/STANDARD DATA (ICMHI)
Page 1 of 2 pages		

Figure 3-2. Originator Codes. Extracted from TM 38-L63-11-1, Page D-179.

At this time you must press the transmit key to complete the building of your NSN/DODIC cross-reference record.

Catalog Description File. Run Cycle *AJCR20* allows the user to interactively add, delete, change and/or display a record on the catalog description file. This record contains thirty-eight data entries. Six of these entries are required by the WARS. These six entries are identified by an asterisk.

The first screen that you will see is *AJCR2000*. On this screen you must input the following information:

```

ENTER THE DODIC FOR THE SELECTED RECORD:
DODIC        C445   (see Figure 3-1)
SELECT ONE OF THE FOLLOWING OPTIONS:
 1    DELETE RECORD
 2    ADD RECORD
 3    CHANGE RECORD
 4    DISPLAY RECORD
ENTER SELECTED OPTION NUMBER:  2  
    
```

At this time you must transmit to get screen *AJCR2010*. On this screen you must enter the following data:

```

*DODIC TYPE CODE   1   (see Figure 3-3)
NET EXPLOSIVE CONTENT  4.70  
UNIT COST  65.00  
UNIT OF ISSUE   EA   (see Figure 3-1)
UNIT OF WEIGHT CODE   P  
UNIT WEIGHT  120   (see Figure 3-1)
CATALOG NSN OR PN:  1315000284830   (see Figure 3-1)
MSG/EPC
NOMENCLATURE:  CTG. 105MM HE M1  
MSG/EPC
    
```

At this time you must transmit to get screen *AJCR2011*. On this screen you must input the following data:

At this time you must transmit to get screen *AJCR2011*. On this screen you must input the following data:

```

BOXES PER PALLET  15  
COMMODITY CODE WATER   
DODIC SUBSTITUTE 1   C443  
DODIC SUBSTITUTE 2   
DODIC SUBSTITUTE 3   
DODIC SUBSTITUTE 4   
DODIC SUBSTITUTE 5   
DODIC SUBSTITUTE 6   
DODIC SUBSTITUTE 7   
DODIC SUBSTITUTE 8   
DODIC SUBSTITUTE 9   
DODIC SUBSTITUTE 10   
DEPT OF TRANS HAZARD CLASS:  CLASS A  
MSG/EPC   
    
```

DE No.	DE Name Department of Defense Identification Code Type Code	Abbreviation DODIC-TYPE-CD								
	US Army Logistics Center ATTN: ATCL-SP Fort Lee, VA 23801	Effective Date STD CHANGE								
<p>Definition: A locally assigned code which indicates the type ammunition item a particular DODIC represents.</p>										
<p>Data Use Identifier and Definitions</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Type Code</u></th> <th style="text-align: left;"><u>COE</u></th> <th style="text-align: left;"><u>Number</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>N</td> </tr> </tbody> </table>			<u>Type Code</u>	<u>COE</u>	<u>Number</u>	1		N		
<u>Type Code</u>	<u>COE</u>	<u>Number</u>								
1		N								
<p>Data Item and Definition</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Data Codes</u></th> <th style="text-align: left;"><u>Definition</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Conventional ammunition</td> </tr> <tr> <td>2</td> <td>Guided missiles and large rockets (GILR)</td> </tr> <tr> <td>3</td> <td>Component and packaging (CAP)</td> </tr> </tbody> </table>			<u>Data Codes</u>	<u>Definition</u>	1	Conventional ammunition	2	Guided missiles and large rockets (GILR)	3	Component and packaging (CAP)
<u>Data Codes</u>	<u>Definition</u>									
1	Conventional ammunition									
2	Guided missiles and large rockets (GILR)									
3	Component and packaging (CAP)									
<p>Date Prep: _____ Date Last Rev: _____ LOGC SER: _____</p> <p>DA Form 3162R 1 Mar 74 Previous editions are obsolete. Page 1 of 1 page(s) INTERIM/STANDARD DATA ELEMENT</p>										

Figure 3-3. Department of Defense Identification Code Type Code. Extracted from TM 38-L63-11-1, Page D-6.

At this time you must transmit to get screen *AJCR2012*. On this screen you must input the following data:

DEMILITARIZATION CODE	<u>G</u>	
*CARD CODE	<u>(FOR MSL ONLY)</u>	
PL PHY AAE SCTY RSK CD	<u>U</u>	
QNTY DIS COMPAT GROUP	<u>1.1E</u>	
*REPORT ITEM INDICATOR	<u>M</u>	(see Figure 3-4)
ROUNDS PER BOX	<u>2</u>	
ROUNDS PER PALLET	<u>30</u>	
SHELF LIFE CODE	<u>0</u>	
SPECIAL CONTROL ITEM CD	<u>D</u>	
SPECIAL HANDLING CD WTR	<u>1</u>	
TYPE CARGO CODE WATER	<u>I</u>	
UNIT CUBE	<u>02.0</u>	
*WARS RPT DODIC	<u>C445</u>	(see Figure 3-1)
*WARS UI CONV CODE	<u>M</u>	(see Figure 3-5)
*SYSTEMS IDEN CODE/GMLR	<u>(FOR MSL ONLY)</u>	(see Figure 3-6)
DOT SHIPPING NAME	<u>AMMUNITION FOR CANNON WITH</u>	
	<u>EXPLOSIVE PROJECTILE</u>	
MSG/EPC		

This completes the input for this file. To add this data to your file you must transmit, and then the system will roll back to the first screen. To exit this screen you must press the F3 function key.

Storage Point Account/Description File. This is a two-part file that is used to identify the storage point and other related items. This file consists of twenty-two data items of which six relate to the WARS. The WARS data entries are identified by an asterisk. Run cycle *AJCR19* allows the user to interactively update this file.

The first part of this screen requires you to input the following data:

STORAGE POINT CODE	<u>03</u>	(see Figure 3-1)
*ACCOUNT CODE AMMO	<u>PPR</u>	(locally assigned)
SELECT ONE OF THE FOLLOWING OPTIONS:		
<u>1</u>	DELETE RECORD	
<u>2</u>	ADD RECORD	
<u>3</u>	CHANGE RECORD	
<u>4</u>	DISPLAY RECORD	
ENTER SELECTED OPTION NUMBER: <u>2</u>		

At this time you must transmit. The next screen is screen *AJCR1910* that requires the following input

TACCS STORAGE POINT CODE	<u></u>	
*ACTIVITY ADDRESS CODE (DODAAC)	<u>WK6DC1</u>	(see Figure 3-1)
ROUTING IDENTIFIER CD	<u>AV1</u>	
STORAGE POINT NAME	<u>VILSECK</u>	
STORAGE POINT ADDRESS	<u>APO 96175</u>	
MSG/EPC		

This completes your storage point description file input. To add this data to your file, you must transmit. When you transmit the screen, it will roll back to screen *AJCR1900*. At this time, you will be required to input the data needed to complete the second part of this file-the storage point account record.

STORAGE POINT CODE	<u>03</u>	(see Figure 3-1)
*ACCOUNT CODE AMMO	<u>AAA</u>	(locally assigned)
SELECT ONE OF THE FOLLOWING OPTIONS:		
<u>1</u>	DELETE RECORD	
<u>2</u>	ADD RECORD	
<u>3</u>	CHANGE RECORD	
<u>4</u>	DISPLAY RECORD	
ENTER SELECTED OPTION NUMBER: <u>2</u>		

DT No	DT Name	Abbreviation
	Reportable Item Indicator	REPT-ITEM-IND
AIA US Army Logistics Center AIAH: AIGL- SBA Fort Lee, VA 23001		Effective Date SID CHANGE 30 June 1986
Definition: This code indicates whether an item is reportable in accordance with AR 700-22 and the quarterly list of reportable items published by HQ DARCOM.		
Data Use Identifiers and Definition		
Reportable Item Indicator (Same as above)	Definition REPT-ITEM-IND	COE 1A
Systems: SAAS-1 and SAAS-3 Publications: TM 38-213-1 (Test) TM 38-L63-2 RCS/PCN: Forms:		
Data Items and Definitions		
Item Not Reportable Reportable Monthly Reportable Quarterly		Data Codes Blank M Q
Date Prep:		LOGC DEN:
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Figure 3-4. Reportable Item Indicator. Extracted from TM 38-L63-11-1, Page D-206.

DE No.	DE Name	WARS Unit of Issue Conversion Code	Abbreviation
ARA	US Army Logistics Center ATTN: ATCL-SP Fort Lee, VA 23801		WARS-UI-CONV-CD
<p>Definition: A code which indicates, by alpha designator, whether an item to be reported under WARS, (AR 700-22) is issued by "each" or "thousands."</p>			<p>Effective Date STD CHANGE</p>
<p>Data Use Identifier and Definition</p> <p>WARS Unit of Issue Conversion Code (Same as above)</p> <p>Systems: SAAS-3 Publications: TM 38-L63-2 RCS/PCN: Forms:</p>		<p>Abbreviation</p> <p>WARS-UI-CONV-CD</p>	<p>Type of Code Length-Class</p> <p>1 A</p> <p>COE</p> <p>1A</p>
<p>Data Items and Definitions</p> <p>Unit of Issue Conversion Code Each Unit of Issue Conversion Code Thousand</p>			<p>Data Codes</p> <p>E M</p>
<p>Date Prep:</p>		<p>Date Last Rev:</p>	<p>LOGC DEN:</p>
<p>DA Form 3162R 1 Mar 74 Previous editions are obsolete.</p>		<p>Page ___ of ___ page(s)</p>	<p>INTERIM/STANDARD DATA ELEMENT</p>

Figure 3-5. WARS Unit of Issue Conversion Code. Extracted from TM 38-L63-11-1, Page D-274.

DE No.	DE Name	Abbreviation
	System Identification Code Guided Missile and Large Rockets	SYS-IDNTFCTN-CD-GMLR
ARA US Army Logistics Center ATTN: ATCL-SBA Fort Lee, VA 23801		Effective Date STD CHANGE 30 June 1986
Definition: A code which identifies a specific guided missile or large rocket system.		
Type of Code Length-Class 1 AN		
Data Use Identifier and Definitions		
System Identification Code - Guided Missiles and Large Rockets (Same as above)		COE IAN
Systems: SAAS-3 Publications: AR 710-9, TM 38-L63-2-1&2, TM 38-L63-11-1 Reports: AMC 193 Forms: DA Form 3244		Abbreviation SYS-IDNTFCTN-CD-GMLR
Data Items and Definitions		
TOW Pershing II Dragon Patriot Chaparral Multiple Launch Rocket System (MLRS) Targets Redeye Lance Hellfire Stinger Hawk		Data Codes 2 3 5 6 C F H J N P R S
Date Prep:		LOGC DEN:
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Figure 3-6. System Identification Code Guided Missile and Large Rockets. Extracted from TM 38-L63-11-1, Page D-237.

At this time you must transmit. The next screen is *AJCR1935*. You must input the following information:

ACCOUNT CODE RELATED _____
 COMPUTATION PERCENT FACTOR _____
 COMPUTATION RATE CODE _____
 * DAYS OF SUPPLY FACTOR 1 _____ 003 _____ (see Figure 3-7)
 * DAYS OF SUPPLY RATE COD _____ 15 _____ (see Figure 3-8)
 * LINE NUMBER _____ 1 _____ (see Figure 3-9)
 MAJOR COMMAND CODE _____ 300 _____
 REPORTING ACCOUNT CODE _____ AAA _____
 STORAGE POINT CODE RELATED _____
 STRATIFICATION PRIORITY CODE _____ 01 _____
 SUBCOMMAND CODE _____ A _____
 TYPE COMPUTATION CODE _____ A _____
 WARS DAYS OF SUPPLY FACTOR _____
 CONDITION CODE TABLE _____ ABCDEN _____
 MAJOR COMMAND NAME _____ TAACOM _____

This completes the data input required for the storage point account/description file. To add this data to your file, you must transmit and the system will roll back to screen *AJCR1900*. Press the F3 function key, and the system will roll back to the main menu.

Application LIN/Rate File. Run cycle *AJCR17* allows the user to interactively update the application LIN/rate file. This file consists of eighteen data elements of which all, or part, will affect the WARS depending on which rate you desire the file to use in computing the authorized level.

Input screen *AJCR1700* requires the following data input:

DODIC _____ C445 _____ (see Figure 3-1)
 LINE ITEM NUMBER _____ K78961 _____ (from unit TO&E)
 SELECT ONE OF THE FOLLOWING OPTIONS:
 1 DELETED RECORD
 2 ADD RECORD
 3 CHANGE RECORD
 4 DISPLAY RECORD
 ENTER SELECTED OPTION NUMBER: 2

At this time you must transmit. The next screen to roll up is *AJCR1710*. You must input the following data:

EXPENDITURE RATE AMMO-1 _____ 10 _____ (see Figure 3-10)
 EXPENDITURE RATE AMMO-2 _____ 20 _____
 EXPENDITURE RATE AMMO-3 _____ 30 _____
 EXPENDITURE RATE AMMO-4 _____ 40 _____
 EXPENDITURE RATE AMMO-5 _____ 50 _____
 EXPENDITURE RATE AMMO-6 _____ 60 _____
 EXPENDITURE RATE AMMO-7 _____ 70 _____
 EXPENDITURE RATE AMMO-8 _____ 80 _____
 EXPENDITURE RATE AMMO-9 _____ 100 _____
 EXPENDITURE RATE AMMO-11 _____ 110 _____
 EXPENDITURE RATE AMMO-12 _____ 120 _____
 EXPENDITURE RATE AMMO-13 _____ 130 _____
 EXPENDITURE RATE AMMO-14 _____ 140 _____
 EXPENDITURE RATE AMMO-15 _____ 150 _____
 MULTI WEAPONS DESC CD _____

This completes the data input requirement for this file. To add this data to your file, you must transmit. The system will roll back to screen *AJCR17000*. You must press the F3 function key in order to get the system to roll back to the main menu.

DE No.	DE Name	Time in Days - DA	Abbreviation	COE	Number
1T0167	Data Use Identifier or Data Item (Continued)	Data Use Identifier and Definitions			
	Days of supply factor 1 - ammunition	A factor expressed in number of days for an ammunition item and used to compute the authorized stockage levels for designated subcommands/storage points/accounts.	DOFS-FCTR-1-AMMO	3N	
	Days of supply factor 2 - ammunition	A factor expressed in a second number of days for an ammunition item and used to compute projected stockage levels for designated subcommands/storage points/accounts.	DOFS-FCTR-2-AMMO	3N	
	Days of supply factor 3 - ammunition	A factor expressed in a third number of days for an ammunition item and used to compute supplementary projected stockage levels for a designated subcommand/storage point/account.	DOFS-FCTR-3-AMMO	3N	
	Days of supply on hand, serviceable	The number of days of supply of serviceable items on hand by stratification categories; e.g., DODIC, LOT NO, Storage Point.	DOFS-ON-HAND-SRVCBL	3N	
	Days of supply on hand, total	The number of days of supply of items on hand in all stratifiable categories; e.g., serviceable, unserviceable.	DOFS-ON-HAND-TOT	3N	
Date Prop:	Date Last Rev:	LOGC DEN:			

Figure 3-7. Time In Days. Extracted from TM 38-L63-11-1, Page D-240.

DE No.	DE Name Days of supply rate Code	Abbreviation DOFS-RATE-CD
ARA US Army Logistics Center ATTN: ATCL-SPS Fort Lee, VA 23801		Effective Date STD CHANGE
<p>Definition: Code indicating which expenditure rate ammunition will be applied to a given number of days of supply.</p>		
<p>Data Use Identifier and Definition</p> <p>Days of supply rate code (Same as above)</p> <p>Systems: SAAS-3 Publications: TM 38-L63-2 RCS/PCN: Forms:</p>		<p>Type of Code Length-Class</p> <p>2 N</p> <p>COE</p> <p>2N</p>
<p>Data Items and Codes</p> <p>Codes are locally assigned based on desired days of supply and expenditure rate desired. Up to 15 codes may be used.</p>		<p>Data Codes</p> <p>01 thru 15</p>
<p>Date Prep: _____ Date Last Rev: _____ LOGC DEN: _____</p>		
<p>DA Form 3162R 1 Mar 74 Previous editions are obsolete. Page <u> 101 </u> of <u> 1 </u> page(s) INTERIM/STANDARD DATA ELEMENT</p>		

Figure 3-8. Days of Supply Rate Code. Extracted from TM 38-L63-11-1, Page D-44.

DE No.	DE Name	Abbreviation
ARA	US Army Logistics Center ATTN: ATCL-SBA Fort Lee, VA 23801	LINE-NO Effective Date STD CHANGE 30 June 1986
<p>Definition: A one-position numeric code which indicates the category of requirements for the reporting command.</p>		
<p><u>Data Use Identifier and Definition</u></p> <p>Line Number (Same as above)</p> <p>System: SAAS-1, SAAS-3, WARS Publications: TM 38-L63-11-1 TM 38-L63-2-1 and 2-2 AR 700-22</p> <p>RCS/PCN: Forms:</p> <p><u>Data Items and Definitions</u></p> <p>Codes are assigned based on category of requirement for WARS reporting</p> <p>Prepositioned War Reserves Training Basic Load Operational Projects</p>		
<p><u>Type of Code Length-Class</u></p> <p>1 N</p> <p><u>COE</u></p> <p>1N</p> <p><u>Data Codes</u></p> <p>1 2 3 4</p>		
<p><u>Date Prep:</u> _____ <u>Date Last Rev:</u> _____ LOGC DEN: _____</p>		
<p>DA Form 3162-R, 1 MAR 74 Previous editions are obsolete Page 1 of 1 page(s) INTERIM/STANDARD DATA ELEMENT</p>		

Figure 3-9. Line Number. Extracted from TM 38-L63-11-1, Page D-93.

DE No.	DE Name	Abbreviation
ARA	Expenditure Rate-Ammunition US Army Logistics Center ATTN: ATCL-SP Fort Lee, VA 23801	EXPNDR-RATE-AMMO Effective Date STD CHANGE
<p>Definition: A quantity of ammunition expended by one weapon's system in one day.</p>		
<p>Data Use Identifier and Definitions</p> <p>Expenditure Rate-Ammunition (Same as above)</p> <p>Systems: SAAS-3 Publications: FM 101-10-1, SB 38-26 RCS/PCN: Forms:</p> <p>Expenditure Rate 1-Ammunition The first ammunition expenditure rate recorded for a given weapons system.</p> <p>Expenditure Rate 2-Ammunition The second ammunition expenditure rate recorded for a given weapons system</p> <p>Expenditure Rate 3-Ammunition The third ammunition expenditure rate recorded for a given weapons system</p>		
<p>Type of Code Length-Class 7 N</p>		
<p>COE Number 7N</p>		
<p>EXPNDR-RATE-AMMO</p>		
<p>EXPNDR-RATE-AMMO-1</p>		
<p>EXPNDR-RATE-AMMO-2</p>		
<p>EXPNDR-RATE-AMMO-3</p>		
<p>LOSC DEN:</p>		
<p>Date Prop: _____ Date Last Rev: _____</p>		
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Figure 3-10. Expenditure Rate-Ammunition. Extracted from TM 38-L63-11-1, Page D-73.

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Transaction Code File. Run cycle *AJCR21* allows the user to interactively add, delete, change, and/or display the transaction code file. This file keeps the system accumulated quantities for a reporting period.

Input screen *AJCR2100* requires the following input

DIC XBT (see Figure 3-1)
 TRANSACTION CODE LTR (see Figure 3-11)
 SELECT ONE OF THE FOLLOWING OPTIONS:
 1 DELETE RECORD
 2 ADD RECORD
 3 CHANGE RECORD
 4 DISPLAY RECORD
 ENTER SELECTED OPTION NUMBER: 2

At this time you must press the transmit key. The system will roll-up to screen *AJCR2140*. This screen requires the following input data:

DOCUMENT STATUS ID _____
 RECORDING ACCOUNT CODE AMMO AAA
 REMARKS CODE 1 049 (see Figure 3-12)
 REMARKS CODE 2 050 (see Figure 3-12)
 REPORTING REMARKS CODE 1 068 (see Figure 3-12)
 REPORTING REMARKS CODE 2 _____
 TRANSACTION REMARKS 3 (see Figure 3-12)

Forecasted Expenditures File. Run cycle *AJCR27* allows the user to add, delete, change, and/or display the forecasted expenditures file. This file allows the user to input up to eighteen expenditure rates to be used for the WARS. It is a non-roll or a roll file depending on which you decide to run. Screen *AJCR2700* is the first input screen for this file. You must input the following data

DODIC C445 (see Figure 3-1)
 STORAGE POINT CODE 03
 SELECT ONE OF THE FOLLOWING OPTIONS:
 1 DELETE RECORD
 2 ADD RECORD
 3 CHANGE RECORD
 4 DISPLAY RECORD
 ENTER SELECTED OPTION NUMBER: 2

This completes the input for this screen. At this time press the transmit key. The second screen is *AJCR2710*.

ACCOUNT CODE AAA (locally assigned)
 JAN 10
 FEB 20
 MAR 30
 APR 40
 MAY 50
 JUN 60
 JUL 70
 AUG 80
 SEP 90
 OCT 100
 NOV 110
 DEC 120
 JAN 130
 FEB 140
 MAR 150
 APR 160
 MAY 170
 JUN 180
 JUL 190

This completes the data input for the forecasted expenditures file. To add this data to your file, you must press the transmit key. You must press the F3 function key to return to the main menu.

DE No.	DE Name Transaction Code - SAAS	Data Codes
<u>Data Items and Definitions</u>		
	Intransit FROM Shipment (Shipment by Level 4 out of SAAS-3 area)	IFS
	Intransit IN Cancellation (To Level 4 notifying an IIN has been cancelled)	IIC IIN
	Intransit IN Notification (To Level 4 for preposition Receipt)	
	Intransit IN Receipt (By Level 4 to notify SAAS-3 when shipment is received from a location outside of Corps area)	IIR
	Inventory Adjustment Gain	ING
	Inventory Adjustment Loss	INL
	Issue for Riot Control	IFR
	Issue for Test Purposes	IFT
	Issue to Renovation	ITR
	Location Survey	LOC
	Location Transfer Directive (By Level 3 within Level 3 area)	LTD
	Location Transfer Receipts (By Level 4 to Level 3)	LTR
	Location Transfer Shipment (By Level 4 that shipment has been made to another SP within the Corps area)	LTS
	Losses Due to Combat/Enemy Action	LEA
	Losses Due to Fire/Explosions	LFE
	Normal Issue for Training or Combat	NIS
	Normal Turn-in (Combat)	NTI
	Posting Error Minus	PEM
	Posting Error Plus	PEP
	Property Disposal Office (Transfer TO)	PDO
	Receipts from Republic of Korea	RFK
	Receipts from US Air Force	RFA
	Receipts from Marine Corps	RFM
	Receipts from US Navy	RFN
	Receipts from FORSCOM	RFF
	Received from Renovation	RFR
	Received from TRADOC	RFT
Date Prep: _____ Date Last Rev: _____		LOGC DEN: _____
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Figure 3-11. Transaction Code-SAAS. Extracted from TM 38-L63-11-1, Page D-247.

DE No.	DE Name Remarks Code	Data Codes
<u>Data Use Identifier or Data Item (Continued)</u>		
<u>Data Items and Definitions</u>		
	DODAC transfer minus	039
	DODAC transfer plus	040
		041
		042
		043
		044
	Suspended except for emergency combat (condition code N)	045
	Unserviceable-Limited restoration (condition code E)	046
	Transfer to the Republic of Korea	047
	Receipt from the Republic of Korea	048
		049
	Interaccount transfer plus	050
	Interaccount transfer minus	051
	Issued for riot control	**052
	Condition code change minus	053
	Received from renovation	054
	Receipt from MAP/FMS	055
	Receipts from offshore procurement	056
	Component/packing materiel on requisition	057
	Pending transfer--offshore renovation	058
	Ammunition peculiar equipment not available	059
	Ammunition peculiar equipment failure	060
	Renovation for MAP/FMS	061
	Renovation for MAP/GA	062
	Renovation for USN	063
	Renovation for USMC	064
	Renovation for USAF	065
	Renovation for Army only	066
	Required in-country	067
	Other consumption (counterinsurgency)	068
	Received from TRADOC	069
	Transferred to logistic account	070
	Issued to renovation	
Date Prep: _____ Date Last Rev: _____ LOGC DEN: _____		
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Figure 3-12. Remarks Code. Extracted from TM 38-L63-11-1, Page D-202.

Formatted Transaction Input File. Run cycle *AJCR35* gives you a complete screen of formatted transaction options. The serviceability report transaction requires you to enter option 47 in order to get the formatted XAP screen. The required input data for this screen is shown below:

REQUIRED DATA

STORAGE POINT CODE 03 (see Figure 3-1)
 DAY OF YEAR 8122
 DODIC C445 (See Figure 3-1)
 NSN 1315000284830 (see Figure 3-1)
 LOT NUMBER RSA87A001-001 (see Figure 3-1)
 CONDITION CODE A (see Figure 3-1)
 TRANSACTION CODE N (see Figure 3-13)
 TYPE STORAGE CODE W (see Figure 3-14)
 SUBCOMMAND CODE A
 TRANSACTION QUANTITY 6000 (see Figure 3-1)

OPTIONAL DATA

DEFECT REMARKS CODE 1 DEFECT REMARKS CODE 2
 DEFECT REMARKS CODE 3 DEFECT REMARKS CODE 4
 YEAR OF MANUFACTURE DATE OF NEXT INSPECTION

NOTE: CODES MUST BE 6AN
 RMK CD 1 MUST % OF DEFECT INDICATOR
 RMK CD 2 MUST BE ASSEMBLY/COMPONENT PACKAGING
 RMK CD 3 MUST BE ASSEMBLY/COMPONENT CLASSIFICATION
 RMK CD 4 MUST BE DEFECT/SPECIAL REMARKS
 TRANSACTION CODE SERVICEABILITY
 D=DELETE
 N=NEW
 R=REVISED

This completes the data entry requirement for this file. To add this data to the temporary transaction file, you must transmit. To add this data to your lot serviceability file, you must run cycle *R28*.

The component lot report requires you to select option 48 to get the formatted XAQ screen. You must input the required data as shown below:

REQUIRED DATA

STORAGE POINT CODE 03 (see Figure 3-1)
 DAY OF YEAR 8122 (see Figure 3-1)
 DODIC C445 (see Figure 3-1)
 NSN 1315000284830 (see Figure 3-1)
 LOT NUMBER RSA87A002-002 (see Figure 3-1)
 CONDITION CODE A (see Figure 3-1)
 TRANSACTION CODE N (see Figure 3-13)
 SUBCOMMAND CODE A

OPTIONAL DATA

COMPONENT LOT NUMBER 1 YEAR OF MANUFACTURE
 COMPONENT TYPE ID CD 1 COMPONENT LOT NUMBER 2
 YEAR OF MANUFACTURE 2 COMPONENT TYPE ID CD 2

This completes the data entry requirement for this file. To add this data to the temporary transaction file, you must push the transmit key. To add the record to your file you must run cycle *R28*.

DE No.	DE Name	Abbreviation						
	Transaction Code - Serviceability	TRNSCTN-CD-SVC						
ARA	U.S. Army Logistics Center ATTN: ATCL-SBA Fort Lee, VA 23801-6000	Effective Date STD CHANGE June 1986						
<p>Definition A code used to identify the type of posting action against a Lot Serviceability transaction.</p> <p style="text-align: center;"> <u>Type of Code</u> <u>Length-Class</u> 1 A </p>								
<p><u>Data Use Identifier and Definition</u></p> <p>Transaction Code - Serviceability (Same as above)</p> <p>System: SAAS-3</p> <p>Publications: TM 38-L63-2-1 and 2-2, TM 38-L63-11-1</p>								
<p><u>Data Items and Definitions</u></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Delete</td> <td style="width: 50%; text-align: right;">D</td> </tr> <tr> <td>New</td> <td style="text-align: right;">N</td> </tr> <tr> <td>Revised</td> <td style="text-align: right;">R</td> </tr> </table>			Delete	D	New	N	Revised	R
Delete	D							
New	N							
Revised	R							
<p><u>Data Codes</u></p> <p style="text-align: right;">COE 1A</p>								
<p>Date Prep: _____ Date Last Rev: _____ LOGC DEN: _____</p>								
<p>DA Form 3162-R, 1 MAR 74 Previous editions are obsolete Page <u> </u> of <u> </u> page(s) INTERIM/STANDARD DATA ELEMENT</p>								

Figure 3-13. Transaction Code-Serviceability. Extracted from TM 38-L63-11-1, Page D-247.1.

DE No.	DE Name	Abbreviation
	Type Storage Code	TYPE-STOR-CD
ANA US Army Logistics Center		Effective Date
ATTN: ATCL-SP		STD
Fort Lee, VA 23801		CHANGE
<p>Definition: A code denoting the type of storage under which a particular lot of ammunition is stored.</p>		
<p>Type of Code Length-Class</p> <p>1 A</p>		
<p><u>Data Use Identifier and Definitions</u></p>		
Type Storage Code	<u>Abbreviation</u>	<u>COE</u> <u>Number</u>
(Same as above)	TYPE-STOR-CD	1A
<p>Systems: SAAS-1, SAAS-3</p> <p>Publications: AR 700-22, TM 38-L63-2</p> <p>RCS/PCH: Forms:</p>		
<p><u>Data Items and Definitions</u></p>		
Arms Room		N
Truck or Trailer (nontactical vehicle)		P
Uploaded on tactical vehicle		Q
Standard above ground magazine or nonstandard above ground magazine that provides equivalent protection from the weather		V
Earth covered magazine (igloo, stradlav, corbetta, etc)		W
Earth covered magazine (cave)		U
Quonset with concrete on dirt floor		R
Tin shed with concrete on dirt floor		S
Slate shed with concrete on dirt floor		T
Outside covered (tapaulin, etc)		X
Outside uncovered		Y
Other		Z
Date Prep: _____	Date Last Rev: _____	LOGC DEN: _____
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Figure 3-14. Type Storage Code. Extracted from TM 38-L63-11-1, Page D-259.

SYSTEM OUTPUT

WARS Reporting

Cycle *AJCR24* is run to produce the monthly WARS report and cycle *AJCR25* for the quarterly WARS report. In addition to the card images on tape (types A1, B1, C1, C2, R-standard, and R-nonstandard) that are produced for transmission to the NICP, both of these cycles also produce two hard copy reports for use by the SAAS-3 manager. The lot serviceability data portion of the WARS report is obtained from cycle *AJCR26*. This cycle also produces two hard copy reports in addition to card images on tape (types Q1 and Q2) for reporting purposes. The specific outputs from the WARS reporting process are listed below.

Worldwide Ammunition Requirements and Assets Report. This report is an automatic product of cycles *AJCR24* and *AJCR25*. It provides the stock status of each DODIC, broken out by reporting account code. It also provides forecasted expenditures over a 12-month period and a remarks section to indicate the causes and magnitude of inventory changes.

Worldwide Ammunition Requirements and Assets List. This listing is an automatic product of cycles *AJCR24* and *AJCR25*. It provides a listing of the data created for transmission to the NICP.

Prepositioned War Reserve (PPWR) Card Type A1. This transaction provides PPWR requirements and stock status data to the NICP.

Other Assets Card Type B1. This transaction provides requirements and stock status data on training, basic load, and operational project ammunition to the NICP.

Forecasted Expenditure Card Types C1 and C2. These transactions provide expenditure forecasts to the NICP.

Remarks Card Types R and R Nonstandard. These transactions provide expenditure forecasts to the NICP.

WARS Ammunition Inspection and Lot Number/Serviceability Report. This report is an automatic product of cycle *AJCR26*. It provides a serviceability listing of stocks by lot number with defect information.

WARS Ammunition Inspection and Lot Number/Serviceability List. This report is an automatic product of cycle *AJCR26*. It provides a listing of the serviceability data created for transmission to the NICP.

Serviceability Card Type Q1. This transaction provides lot serviceability data to the NICP.

Components Lot Number Card Type Q2. This transaction provides component lot serviceability data to the NICP.

AMC 193 Reporting

The SAAS-3 system has the capability to produce GMLR reports for submission to MICOM when required by deployment of the corps as an independent force. Reportable items are designated by the reportable item indicator for each DODIC on the catalog description file. Cycle *AJCR24* is used to produce the AMC 193 reconciliation report (annually). In addition to the DIC M15 images on tape that are produced for transmission to MICOM, both of these cycles also produce hard copy reports for use by the SAAS-3 manager.

AMC 193 Update Report. This report is an automatic product of cycle *AJCR24*. It provides a list of the data created for transmission to MICOM, including all GMLR issues, receipts, and expenditures since the last report.

AMC 193 Reconciliation Report. This report is an automatic product of cycle *AJCR24*. It provides a list of the data created for transmission to MICOM, including all reportable stocks on hand. MICOM will provide the SAAS-3 activity a listing of detectable errors for correction.

REVIEW EXERCISES

Circle the letter of the correct answer to each question.

1. Which cycle is used to produce the monthly WARS report?
 - a. AJCR24.
 - b. AJCR25.
 - c. AJCR26.
 - d. AJCR27.
2. From which cycle is the lot serviceability data portion of the WARS report obtained?
 - a. AJCR23.
 - b. AJCR24.
 - c. AJCR25.
 - d. AJCR26.
3. For how many months does the worldwide ammunition requirements and assets report provide forecasted expenditures?
 - a. 6 months.
 - b. 12 months.
 - c. 18 months.
 - d. 24 months.
4. How often is cycle AJCR24 used to produce the AMC 193 reconciliation report?
 - a. Monthly.
 - b. Quarterly.
 - c. Annually.
 - d. Semiannually.
5. What key must you use in order to get screen AJCR1640 that will allow you to input information into the system?
 - a. FUNCTION.
 - b. CREATE.
 - c. TRANSMIT.
 - d. LOOPY.

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6. Which cycle should you run in order to obtain a complete screen of formatted transactions?
 - a. AJCR33.
 - b. AJCR34.
 - c. AJCR35.
 - d. AJCR36.

7. Which cycle produces changes in ammunition serviceability and inspection data that have occurred since the last report?
 - a. AJCR08.
 - b. AJCR22.
 - c. AJCR23.
 - d. AJCR24.

8. What is the title of the cycle that allows the user to interactively add, delete, and/or display a record of the catalog description file?
 - a. AJCR18, Table Reports.
 - b. AJCR19, Storage Point/Account Description File Update.
 - c. AJCR20, Catalog Description File Update.
 - d. AKCR21, Transaction Code File Update.

9. Which cycle allows interactive input of acceptable daily cycle transactions that will process during the next daily cycle?
 - a. AJCR32.
 - b. AJCR33.
 - c. AJCR34.
 - d. AJCR35.

10. What does the cycle number AJCD80 indicate?
 - a. SAAS-3, Daily Cycle.
 - b. SAAS-3, Document Status Reports.
 - c. Daily Cycle.
 - d. Document Status Reports.

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed two or more questions, you should retake the entire lesson, paying particular attention to the areas in which your answers were incorrect.

Lesson 4
REVIEW A REPORT OF DISCREPANCY

TASK	This lesson is based on the following task from STP 9-55B34-SM-TG: 093-400-4213, Supervise Preparation of a Report of Discrepancy (ROD) (SF 364).
OBJECTIVE	When you have completed this lesson, you should be able to report a packaging discrepancy and a shipping-type discrepancy by filling out a Standard Form 364 (Report of Discrepancy).
CONDITIONS	You will have this subcourse book and will work without supervision
STANDARDS	You must score at least 75 on the end-of-subcourse examination that covers this lesson and Lessons 1, 2, 3, and 5 (answer 23 of the 30 questions correctly).

An ASP normally receives advance notice of incoming shipments by means of a DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) (Figure 4-1). When the ASP receives the shipment, the shipping document that accompanies the load, DD Form 1384

DOC IDENT		FROM		TSC		STOCK NUMBER		QUANTITY		DOCUMENT NUMBER		SERIAL		SHIP TO ADDRESS		LINE DISTN		PROJ ECT		REQ D DEL DATE		ADVCE		UNIT PRICE	
ASA C21T		1315		000284841		EA		00210		AK4001		7315 6006		AGA		12		316						0005200	
SHIPPED FROM										SHIP TO										MARK FOR		PROJECT		TOTAL PRICE	
Accountable Officer Miesau Army Depot Miesau, Germany APO 09059										Accountable Officer ASP # 1 AK4001 Vilseck, Germany APO 09114														10,920 00	
WAREHOUSE LOCATION		TYPE OF CARGO		UNIT PACK		UNIT WEIGHT		UNIT CUBE		U F C		N M F C		FREIGHT RATE		DOCUMENT DATE		UNIT CODE		QUANTITY					
106		BX		2		120		1.8								315		A		210					
SUBSTITUTE DATA/ITEM ORIGINALLY REQUESTED										FREIGHT CLASSIFICATION NOMENCLATURE															
C445										Ammo F/Cannon W/Explosive Projectile															
										ITEM NOMENCLATURE															
										Ctg 105mm HE M1															
SELECTED BY AND DATE		TYPE OF CONTAINER		TOTAL WEIGHT		RECEIVED BY AND DATE		INSPECTED BY AND DATE		PACKED BY AND DATE		NO OF CONTAINERS		TOTAL CUBE		WAREHOUSED BY AND DATE		WAREHOUSE LOCATION							
W. Waldow 26 Oct 87		BX		12,600		F. Mize 12 Nov 87		M. Wooten 12 Nov 87		J. Faulken 20 Oct 87		105		189		C. E. Smith 12 Nov 87		3A3							
REMARKS		LOT NUMBER		LOP-4-56 : 210 Rds																					
FIRST DESTINATION ADDRESS		DATE SHIPPED		7315																					
TRANSPORTATION CHARGEABLE TO										SIGNATURE AND DATE OF RECEIVER										RECEIVER'S DOCUMENT NUMBER					

Figure 4-1. Completed Copy of DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).

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(Transportation Control and Movement Document) (Figure 4-2), is entered on the document register. The stock records clerk at the storage section prepares a DA Form 3151-R (Ammunition Stores Slip) for each vehicle carrying ammunition into the storage area. A receiving checker is assigned to each load. The checker inspects the load to determine that what is listed on the DA Form 3151-R is what is actually received. Any discrepancies are recorded in the *Remarks* block of the DA Form 3151-R and reported to the stock control section where

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																	PAGE NO.												
1. Unit Id		2. Trk Cont		3. Consignor			4. Consignee Reg			5. Air Den		6. POE		7. FOD															
8. Mode		9. Pack		10. Trans Control No.			11. Consignee			12. Pkt		13. RDD		14. Proj		15. Date Shpd		16. ETA		17. Tr Act									
18. Carrier		19. Flight-Truck-Voy Doc No.			20. Ref		21. Remarks			22. Pkts		23. Weight		24. Cntr															
TED		BX		AKAEX7			AKA001			3		316		7315															
37th TC		Trl #102238								105		12,600		189															
25 a. Tranship Point (1)		b. Date Rec		c. Bay Wht		d. Date Shpd		e. Mode Carrier		f. Flight-Truck-Voy Doc No.		g. Ref		h. Shw Len		i. Splt		j. Cncl		k. Signature-Remarks									
26 a. Tranship Point (2)		b. Date Rec		c. Bay Wht		d. Date Shpd		e. Mode Carrier		f. Flight-Truck-Voy Doc No.		g. Ref		h. Shw Len		i. Splt		j. Cncl		k. Signature-Remarks									
27 a. Tranship Point (3)		b. Date Rec		c. Bay Wht		d. Date Shpd		e. Mode Carrier		f. Flight-Truck-Voy Doc No.		g. Ref		h. Shw Len		i. Splt		j. Cncl		k. Signature-Remarks									
28. Consignee		29. Date Received-Original (Sign)			30. Conditions		31. Remarks																						
32. Flac		33. Trailer		34. Consignor		35. Consignee		36. VOY NO.		37. POE		38. FOD		39. M O D E		40. Type		41. Transportation Control Number		42. Consignee		43. REMARKS AND/OR				44. ADDITIONAL REMARKS OR			
TE6		210																		1315 00 028 4841 C445 Expla A UNI									
TE7																				LOT NO. LOP-4-56				105 12,600 189					
TE9																				Explosive Projectile									
TE9																				Cartridge 105MM M1									

Figure 4-2. Completed Copy of DD Form 1384 (Transportation Control and Movement Document).

the form is checked for accuracy. The total quantity of each item shown on the DA Form 3151-R will be checked against the total quantity on the DD Form 1384. If there is a discrepancy, the load is rechecked by the inventory control section. The actual quantity, verified as received by inventory control, will be recorded on the DA Form 3151-R to indicate receipt (Figure 4-3).

If the discrepancy is a shipping-type or packaging discrepancy attributable to the shipper, personnel at the receiving activity are responsible for preparing Standard Form (SF) 364 (Report of Discrepancy). The purpose of the SF 364 is to determine the cause of such discrepancies, effect corrective action, and prevent recurrence.

This lesson describes shipping-type and packaging discrepancies and explains how to fill out an SF 364.

AMMUNITION STORES SLIP <small>For use of this form, see FM 9-38; the proponent is United States Army Training and Doctrine Command</small>		AUTHORITY		DATE:			
		7306-0006		12 NOV 87			
FROM: MIESAU ARMY DEPOT		NAME OF ACTIVITY ASP # 1					
TO: ASP # 1		VEHICLE NO: TRL # 102238					
RECEIPT <input checked="" type="checkbox"/> ISSUE <input type="checkbox"/> OTHER (specify) <input type="checkbox"/>		DRIVER SP/5 Hill					
NSN-DODIC NOMENCLATURE	LOT NO.	ACC	LOCATION		PLT# ONE	TOTAL ROUNDS	INIT
			FROM	TO			
1315-00-028-4841 C444 Ctg 105mm HE M1	LOP- 4-56	A		3A3	90 105	180 210	
REMARKS							
DATE	SIGNATURE OF ISSUING CHECKER		DATE	SIGNATURE OF RECEIVING CHECKER			
12 NOV 87	Robert Hill		12 NOV 87	Joe Jones			
DA FORM 3151-R, 1 Apr 76		REPLACES DA FORM 3151, 1 JUL 66, WHICH IS OBSOLETE					

Figure 4-3. Completed Copy of DA Form 3151-R (Ammunition Stores Slip).

SHIPPING-TYPE DISCREPANCIES

A shipping-type discrepancy is any variation in quantity or condition of goods received from that shown on the authorized shipping document. All shipping-type discrepancies must be reported when they meet the conditions and value criteria cited below.

- Shortages or overages valued in excess of \$100 per line item, except classified or protected items which will be reported regardless of dollar value.
- Erroneous materiel, unacceptable substitutes, or duplicates, regardless of dollar value.
- Materiel received valued in excess of \$100 per line item on which the shelf life has expired and, for subsistence, there is no indication that the item has been inspected under shelf life extension procedures.
- Materiel, regardless of value, shipped to the wrong activity.

PACKAGING DISCREPANCIES

Packaging discrepancies are any unsatisfactory condition resulting from improper packaging that causes or renders the item, shipment, or package to be vulnerable to any loss, delay, or damage when the estimated or actual cost of correction exceeds \$50.

Packaging discrepancies that result in damaged materiel that may endanger life, impair combat or deployment operations or affect other materiel will be reported immediately to the shipping activity, contracting office, or control point by the quickest communication medium available in order to enable the shipper to take immediate corrective action. The formalized SF 364 will be mailed within 24 hours of the initial contact with the shipper.

Regardless of the cost, improperly identified containers that would result in the improper storage of materiel or a container that must be opened to determine contents must be reported on SF 364.

Any packaging discrepancy, regardless of cost, involving hazardous materials, including improper identification markings of items, packs of unitized loads, regardless of whether damage or other unsatisfactory condition has resulted must be reported. Typical packaging discrepancies are listed below:

Preservation

- Preservation inadequate or omitted.
- Container inadequate or omitted.
- Corrosion.
- Contamination.
- Cushioning inadequate or omitted.
- Nonspecification materials used.
- Excessive preservation, packaging, or wasted space on contractor shipment.

Packing

- Container overloaded.
- Container inadequate.
- Closure inadequate.

- Strapping inadequate, broken, or loose.
- Blocking or cushioning inadequate or omitted. (Applies within the packaging container only. Excludes blocking and bracing related to loading or transport vehicles.)
- Nonspecific materials used.
- Excessive packaging or wasted space on contractor shipment.
- Unitization inadequate or omitted.
- Skids inadequate or omitted.

Marking

Identification markings omitted, incorrect, or incomplete to include NSN, item description, quantity and unit of issue, contract or purchase number, level of protection and date, gross weight and cube, shelf life, Method II label, and serial number.

PREPARATION OF STANDARD FORM 364

Each activity is responsible for securing the necessary supply of forms through normal channels. Transmittal letters or endorsements are neither required nor authorized. The design of the form itself is sufficient to report discrepancies and to direct disposition instructions.

Instructions For Preparation

Indicate whether a shipping-type discrepancy or packaging discrepancy by placing an 'X' in the appropriate box at the top of the form. A completed SF 364 prepared to report a shipping-type discrepancy is shown at Figure 4-4.

- Block 1* - *Date of preparation.* Report is prepared in sequence of year, month, and day. Use this sequence for all date entries. For example, 23 March 1988 is written 88 Mar 23 and 1 June 1988 is written 88 Jun 01.
- Block 2* - *Report number.* The country and record control number must be shown for Grant Aid as a part of the report number
- Block 3* - *To.* Name, address, zip code and activity address code or routing identifier code and attention symbol or code of action activity to which the original copy of the SF 364 is to be submitted. Place "see block 15" in this block and enter address and/or codes of action activities to receive information copies of the SF 364 in block 15.
- Block 4* - *From.* Name, address, and zip code of the reporting activity (consignee).
- Block 5a* - *Shipper's name.* Enter name and address of shipper (consignor) when different from block 3.
- Block 5b* - *Number and date of invoice.* Not applicable.
- Block 6* - *Transportation document.* Enter the transportation control and movement document (TCMD) document number.
- Block 7a* - *Shipper's number.* Enter shipment number (when more than one shipment is made under a contract or requisition) and contract or document number.

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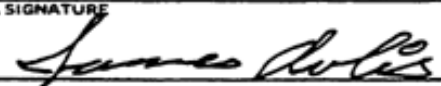
REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION 88 Jun 17		2. REPORT NUMBER 06881701A AK400173156006			
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING				3. TO (Name and address, include ZIP Code) Commander, 60th Ord. Gp. ATTN: MATERIAL OFFICER ZWEIBRUCKEN, Germany APO 09052				4. FROM (Name and address, include ZIP Code) Accountable Officer ASP#1 AK4001 VILSECK, Germany	
5a. SHIPPER'S NAME ACCOUNTABLE OFFICER AK4EK7 MIEASU ARMY DEPOT				5b. NUMBER AND DATE OF INVOICE 7315		6. TRANSPORTATION DOCUMENT NUMBER (GIL, Waybill, TCN, etc.) DD-1384 AK400173156006XXX			
7a. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)			7b. OFFICE ADMINISTERING CONTRACT Commander 60th Ord. Gp. ATTN: Material Officer ZWEIBRUCKEN, Germany APO 09052			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) AK400173156006			
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11. AC ² TION CODE	
NSN/PART NUMBER AND NOMENCLATURE (a)		UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (e)	UNIT PRICE (f)	TOTAL COST (g)	CODE ¹ (h)	
1315-00-028-4841 C445 CTG. 105MM HEMI		EA	210	180	30	52.00	1,860.00	SI 10	
12. REMARKS (Continue on separate sheet of paper if necessary) 15 Boxes Short 2 RDS/Box									
¹ DISCREPANCY CODES					² ACTION CODES				
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization			PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (I.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks			1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)			
13. FUNDING AND ACCOUNTING DATA									
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL JAMES AVLIS Accountable Officer CW2 USA					14b. SIGNATURE 				
15. DISTRIBUTION ADDRESSES FOR COPIES Original-1cy to CDR, 60th Ord. Gp. 2cy to Micasu Army Depot 2cy to ASP#1									
364-103		7540-00-159-4442		(Previous edition is obsolete.) FRONT		STANDARD FORM 364 (REV. 2-88) Prescribed by GSA FPMR 101-26.8			

Figure 4-4. Completed Copy of Standard Form 364 (Report of Discrepancy) (Front Side).

16. FROM:		17. DISTRIBUTION ADDRESSEES FOR COPIES	
18. TO:		<p style="text-align: center; font-size: 2em; opacity: 0.5;">EXAMPLE</p> <p>Use window envelope to mail this document. Insert name and address, including ZIP Code, starting one typing space below the left dot. Each address line must NOT extend beyond right dot. Address must not exceed four single space typing lines.</p>	
19. IN ACCORDANCE WITH NOTICE OF DISCREPANCY ON FACE OF THIS FORM:			
a. MATERIAL <input type="checkbox"/> HAS BEEN SHIPPED <input type="checkbox"/> WILL BE SHIPPED		DOCUMENT NUMBER	
c. <input type="checkbox"/> AN ADJUSTMENT IN BILLING HAS BEEN/WILL BE PROCESSED AS A:		b. <input type="checkbox"/> NO RECORD OF SHIPMENT. RESUBMIT REPORT TO PROPER OFFICE UNDER APPROPRIATE REGULATION.	
<input type="checkbox"/> CREDIT <input type="checkbox"/> DEBIT		d. <input type="checkbox"/> INVOICE/BILL ATTACHED	
e. <input type="checkbox"/> PROOF OF DELIVERY (Parcel Post Shipments) OR EVIDENCE OF SHIPMENT ENCLOSED.			
f. <input type="checkbox"/> AN ADJUSTMENT IN BILLING FOR THE REPORTED DISCREPANCY WILL NOT BE PROCESSED FOR THE FOLLOWING REASON WHICH IS CITED IN THE INDICATED REGULATION.			
(1) REASON FOR NOT PROCESSING		(2) PRESCRIBING REGULATION	
(a) DISCREPANCY WAS NOT REPORTED WITHIN THE TIME FRAMES ALLOWED AND/OR		(a) CHAPTER 5 OF THE GSA HANDBOOK, DISCREPANCIES OR DEFICIENCIES IN GSA OR DOD SHIPMENTS, MATERIAL, OR BILLINGS (FPMR 101-26.8)	
(b) DOLLAR VALUE DOES NOT MEET THE CRITERIA PRESCRIBED IN THE REGULATION OR AGREEMENT INDICATED IN 191(2)		(b) CHAP. 2 AND/OR 7 OF DOD 4000.25-7-M, MILITARY STANDARD BILLING SYSTEM (MILSBILLS) AND/OR DD 1513, U.S. DOD OFFER AND ACCEPTANCE, AS APPLICABLE.	
20. THE FOLLOWING DISPOSITION IS TO BE MADE OF THE REFERENCED MATERIAL:			
a. <input type="checkbox"/> PROCESS FOR DISPOSAL IN ACCORDANCE WITH SERVICE/AGENCY DIRECTIVES.		b. <input type="checkbox"/> REPRESENTATIVE WILL CALL FOR DISCUSSION CONCERNING DISPOSITION IN:	
		DAYS	
c. <input type="checkbox"/> RETAIN MATERIAL AT NO CHARGE.		d. <input type="checkbox"/> MATERIAL WILL BE PICKED UP IN:	
		DAYS	
e. <input type="checkbox"/> SHIP MATERIAL (Specify location):			
(1) <input type="checkbox"/> GBL APPROPRIATION CHARGEABLE:			
(2) <input type="checkbox"/> CHARGES COLLECT-VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> EXPRESS <input type="checkbox"/> PARCEL POST			
(3) <input type="checkbox"/> PARCEL POST LABEL ATTACHED (4) <input type="checkbox"/> FREIGHT PREPAID			
(\$ _____ postage advanced herewith. NOTE: Please enclose postage. Material cannot be returned Parcel Post collect.)			
f. <input type="checkbox"/> OTHER (Specify)			
21. <input type="checkbox"/> IF MATERIAL IS STILL REQUIRED, SUBMIT NEW REQUISITION		22. <input type="checkbox"/> REPLACEMENT WITH SATISFACTORY MATERIAL WILL BE MADE ON OR BEFORE:	
		DATE	
23. REMARKS (Continue on separate sheet of paper if necessary)			
24a. TYPED OR PRINTED NAME AND PHONE NUMBER OF PREPARING OFFICIAL		24b. SIGNATURE	
		DATE	

Figure 4-4. Completed Copy of Standard Form 364 (Report of Discrepancy) (Back Side) (Continued).

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- Block 7b** - *Office administering contract.* Name, address, and zip code of the contract administration office. (The contract administration services (CAS) that directed or arranged the shipment)
- Block 8** - *Requisitioner's number.* Enter the requisitioning activity's number from the shipping document. This entry is mandatory in all instances.
- Block 9a** - *NSN/part number and nomenclature.* Enter the NSN, part number, and nomenclature of items missing or damaged.
- Block 9b** - *Unit of issue.* Enter the unit of issue as billed or indicated on the shipping document for each item listed in block 9a. *(Not applicable to packaging discrepancies.)*
- Block 9c** - *Quantity shipped or billed.* Enter the quantity of the item shipped or billed. When discrepancy code *C1* applies, enter the quantity and the materiel condition code. *(Not applicable to packaging discrepancies.)*
- Block 9d** - *Quantity received.* Enter quantity of item received.
- Block 10a** - *Discrepancy quantity.* Enter the discrepant-quantity. If discrepancy code *C1* applies, enter the quantity and the materiel condition code. If the 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).
- Block 10b** - *Discrepancy unit price.* Enter the unit price as billed or shown on shipping document. *(Not applicable to packaging discrepancies.)*
- Block 10c** - *Discrepancy total cost.* For shipping-type (item) discrepancies, enter the total value of materiel (10a x 10b). For packaging deficiencies, enter the cost of corrective action.
- Block 10d** - *Discrepancy code.* List the nature of the discrepancy by using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use code *1Z* and describe the discrepancy in block 12, *Remarks*.
- Block 11** - *Action code.* Enter requested action codes by using the codes listed on the face of the form. If action is other than that covered by the listed action codes, use code *1Z*. Explain action requested in block 12, *Remarks*. Do not use action codes *1D* or *1F* on reports prepared to cover shipments of DOD stock funded items and from GSA. Materiel still required must be requisitioned. Action code *1E* applies only to local purchase items.
- Block 12** - *Remarks.* Use supplemental data when the combination of discrepancy codes and action codes need clarifying, when shipping-type (item) discrepancies and packaging discrepancies need explanation, and when a breakout of cost to reports in terms of time and materials is required
- Block 13** - *Funding and accounting data.* For packaging discrepancies, enter the accounting or appropriation data needed by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies (Not applicable to shipping-type discrepancies).
- Block 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 AUTOVON telephone numbers.
- Block 14b** - *Signature.* Self-explanatory.
- Block 15** - *Distribution addresses for copies.* Enter other addressees receiving copies of the report

Action activities will, upon receipt of an SF 364, immediately investigate reported discrepancies and take action to prevent their recurrence. All replies are made by completing the reverse side of SF 364 as follows:

- Block 16 - From.* Enter the address of the activity preparing the reply.
- Block 17 - Distribution addresses for copies.* Enter addressees to receive copies of the reply in addition to the addressee listed in block 18.
- Block 18 - To.* Enter the address of the activity indicated in block 4 on the front side of the form.
- Block 19* - Enter the action taken by responsible action office by placing an "X" in the appropriate box or boxes.
- Block 20* - Enter disposition instructions by placing an "X" in the appropriate box or boxes.
- Block 21* - Enter an "X" to show the reporting activity that a new requisition is required if the materiel is still needed.
- Block 22* - Enter an "X" to show that a replacement shipment will be made and the approximate date of the shipment.
- Block 23 - Remarks.* Enter any clarification or data necessary for a complete reply. Enter corrective action taken to preclude future packaging discrepancies.
- Block 24a - Typed or printed name and phone number of preparing official.* Self-explanatory. When block 18 is a non-DOD activity, include both commercial and AUTOVON telephone numbers.
- Block 24b* - Signature. Self-explanatory.
- Block 24c* - Date. Self-explanatory.

Mailing and Time Requirements

The envelope forwarding the SF 364 should be conspicuously marked "SF 364." The SF 364 must be submitted by the receiving activity within 15 calendar days of receipt of the shipment

REVIEW EXERCISES

Circle the letter of the correct answer to each question.

1. (Refer to Figure 4-4.) What information is entered in block 9a of the SF 364?
 - a. Shipment, billing, and receipt data.
 - b. The report number.
 - c. The NSN or part number and the nomenclature of the item.
 - d. The total cost of the shortage.

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2. What information is entered in block 2 of the SF 364?
 - a. The shipper's number.
 - b. The report number
 - c. The authority number.
 - d. The lot number of the item.
3. What supplemental paperwork should you prepare and submit with SF 364?
 - a. A disposition form (DF).
 - b. An endorsement.
 - c. A letter of transmittal
 - d. None; additional paperwork is not required
4. What code should you enter in block 11 of SF 364?
 - a. An action code.
 - b. A condition code.
 - c. The shipper's address code.
 - d. The routing identifier code.
5. You are to report a shipping discrepancy. What form should you use?
 - a. DD Form 1384.
 - b. DD Form 1348-1.
 - c. DA Form 3151-R.
 - d. SF 364.

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed one or more question, you should retake the entire lesson, paying particular attention to the areas in which your answers were incorrect.

Lesson 5 PREPARE STORAGE SPACE MANAGEMENT REPORT

TASK	This lesson is based on the following task from STP 9-55B34-SM-TG: 093-400-4119, Prepare Storage Space Management Report (DD Form 805).
OBJECTIVE	When you have completed this lesson, you should be able to prepare a DD Form 805 (Storage Space Management Report).
CONDITION	You will have this subcourse book and will work without supervision.
STANDARDS	You must score at least 75 on the end-of-subcourse examination that covers this lesson and Lessons 1 through 4 (answer 23 of the 30 questions correctly).

The efficient use of assigned storage space at an installation is the responsibility of the installation commander. The Department of Defense (DOD) requires that installation commanders report, through channels, utilization of assigned storage space on DD Form 805 (Storage Space Management Report).

This report provides a basis for management of storage space for purposes of allocation, assignment, and control through evaluation of installation, utilization, and occupancy performance and provides background information on which to base responses to inquiries from higher headquarters. The report is also used to determine the requirement for and location of new storage facilities.

REPORTING REQUIREMENTS

All installations listed in Table 6-1 of AR 740-1 (Figure 5-1) are required to report all storage space at their installations. Even though the installation may not be listed in AR 740-1, all installations with 50,000 gross square feet (GSF) or more of storage space are also required to report the storage space at their installation.

At the discretion of the Department of the Army (DA), installations with less than 50,000 GSF of covered storage space may also be required to report storage, should the installation be considered of significant importance by reason of mission assignment, location, or activity.

Storage space used for the following purposes is excluded from reporting.

- Bulk petroleum, oils, and lubricants.
- Post exchange and commissary storage space.
- Bench and back-up stocks in shops.
- Transit sheds and open areas at terminals used for cargo throughput operations.

All reports are prepared either annually (A) or semiannually (L) as indicated in the column titled *Report* in Table 6-1 of AR 740-1 (see Figure 5-1). Annual reports are prepared as of 30 June. Semiannual reports are prepared as of 30 June and 31 December.

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CONUS installations that report 'their storage space utilization annually have 14 working days after the "as of" date to dispatch the report to higher headquarters. Semiannual reports required for CONUS Army Materiel Command (AMC) installations are dispatched according to regulatory provisions established by the Commander, AMC. CONUS installations not under AMC submit their reports not later than 10 working after the "as of" date.

Overseas installations reporting annually have 15 working days after the "as of" date to dispatch the report. Semiannual reports are dispatched not later than 15 workdays after the "as of" dates of 30 June and 31 December.

Table 6-1. Installations Required to Report Storage Space Management on DD Form 805

In view of mechanization, any change which has not been confirmed as of report cutoff will be shown under "Remarks" only, citing basis and date of request.

Overseas Installations			
Report	Installation	Installation Identify code	Location
England			
L	Burtonwood Army Depot	CVAP	Burtonwood
L	Caerwent Depot Activity (Burtonwood AD)	CWEZ	Caerwent
L	Hythe Depot Activity (Burtonwood AD)	LGXX	Hythe
Germany			
A	A Pub and Tng Aids Cen, Europe	GYRW	Frankfurt-Main
A	Airfield Griesheim	JRAZ	Darmstadt
A	Army Maintenance Plant (Boeblingen)	BXAU	Boeblingen
L	Army Maintenance Plant (Ober-Ramstadt)	SFDG	Ober-Ramstadt
A	Andrews Barracks	BKDQ	Berlin
A	Atterberry Supply Area	MKPV	Frankfurt-Main
A	Augsburg Supply Center	ARMN	Augsburg
A	Baumholder Storage Area	MLAO	Baumholder
A	Berlin Warehouse	YSJC	Berlin
A	Bruchsal Storage Area	CPTM	Bruchsal
L	Bueschfeld Storage Area	CVCR	Bueschfeld
A	Class I Point	YURC	Giessen
L	Cold Stores Activity, Bremerhaven	CHCQ	Bremerhaven
L	Cold Stores Activity, Kaiserslautern	GBLW	Kaiserslautern
A	Community Support Center	KKLD	Heidelberg
A	Conn Barracks	VDEA	Schweinfurt
A	Dahn Supply Point 972	EZJS	Dahn
L	Differten Storage Area	BQSR	Differten
A	East Camp and Training Area	JEMW	Grafenwehr
A	EES General Depot	JUPP	Giessen
A	EES Hq. Frankfurt	GMMT	Frankfurt-Main
L	Einsiedlerhof Army Med Depot	FTUC	Einsiedlerhof
A	Engineer Area	UDHY	Frankfurt-Main
A	Engineer Area, Fulda	HMPY	Fulda
A	Equipment Maintenance Center	LXTH	Kaiserslautern
A	Erbach Area, Vielbrunn	FRRJ	Erbach
A	European Exchange Service Facility	JMST	Gruenstadt
A	Faulenberg Kaserne	ZKBY	Wuerzburg
A	Ferris Barracks	GCVR	Erlangen
L	Fischbach Army Depot	GREY	Ludwigswinkel
A	Fliegerhorst Langendiebach	MTUC	Hanau
A	Flint Kaserne	ATLP	Bad Toels
A	Funker Kaserne	GEZL	Eesingen
A	Gabligen Kaserne	HNUD	Augsburg
A	Garmisch Kaserne	HSMD	Garmisch
A	General Hospital	MTLU	Landstuhl
L	Gerbach Depot Activity, Miesau AD	HWAU	Gerbach
L	Germerheim Army Depot	HWCT	Germerheim

Figure 5-1. Installations Required to Report Storage Space Management on DD Form 805. Extracted from AR 740-1, Table 6-1.

Table 6-1. Installations Required to Report Storage Space Management on DD Form 805-Con. Overseas Installations—Continued			
<i>Report</i>	<i>Installation</i>	<i>Installation Identity code</i>	<i>Location</i>
Germany—Continued			
L	Gersewaki Barracks	HWGL	Karlsruhe
A	Giessen Sub-Post Activity	HWYZ	Giessen
A	Grossauheim, Kaserne	JRRR	Hanau
A	Hale Supply Area	FAWH	Darmstadt
L	Haustadt Storage Area	LLSA	Haustadt
A	Herzo Base	KMWG	Herzogenaurach
L	Kaiserslautern Army Depot	LXPH	Kaiserslautern
A	Kriegsfeld Supply Point 952	MLMT	Kriegsfeld
A	Lampertheim Storage Area	MSVQ	Lampertheim
A	Leighton Barracks	ZUZY	Wuerzburg
A	Linkenheim-Hochstetten Storage Area	KUQW	Linkenheim
A	Ludwigsburg Warehouse	NVBB	Ludwigsburg
A	Mains Army Plant	JBYZ	Mains
A	Mannheim Service Center	PBJP	Mannheim
A	McNair Barracks	BKDX	Berlin
L	Miesau Army Depot	QEYK	Miesau
L	Miesau Depot Activity Abrest, Miesau	MKBF	Pfalserswald
A	Muenster Supply Area	RCKW	Muenster
A	Muna Kupfer	VCTX	Schwabisch-Hall
L	Nahbollenbach Depot Activity (Kaiserslautern AD)	RESE	Nahbollenbach
L	Neureut Kaserne	RMJW	Neureut
A	Nurnberg Storage Area	SDSB	Nurnberg
A	Pioneer Kaserne	KBFK	Hanau
L	Pirmasens Depot Activity, Abrest	KFLD	Pirmasens
L	Pirmasens Depot Activity, Cave Area	KVPG	Pirmasens
L	Pirmasens Depot Activity, Germerheim	TGYC	Pirmasens
A	Post Support Facility	SFZT	Offenbach-Main
A	Prestock Facility	VYHK	Spabruecken
A	QM Area	UKXB	Pirmasens
A	Quartermaster Facility	SPVU	Kaiserslautern
A	Reclamation Point	PCXM	Marburg
A	Reese Barracks	ARMK	Augsburg
L	Rhine Barracks	UDJC	Kaiserslautern
A	Rodelheim Supply Area	UKHJ	Frankfurt-Rodelheim
A	R-U and QM Area	ATHR	Bad Kreuznach
A	Shopping Service Center	LYYN	Karlsruhe Sub-Dist
A	Smith Barracks	AZEN	Baumholder
A	South Camp	XZCD	Vileck
A	Special Service Depot	APGD	Aschaffenburg
L	Spinelli Barracks and Sup Det	VYZP	Mannheim
A	Storage and Range Area	AFVD	Bamberg
A	Storage and Range, Osterholz	NUBB	Ludwigsburg
A	Strub Kaserne	BHXR	Bischofswiesen-Strub
A	Sullivan Barracks	VYYX	Mannheim
A	Supply Center, Neu-Ulm	RLTZ	Neu-Ulm
A	Taylor Barracks	XYGO	Mannheim
A	Tompkins Barracks	VDGN	Schwetzingen
A	Training Area, Hohenfels	KVPD	Hohenfels
A	Training and Storage Area	HBBH	Friedberg-Koepfern
L	Urexweiler Storage Area	UTUG	Urexweiler
A	US Forces Support District	CHGW	Bremerhaven
A	Viernheim Storage Area	XYGD	Viernheim
A	Wallace and McGee Barracks	WKLB	Stuttgart
A	Walldorf Support Area	YJES	Walldorf-Hesse

Figure 5-1. Installations Required to Report Storage Space Management on DD Form 805. Extracted from AR 740-1, Table 6-1 (Continued).

Table 6-1. Installations Required to Report Storage Space Management on DD Form 805-Con.

Overseas Installations—Continued

Report	Installation	Installation Identify code	Location
Germany—Continued			
L	Weilerbach Depot Activity, Miesau	YQXM	Weilerbach
A	Wertheim Supply Point 6J	YSJG	Wertheim
A	Camp Wildflecken	SEZV	Wildflecken
A	Wildflecken Supply Point	YYSN	Wildflecken
L	Winterhauch Storage Site	KESE	Winterhauch
A	Wm. O. Darby Kaserne	HNLP	Furth
Italy			
L	Leghorn Army Depot	ERSM	Livorno
Japan			
L	Akisuki Army Depot	ADFD	Akisuki Eta-Ji
A	Army Transportation Agency	ZNLS	Yokohama
L	Hiro Depot Activity, Akisuki AD	KTYL	Hiro-Machi Kure-Shi
L	Kawakami Depot Activity (Akisuki AD)	JVPH	Hachihonmatsu
A	Printing and Pub Cn, Japan	LZVK	Kawasaki-Shi
A	Sagami Army Installation	UQGA	Sagamihara
A	Yokohama Actv, Sagami Army Instl	ZLNQ	Yokohama
A	Camp Zama	EVKB	Zama-Machi
Korea			
A	Anyang Supply Activity	ALVK	Anyang
L	Camp Carroll Army Depot	YFEB	Waegwan
A	Hwedok Storage Activity	ERAM	Hwedok
A	Manson Depot	RKVP	Manson
L	Pusan Army Depot	TVJG	Pusan
L	Songhwan Storage Activity	VXGS	Songhwan
A	Supply Point 51, Yongsan Dist Cmd	TVJJ	Yongsan
A	Uijongbu Supply Point 56	XMVG	Uijongbu
A	Koyang Storage Activity	MLLG	Koyang
Okinawa			
L	Chibana Army Depot	DPKL	Okinawa City
L	Kenoko Army Depot	KLXG	Kenoko
L	Makiminato Service Area	NWQX	Makiminato
A	Camp Zukeran	WLPN	Zukeran
CONUS Installations			
AMC			
L	Anniston Army Depot	AEWQ	Anniston, AL
L	Blue Grass Depot Activity (Lexington-Blue Grass AD)	BVJS	Richmond, KY
L	Coosa River Storage Annex	EKSO	Talladega, AL
L	Letterkenny Army Depot	NDAM	Chambersburg, PA
L	Lexington-Blue Grass Army Depot	NEKS	Lexington, KY
L	Navajo Depot Activity (Pueblo AD)	RHZR	Bellemont, AZ
L	New Cumberland Army Depot	RPCI	New Cumberland, PA
L	Pueblo Army Depot	TUFL	Pueblo, CO
L	Red River Army Depot	UAUW	Texarkana, TX
L	Sacramento Army Depot	UPWJ	Sacramento, CA
L	Savanna Army Depot	UZVD	Savanna, IL
L	Seneca Army Depot	VHAV	Romulus, NY
L	Sharpe Army Depot	VLLM	Lathrop, CA
L	Sierra Army Depot	VRFS	Herlong, CA
L	South Area, Tooele Army Depot	FFFC	St. John, UT
L	Camp Stanley Depot Activity (Red River AD)	ASAZ	San Antonio, TX

Figure 5-1. Installations Required to Report Storage Space Management on DD Form 805. Extracted from AR 740-1, Table 6-1 (Continued).

Table 6-1. Installations Required to Report Storage Space Management on DD Form 805-Con.
CONUS Installations—Continued

Report	Installation	Installation identity code	Location
AMC—Continued			
L	Tobyhanna Army Depot	WXVE	Tobyhanna, PA
L	Tooele Army Depot	XABS	Tooele, UT
L	Umatilla Depot Activity (Tooele AD)	XNHN	Hermiston, OR
L	Fort Wingate Depot Activity	HLXO	Gallup, NM
ARMCOM (AMC)			
A	Alabama Army Plant	ADJT	Childersburg, AL
A	Badger Army Plant	ATNL	Baraboo, WI
A	Burlington Army Plant	CULG	Burlington, NJ
A	Cornhusker Army Plant	EMPY	Grand Island, NE
A	Frankford Arsenal	GYKS	Philadelphia, PA
A	Holston Army Plant	KXXX	Kingsport, TN
A	Indiana Army Plant	LLOG	Charleston, IN
A	Iowa Army Plant	LNLM	Burlington, IA
A	Joliet Army Plant	LVTO	Joliet, IL
A	Joliet Army Plant (Kankakee)	LYFM	Joliet, IL
A	Kansas Army Plant	LYKN	Parsons, KS
A	Lake City Army Plant	MQUZ	Independence, MO
A	Lone Star Army Plant	NPMM	Texarkana, TX
A	Longhorn Army Plant	NQDZ	Marshall, TX
A	Louisiana Army Plant	NSNZ	Shreveport, LA
A	Milan Army Plant	QFNJ	Milan, TN
A	Newport Army Plant	RUGN	Newport, IN
A	Picatinny Arsenal	TFCT	Dover, NJ
A	Pine Bluff Arsenal	TGAW	Pine Bluff, AR
A	Radford Army Plant (New River U)	TWUT	Radford, VA
A	Radford Army Plant	TWUS	Radford, VA
A	Ravenna Army Plant	TZRL	Ravenna, OH
A	Rock Island Arsenal	UJHQ	Rock Island, IL
A	Rocky Mountain Arsenal	UKEV	Denver, CO
A	Sunflower Army Plant	WMMC	Lawrence, KS
A	Twin Cities Army Plant	XLEZ	New Brighton, MN
A	Volunteer Army Plant	YASZ	Chattanooga, TN
A	Watervliet Arsenal	YNKR	Watervliet, NY
ECOM (AMC)			
A	Fort Monmouth	HHYL	Red Bank, NJ
MICOM (AMC)			
A	Redstone Arsenal	UBHS	Redstone Arsenal, AL
TACOM (AMC)			
A	Detroit Arsenal	FFKF	Warren, MI
A	Lima Army Modification Center	NFMT	Lima, OH
A	Pontiac Storage Facility	TMEH	Pontiac, MI
TECOM (AMC)			
A	Aberdeen Proving Ground	AAMP	Aberdeen, MD
A	Dugway Proving Ground	FMGN	Dugway, UT
A	Jefferson Proving Ground	LTYT	Madison, IN
A	White Sands Missile Range	YVZN	Las Cruces, NM
A	Yuma Proving Ground	ZRCF	Yuma, AZ
TROSCOM (AMC)			
A	Natick Laboratories, Annex	RHTG	Maynard, MA
FORSCOM			
A	Fort Bragg	HCTL	Fayetteville, NC
A	Camp Bullis	ERLM	San Antonio, TX

Figure 5-1. Installations Required to Report Storage Space Management on DD Form 805. Extracted from AR 740-1, Table 6-1 (Continued).

Table 6-1. Installations Required to Report Storage Space Management on DD Form 805-Com.			
CONUS Installations—Continued			
Report	Installation	Installation Identify code	Location
FORSCOM —Continued			
A	Fort Campbell	HDBL	Clarksville, TN
A	Fort Carson	HDDL	Colorado Springs, CO
A	Fort Clayton	HOHM	Balboa, CZ
A	Fort Devens	HEEL	Ayer, MA
A	Fort Douglas	HEPT	Salt Lake City, UT
A	Camp Drum	EUVG	Watertown, NY
A	Fort George G. Meade	HEZQ	Odenton, MD
A	Fort Gillem	AQMV	Forest Park, GA
A	Fort Greely	HFFZ	Delta Junction, AK
A	Fort Hamilton	HPFZ	Brooklyn, NY
A	Fort Hancock	HFKZ	Highlands, NJ
A	Fort Hood	HFTZ	Killeen, TX
A	Hunter Army Air Field	LEKF	Savannah, GA
A	Indiantown Gap Mil Reservation	LLLB	Annville, PA
A	Fort Jonathon M. Wainwright	HPZZ	Fairbanks, AK
A	Fort Kamohamcha	HGFQ	Honolulu, HI
L	Kapalama Military Res (Schofield)	LYRZ	Honolulu, HI
L	Kipapa Storage Site	YFKW	Wahiawa, HI
A	Fort Lewis	HGUH	Tacoma, WA
A	Fort MacArthur	HHEL	San Pedro, CA
A	Camp McCoy	ETMB	Sparta, WI
A	Fort McPherson	HHQL	Atlanta, GA
A	Presidio of San Francisco	TSRD	San Francisco, CA
A	Fort Richardson	HJZH	Anchorage, AK
A	Fort Riley	HEBN	Junction City, KS
A	Fort Sam Houston	HKHN	San Antonio, TX
L	Schofield BKS Mil Res	VCHR	Wahiawa, HI
L	Fort Shafter (Schofield)	HKJN	Honolulu, HI
A	Fort Sheridan	HKLM	Highwood, IL
A	Fort Stewart	HKUZ	Hinesville, GA
A	Fort Tilden	HKYZ	Rockaway Park, NY
A	Fort Totten	HKZZ	Flushing, NY
A	Port of Corosal	EMXX	Corosal, CZ
A	Vancouver Barracks	XUEX	Vancouver, WA
A	Fort Wadsworth	HLEC	Staten Island, NY
A	Yakima Firing Center	ZLJW	Yakima, WA
TRADOC			
A	Fort Belvoir	HCHL	Accotink, VA
A	Fort Benjamin Harrison	HCKL	Indianapolis, IN
A	Fort Benning	HCML	Columbus, GA
A	Fort Bliss	HCRL	El Paso, TX
A	Carlisle Barracks	DCWX	Carlisle, PA
A	Fort Dix	HEEP	Wrightstown, NJ
A	Fort Eustis	HERT	Lee Hall, VA
A	Fort Gordon	HFDZ	Grovetown, GA
A	Hunter Liggett Military Reservation, Army	LEXN	Jolon, CA
A	Fort Jackson	HGBZ	Columbia, SC
A	Fort Knox	HGFZ	Fort Knox, KY
A	Fort Leavenworth	HGNC	Leavenworth, KS
A	Fort Lee	HGQH	Petersburg, VA
A	Fort Leonard Wood	HGSH	Waynesville, MO
A	Fort McClellan	HHJL	Anniston, AL
A	Fort Ord	HJMC	Monterey, CA
A	Camp Pickett	EUDB	Blackstone, VA

Figure 5-1. Installations Required to Report Storage Space Management on DD Form 805. Extracted from AR 740-1, Table 6-1 (Continued).

Table 6-1. Installations Required to Report Storage Space Management on DD Form 805-Con.

CONUS Installations—Continued			
<i>Report</i>	<i>Installation</i>	<i>Installation identity code</i>	<i>Location</i>
TRADOC—Continued			
A	Fort Polk	HJVH	Leesville, LA
A	Presidio of Monterey	TSPX	Monterey, CA
A	Fort Rucker	HKFN	Daleville, AL
A	Fort Sill	HKNN	Lawton, OK
A	Fort Story	HKVZ	Virginia Beach, VA
USACC			
A	Fort Huachuca	HFVZ	Sierra Vista, AZ
A	Fort Ritchie	HKCN	Cascade, MD
USAHSC			
A	Fitzsimons General Hospital	GRRY	Denver, CO
A	Walter Reed Army Medical Center	YJQF	Washington, DC
MDW			
A	Cameron Station	CYNX	Alexandria, VA
A	Fort Lesley J. McNair	BHNL	Washington, DC
A	Fort Myer	HJCQ	Arlington, VA
MTMC			
A	Military Ocean Terminal Bayonne	ATZY	Bayonne, NJ
A	Oakland Army Terminal	SETE	Oakland, CA
ODCSPER			
A	US Military Academy	YDHZ	West Point, NY
USASA			
A	Vint Hill Farms	XZPR	Warrenton, VA

Figure 5-1. Installations Required to Report Storage Space Management on DD Form 805. Extracted from AR 740-1, Table 6-1 (Continued).

COMPUTING STORAGE SPACE

All entries on the DD Form 805 pertaining to storage space are made in thousands of square feet, or cubic feet rounded out to the nearest thousand. All entries requiring an expression of areas in GSF are computed by using inside measurements between exterior walls without deductions for fire walls or other structural losses. Use the overall measurements for open storage areas with no deduction for railroad tracks and permanent roads within the area. In the case of unimproved open areas, only the space actually occupied by stored material is reported.

All entries on the DD Form 805 requiring an expression of areas in cubic space capacity are computed by multiplying the square feet by the unobstructed stacking height permitted by safety restrictions.

PREPARATION OF DD FORM 805

Only one DD Form 805 is prepared per installation. When an installation has an annex or subinstallation (geographically separated), a separate DD Form 805 is filled out at the same frequency as the parent installation. Subinstallations submit reports only if the 50,000 GSF criterion is met. If a report is required, the parent installation is identified in the *Remarks* block. Data pertaining to the subinstallation are not included in the report submitted by the parent installation.

All reports must balance prior to submission, and a narrative analysis accompanies each report on a separate sheet of paper. Detailed instructions for preparing DD Form 805 are found in the extract of Table 6-2, AR 740-1 at Figure 5-2. A blank copy of DD Form 805 is shown at Figure 5-3. Agencies reporting annually fill out sections A and B. Installations reporting semiannually complete sections A through D.

Table 6-2. How to Complete DD Form 805		
<i>Item</i>	<i>A</i> <i>To complete</i>	<i>B</i> <i>Enter</i>
<i>Heading:</i>		
1	Block 1, report date	Last digit of calendar year and 06 for June and 12 for December to represent the "as of" date.
2	Block 2, frequency	"A" for annual or "L" for semiannual.
3	Block 3, installation code	Four-character alpha identity code.
4	Block 4, service	"A" for Army.
5	Block 5, installation	Name of the installation.
6	Block 6, city name	Name of city as shown in table 6-1. On initial reports, enter the name of the nearest city or town and the state or country.
7	Block 7, state/country	The state or country in which the installation is located.
8	Data submission instructions	Specific instructions pertaining to preparation of data submission cards are contained in figure 6-2.
Section A—Gross Storage Space (sq ft)		
<i>Line:</i>		
9	1 Prior 30 June report	Under columns (b) through (i), the amount of gross storage space (sq ft) as reported on line 2 on the prior June 30 report. These lines must agree; if the prior data were incorrect, indicate under "Remarks" the correct information. Installations reporting for the first time enter "None—Initial Report." (No keypunched data submission card is required for line 1.)
10	2 This report	Under columns (b) through (i), all of the gross storage space (sq ft) at the installation or activity (regardless of its location or the purpose for which the space being used was designed or is designated) which is assigned or used for any operation concerning storage or the support of storage functions at the installation or activity (para 6-18b(1) and (2)). Explanations will be furnished under "Remarks" for any deviation from line 2 of the prior June report. Installations reporting semiannually will include all deviations since prior June, even though such deviations were shown on prior 31 December report, as outlined under "Remarks" column below.
11	3 Unusable	Under columns (b) through (h), the amount of gross storage space (sq ft) included in the following defined categories: a. Space so deteriorated that it fails to provide a sufficiently protective environment for the storage of material. b. Space that is unsafe for any storage purpose or operation. c. Space that because of its location is an unwarranted security risk or its occupancy would be in violation of local safety ordinance. (No data entry is required on line 3, column (i).)
12	4 Standby	Under columns (b) through (h), the amount of gross storage space (sq ft) in standby status which is contained in completely empty covered structures or open improved areas which is not required to support the installation's mission and which has been secured. This entry will not include vacant Y-sites (site with earthen barricade on four sides). Igloos currently used as fallout shelters will be included and identified under "Remarks." Space in completely empty sections of covered structures that can be isolated and locked is authorized to be placed into standby. (No data entry is required on line 4, column (i).)

Figure 5-2. How to Complete DD Form 805 (Storage Space Management Report). Extracted from AR 740-1, Table 6-2.

Table 6-2. How to Complete DD Form 805—Continued		
<i>Item</i>	<i>A To complete</i>	<i>B Enter</i>
13	5 Outgranted to non-DOD users	Under columns (b) through (i), the amount of gross storage space (sq ft) which is outleased, licensed, or permitted to private or non-DOD Government (Federal, state, county, local, or foreign) agencies <i>for their operation</i> . This includes all space which is allocated, assigned, or used for the storage of materiel other than that owned by the Department of the Army, Navy, Air Force, Marine Corps, or Defense Supply Agency. For purposes of this report, materiel or supplies belonging to all other defense agencies will be treated as non-DOD materiel. Include space outleased to private industry on a landlord-tenant basis for which rent is paid by the lessee. Also, space classified as storage space at the time it was outleased, licensed, or permitted, even though it is not now being used for storage purposes. Show under "Remarks" the complete agency names, the company or companies concerned, and the amount of gross space (covered and open separately) used, assigned, or allocated to each. Exclude gross space licensed, permitted, or operated under a cross-servicing agreement to other military services, agencies of DOD or to, federalized National Guard units.
14	6 Outgranted to DOD users	Under columns (b) through (i), the amount of gross storage space (sq ft) which is licensed or permitted to military services or agencies of DOD <i>for their operation</i> . Include space classified as storage space at the time it was licensed or permitted even though it is not now being used for storage purposes. Exclude space which is common/cross-serviced. Show under "Remarks" the agency name and the amount of gross space (covered and open separately) licensed or permitted to each.
15	7 Space used for storage operation	Under columns (b) through (i), the amount of gross storage space (sq ft) used for storage operations by subtracting the sum of lines 3, 4, 5, and 6 from line 2. (No keypunched data submission card is required for line 7.)
16	8 Aisles, structural loss, support space	Under columns (b) through (i), the amount of gross storage space (sq ft) used in support of storage functions at the installation (e.g., areas used for preservation and packaging, assembly, packing and crating, container manufacturing, receiving, shipping, inspection and identification, administrative storage offices, employee rest areas, tool rooms, time clock areas, battery charging stations, and other similar support functions). Also, include the amount of space used for aisles, including aisles in bin and rack areas, plus the amount not usable for storage because of construction features or physical characteristics. Within covered storage areas, such items as toilets, posts, firewalls, elevator shafts, stair wells, ramps, steam pits, switch panels, loading wells, and door clearances will be considered structural loss. Within improved open storage areas such additional items as firebreaks, streams, stream beds, railroad tracks and clearances maintained for utility lines should be considered as structural loss.
Section B—Net Storage Space		
17	9 Total square feet	Under columns (b) through (i), the amount of net storage space (sq ft) at the installation. This includes floor area upon which bins or racks are erected plus floor area upon which bulk materiel can be stored. Determine space by subtracting line 8 from line 7. (No keypunched data submission card is required for line 9.)
18	10 Total cubic feet	Under columns (b) through (i), the amount of total net cubic feet by multiplying the amount on line 9 by the unobstructed stacking height permitted by safety restrictions. To accumulate net cubic space for covered storage, multiply the unrestricted stacking height for each facility by that facility's net square feet, then total the amount for all facilities. Cubic space in improved open storage will be computed by multiplying net storage space (sq ft) by an average stacking height of 10 feet. Cubic space in unimproved open storage, for recording in column (i), will be actual occupancy.
19	11 Attainable cubic feet	Under columns (b) through (i), the amount of net cubic feet available for the storage of materiel. These entries will be the results of adding the amounts of cubic space in bin, rack, and bulk areas. Amounts will be computed as follows: <ul style="list-style-type: none"> a. Bin cubic capacity is the product of the bins' outside dimensions, length, width and height (LXWXH). Cubic space available above the bins will not be included in the net available cubic space unless actually occupied by stored materiel or supplies.

Figure 5-2. How to Complete DD Form 805 (Storage Space Management Report). Extracted from AR 740-1, Table 6-2. (Continued).

Table 6-2. How to Complete DD Form 805—Continued		
200	A To complete	B Enter
		<p>b. Rack cubic capacity is the product of the racks' outside dimensions, length, width and height (LXWXH). Cubic space above the racks will be included to the extent that use of such space is permitted by safety limitations and the capacity of available materials handling equipment (MHE).</p> <p>c. Bulk cubic capacity will be the product of the net square feet used for bulk storage multiplied by the stacking height permitted by safety restrictions and floor load limitations attainable with available MHE and storage aids, as appropriate. Cubic space beyond the reach of available MHE lift height and floor load limitations will not be reported even though safety limitations or permissible stacking height have not been attained. (The cubic capacities reported on this line are limited to those attainable under present storage arrangements and achieved with available equipment, i.e., storage aids, and MHE.)</p> <p>d. Open improved cubic capacity will generally be computed by using an average stacking height of 10 feet. Where local conditions and actual commodity characteristics dictate a specific stacking height, the latter will apply.</p> <p>e. Open unimproved cubic capacity will be that actually occupied and reported on line 13.</p>
20	12 Occupied square feet	<p>Under columns (b) through (i), the amount of total square feet (line 9) which is occupied by bins, racks and materiel in covered and open bulk storage areas. Bin and rack space is considered occupied whether or not materiel is stored therein. Space vacant due to restrictions by quantity-distance factors, storage compatibility limitations, or criticality limitations will be considered occupied. Exclude space occupied by materiel reported on lines 5 and 6. Include space occupied by materiel for such activities as depot property, organizational field maintenance, organizational (company, battalion) supply rooms and common/cross-service stored materiel.</p>
21	13 Occupied cubic feet	<p>Under columns (b) through (i), the cubic feet represents the capacity of occupied bins and racks and occupied covered and open bulk storage space including bulk space above floor areas (line 13a plus line 13b).</p> <p>a. Bin and rack occupancy in cubic feet will be based on the cubic space usable for the storage of materiel (line 11), i.e., the product of the outside dimensions (LXWXH) of all available bins and racks. This will generally be a one-time total unless bins and racks are newly constructed or dismantled and removed.</p> <p>b. Bulk occupancy in covered storage areas will be an average based on a quarterly survey of random selected bulk locations from each storage facility. The areas selected for survey of bulk cubic space occupancy will be determined by the individual installation or activity. Areas to be surveyed should be based on a system of bulk grid locations with at least 20 grids selected within each section of a storage facility. Measure the actual height of materiel in the selected locations and determine an average stacking height for the entire storage facility. Compute corresponding cubic occupancy by multiplying the average stacking height by the square feet occupied for each facility surveyed.</p> <p>c. Occupancy of improved open storage space will be based on the square feet occupied times the average stacking height of 10 feet.</p> <p>d. Occupancy of unimproved open storage space will be actual occupancy. (No keypunch data submission card required for line 13.)</p>
22	13a Army materiel	<p>Under columns (b) through (i), that amount of cubic space occupied by Army-owned materiel.</p>
23	13b Common/cross- serviced	<p>Under columns (b) through (i), the amount of cubic space that is common/cross-serviced. Exclude that space reported on lines 5 and 6. (No data submission card is required for line 13b.)</p>
24	13b(1) DOD materiel	<p>Under columns (b) through (i), that portion of line 13b which is occupied by DOD materiel. This includes space occupied by household goods and personal effects belonging to military service personnel. Exclude space reported on line 6.</p>

Figure 5-2. How to Complete DD Form 805 (Storage Space Management Report). Extracted from AR 740-1, Table 6-2. (Continued).

Table 6-2. How to Complete DD Form 805—Continued		
<i>Item</i>	<i>A To complete</i>	<i>B Enter</i>
25	13b(2) Non-DOD materiel	Under columns (b) through (i), that portion of line 13b which is occupied by non-DOD materiel. Exclude space reported on line 5.
26	14 Vacant square feet	Under columns (b) through (h), the amount of vacant net storage space in square feet. Space occupied by empty pallets or dunnage in support of storage operations will be reported as vacant. Covered space used for employee parking will be considered vacant. Vacant space in front of stacks which can be used only to store like items will also be reported as vacant. Vacant open unimproved space will not be reported. This entry will be the difference in square feet between lines 9 and 12. (No keypunched data submission card is required for line 14.)
27	15 Vacant cubic feet	Under columns (b) through (h), the amount of vacant net storage space in cubic feet. This entry will be the difference in cubic feet between lines 11 and 13. (No keypunched data submission card is required for line 15.)
28	16 Unobligated square feet	Under columns (b) through (h), that portion of line 14 in square feet that is not obligated to any future requirement. (No data entry is required on line 16, column (i).)
29	17 Unobligated cubic feet	Under columns (b) through (h), the estimated portion of line 15 in cubic feet that is not obligated to any future requirement. (No data entry is required on line 17, column (i).)
30	18 Recoupable cubic feet through rewarehousing	Under columns (b) through (g), the amount of cubic space in occupied locations (from line 13) that can be recouped through rewarehousing. (No data entry is required on line 18, columns (h) and (i).)
Section C—Storage Space Analysis (net cubic feet)		
31	19 Requirements next fiscal year	Under columns (b) through (h), that amount of net cubic space required to satisfy the obligated requirements for the next fiscal year. Requirements for materiel currently stored in open unimproved space (column (i)) will be shown under the appropriate column(s). (No data entry is required on line 19, column (i).)
32	20 Recoupable with additional resources	Under columns (b) through (h), the sum of the following: a. The difference between line 10 (total cubic feet) and line 11 (attainable cubic feet.) b. That obtainable through the reactivation of standby and the retrieving of outgranted space; these gross quantities will be adjusted by the ratios existing between line 10 (total cubic space) and line 7 (gross storage space used for storage operations) to yield a statement of net cubic feet per gross square foot. (No data entry is required on line 20, column (i).)
33	21 Requires major repair/modification	Under columns (b) through (h), the net cubic feet in need of major repair/modification to raise it to an adequate status for storage purposes. (Adequate status/condition is as specified in DOD 4145.19-R.) The repairs/modifications to be reported are those estimated to cost \$50,000, or more, for each structure or open storage area. (No data entry is required on line 21, column (i).)
34	22 Requires replacement	Under columns (b) through (h), the net cubic feet of space, in need of replacement, for which there is a continuing requirement and the repair of which is not economically justifiable. (No data entry is required on line 22, column (i).)
Section D—Five Year Storage Space Requirements (net cubic feet) for Years 2 through 5		
35	23 Attainable	Under columns for each fiscal year, those net cubic feet shown on line 11, columns (b) through (h), adjusted as needed to reflect ongoing programmed changes.
36	24 Requirements	Under columns for each fiscal year, the cubic space required to satisfy the projected requirements.
37	25 Excess (+ plus)/ deficit (- minus)	Under columns for each fiscal year, the differences obtained by subtracting line 24 from line 23. (No keypunched data submission card is required for line 25.)

Figure 5-2. How to Complete DD Form 805 (Storage Space Management Report). Extracted from AR 740-1, Table 6-2. (Continued).

Table 6-2. How to Complete DD Form 805—Continued		
Item	A To complete	B Enter
38	26 Recoupable with additional resources	Under columns for each fiscal year, those quantities of both covered and open space computed for line 20, with adjustments, as appropriate.
	Column:	
39	(b) Total covered	Total amount of covered space reported under columns (c), (d), (e), (f), and (g). Storage areas used for employee parking will be included and reported as vacant.
40	(c) General purpose, controlled humidity, flammable, hazardous	All storage space in buildings designed for storage purposes, including those with space equipped with humidity control devices, areas specially designed for storage of highly flammable material, and storage of hazardous commodities.
41	(d) Freeze/chill	All refrigerated storage space in which temperature can be controlled below a level of 32°F (freeze) and/or between 32° and 50°F (chill).
42	(e) Shed	All space in nonwarehouse buildings without completed side and end walls. (Exclude X-sites and transitory-type shelters.)
43	(f) Igloo and magazine	All space in earth-covered structures of concrete and/or steel and above ground warehouse-type structures which were designed for storage of ammunition and explosives, or loaded or inert ammunition components.
44	(g) Other	All space assigned for storage operations within any structure designed for other than storage purposes; e.g., barracks, dry tanks, hangars, transitory shelters, X-sites, and quonset buildings. A-frames are not considered covered space. A transitory shelter is a prefabricated sectional, metal structure, normally with complete sides and ends but without utilities, classed as a storage aid rather than a real property facility.
45	(h) Improved	All space in open areas being used for storage purposes, which has been graded and hard-surfaced or prepared with topping of some suitable material so as to permit effective materials handling operations, e.g., concrete, black top (tar or asphalt surface), crushed stone or gravel. Such space includes barricades but does not include space surrounding the site which is restricted for safety-distance factors. Gravel space, which will not permit the operation of MHE may be reported under unimproved space, with an explanation furnished under "Remarks" on DD Form 805. Y-sites will be included only when occupied. Open space used for employee parking will not be included.
46	(i) Unimproved	All space in open areas which has not been surfaced but which is actually in use (occupied) for storage purposes. Vacant unimproved areas will not be included.
47	REMARKS	<p>The following information as applicable.</p> <ol style="list-style-type: none"> a. Installations reporting for the first time will cite the date of activation of the installation, its primary function, and a brief description of the types of material to be stored. Enter on line 1 "Initial Report." b. An installation or activity scheduled for inactivation will cite the proposed date of inactivation. When known, the actual effective date and authority will be shown. When an installation or activity is to be completely closed out, the last report submitted will be marked "Final Report." In the event an installation is completely closed out between reporting periods and the last report submitted was not marked "Final Report," a special report marked "Final Report" will be submitted to reflect any changes which may have taken place since prior report. c. Explanations will be given for any changes in amounts or types of covered and open improved storage space involving 5,000 gross square feet or more of covered space or 20,000 gross square feet or more of open improved space. d. The amount of gross space (covered and open separately) outgranted to each of the other DOD military services, DSA, and to each of the non-DOD users. e. The amount of space placed in or taken from standby status.

Figure 5-2. How to Complete DD Form 805 (Storage Space Management Report). Extracted from AR 740-1, Table 6-2. (Continued).

STORAGE SPACE MANAGEMENT REPORT		DAY (Mo. - Day)	FREQ	INSTALL CODE	DOD ELEMENT	NAME OF INSTALLATION				CITY NAME		STATE/COUNTRY CODE	
ITEM													
(Unit of Measure in Thousands)													
(a)													
SECTION A - GROSS STORAGE SPACE (2b, 7c, 7d)													
1. PRIOR 30 JUNE REPORT													
2. THIS REPORT													
3. UNUSABLE													
4. STANDBY													
5. OUTGOING TO NON-DOD USERS													
6. OUTGOING TO DOD USERS													
7. USED FOR STORAGE OPERATION (Line 2 Minus Lines 3, 4, 5, and 6)													
8. AISLES, STRUCTURAL LOSS, SUPPORT SPACE													
SECTION B - NET STORAGE													
9. TOTAL SQUARE FEET (Line 7 Minus Line 8)													
10. TOTAL CUBIC FEET													
11. ATTAINABLE CUBIC FEET													
12. OCCUPIED SQUARE FEET													
13. OCCUPIED CUBIC FEET (Line 12a + 12b)													
14. REPORTING COMPONENT'S MATERIEL													
15. COMMON/CROSS SERVICED													
16. DOD MATERIEL													
17. NON-DOD MATERIEL													
18. VACANT SQUARE FEET (Line 9 Minus 13)													
19. VACANT CUBIC FEET (Line 11 Minus 13)													
20. UNOBLIGATED SQUARE FEET													
21. UNOBLIGATED CUBIC FEET													
SECTION C - STORAGE SPACE ANALYSIS (Net Cubic Feet)													
22. REQUIREMENTS (Next Fiscal Year)													
23. RECOUPABLE WITH ADDITIONAL RESOURCES													
24. REQUIRES MAJOR REPAIR/MODIFICATION													
25. REQUIRES REPLACEMENT													
SECTION D - FIVE YEAR STORAGE SPACE REQUIREMENTS (Net Cubic Feet) FOR YEARS 2 THRU 3													
26. ATTAINABLE													
27. REQUIREMENTS													
28. EXCESS (+) Plus/DEFICIT (-) Minus													
29. RECOUPABLE WITH ADDITIONAL RESOURCES													
REMARKS:													
EXAMPLE													

DD FORM 805
1 JUL 74

PREVIOUS EDITIONS ARE OBSOLETE.

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Figure 5-3. Blank Copy of DD Form 805 (Storage Space Management Report).

REVIEW EXERCISES

Circle the letter of the correct answer to each question.

1. For which purpose listed below is DD Form 805 not used?
 - a. To determine the capability of certain areas to store supplies.
 - b. To determine the requirement for new storage facilities.
 - c. To determine the location of new storage facilities.
 - d. To determine the equipment needed to maintain ammunition items that are in storage for long periods of time.

2. Within how many days after the "as of" date should CONUS installations dispatch their DD Form 805 to higher headquarters?
 - a. 5 days.
 - b. 10 days
 - c. 11 days.
 - d. 14 days.

3. Within how many days after the "as of" date should overseas installations dispatch their DD Form 805 to higher headquarters?
 - a. 10 days.
 - b. 14 days.
 - c. 15 days.
 - d. 20 days.

4. How will storage space information be submitted for a subinstallation that is geographically separated from its parent installation?
 - a. On the DD Form 805 submitted by the parent installation.
 - b. On a separate DD Form 805.

5. When computing gross square feet, should the inside measurements between exterior walls be used?
 - a. Yes.
 - b. No.

Recheck your answers to the review exercises. When you are satisfied that you have answered every question to the best of your ability, check your answers against the exercise solutions. If you missed one or more questions, you should retake the entire lesson, paying particular attention to the areas in which your answers were incorrect.

EXERCISE SOLUTIONS

LESSON 1

1. b (page 18)
2. a (page 9)
3. b (page 7)
4. c (page 13)
5. a (page 16)

LESSON 2

1. b (page 30 and page 37 [Figure 2-12])
2. b (page 29 and page 37 [Figure 2-12])
3. a (page 28)
4. a (page 36 [Figure 2-11] and page 37 [Figure 2-13])
5. a (page 36 [Figure 2-11] and page 37 [Figure 2-13])

LESSON 3

1. a (page 40 and page 62)
2. d (page 40)
3. b (page 62)
4. c (page 62)
5. c (page 42)
6. c (page 59)
7. c (page 40)
8. c (page 40)
9. d (page 41)
10. a (page 39)

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LESSON 4

1. c (page 72)
2. b (page 69)
3. d (page 69)
4. a (page 72)
5. d (page 66)

LESSON 5

1. d (page 75)
2. d (page 76)
3. c (page 76)
4. b (page 81)
5. a (page 81)