BASIC SUPPLY PROCEDURES

SUBCOURSE MD0357   EDITION 100

DEVELOPMENT

This subcourse is approved for resident and correspondence course instruction. It reflects the current thought of the Academy of Health Sciences and conforms to printed Department of the Army doctrine as closely as currently possible. Development and progress render such doctrine continuously subject to change.

ADMINISTRATION

Students who desire credit hours for this correspondence subcourse must enroll in the subcourse. Application for enrollment should be made at the Internet website: http://www.atrrs.army.mil. You can access the course catalog in the upper right corner. Enter School Code 555 for medical correspondence courses. Copy down the course number and title. To apply for enrollment, return to the main ATRRS screen and scroll down the right side for ATRRS Channels. Click on SELF DEVELOPMENT to open the application; then follow the on-screen instructions.

For comments or questions regarding enrollment, student records, or examination shipments, contact the Nonresident Instruction Branch at DSN 471-5877, commercial (210) 221-5877, toll-free 1-800-344-2380; fax: 210-221-4012 or DSN 471-4012, e-mail accp@amedd.army.mil, or write to:

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CLARIFICATION OF TERMINOLOGY

When used in this publication, words such as "he," "him," "his," and "men" 'are intended to include both the masculine and feminine genders, unless specifically stated otherwise or when obvious in context.

USE OF PROPRIETARY NAMES

The initial letters of the names of some products may be capitalized in this subcourse. Such names are proprietary names, that is, brand names or trademarks. Proprietary names have been used in this subcourse only to make it a more effective learning aid. The use of any name, proprietary or otherwise, should not be interpreted as endorsement, deprecation, or criticism of a product; nor should such use be considered to interpret the validity of proprietary rights in a name, whether it is registered or not.

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CORRESPONDENCE COURSE OF
THE U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL

SUBCOURSE MD0357

BASIC SUPPLY PROCEDURES

INTRODUCTION

As an MOS 91A10, you could be assigned to a unit without supply trained personnel. It would be your responsibility to order and maintain a stock of repair parts and supplies to perform your mission of maintaining the medical equipment in your unit. To do this, you need to know how to interpret the materials cross reference list (MCRL) and Army Master Data File (AMDF) reports, to compute stockage levels, and to identify correct Uniform Materiel Movement and Issue Priority System (UMMIPS) codes. To requisition repair parts and supplies, you need to be familiar with the appropriate forms to order and track the transaction. After requisitioning repair parts and supplies, you need to know appropriate follow-up activities you could perform such as requesting a supply status, posting status cards received, requesting cancellation of supplies, receiving and issuing repair parts, and packing medical and dental equipment for movement. This subcourse covers these procedures for which you may be responsible.

Subcourse Components:

This subcourse consists of three lessons and two extracts.

Lesson 1,   Preparing to Requisition Repair Parts and Supplies.

Lesson 2,   Requisitioning Repair Parts and Supplies.

Lesson 3,   Following Through on Requisitions for Repair Parts and Supplies.

Extract 1,   DA PAM 710-2-2

Extract 2,   DA PAM 710-2-1

Here are some suggestions that may be helpful to you in completing this subcourse:

--Read and study each lesson carefully.

--Complete the subcourse lesson by lesson. After completing each lesson, work the exercises at the end of the lesson, marking your answers in this booklet.

--After completing each set of lesson exercises, compare your answers with those on the solution sheet that follows the exercises. If you have answered an exercise incorrectly, check the reference cited after the answer on the solution sheet to determine why your response was not the correct one.

Credit Awarded:

Upon successful completion of the examination for this subcourse, you will be awarded 8 credit hours.

To receive credit hours, you must be officially enrolled and complete an examination furnished by the Nonresident Instruction Branch at Fort Sam Houston, Texas.

You can enroll by going to the web site http://atrrs.army.mil and enrolling under "Self Development" (School Code 555).

A listing of correspondence courses and subcourses available through the Nonresident Instruction Section is found in Chapter 4 of DA Pamphlet 350-59, Army Correspondence Course Program Catalog. The DA PAM is available at the following website: http://www.usapa.army.mil/pdffiles/p350-59.pdf.

LESSON ASSIGNMENT

LESSON 1   Preparing to Requisition Repair Parts and Supplies.

TEXT ASSIGNMENT   Paragraphs 1-1 through 1-6.

TASKS TAUGHT   Read and interpret the AMDF.

                           Read and interpret the MCRL 1, 2, and 3.

                           Compute stockage levels of repair parts using the days
                           of supply (DOS) computation.

LESSON OBJECTIVES   When you have completed this lesson, you should be
                           able to:

                           1-1.   Identify the purpose and general characteristics of
                                  the Army Retrieval Microform System (ARMS)
                                  Monthly AMDF and the MCRLs.

                           1-2.   Identify and locate the data elements of the
                                  ARMS Monthly AMDF and the MCRLs.

                           1-3.   Identify how the MCRLs are published.

                           1-4.   Identify the format of the National Stock Number (NSN).

                           1-5.   Identify microfiche format.

                           1-6.   Identify the procedures for calculating the DOS
                                  stockage method.

                           1-7.   Identify procedures for completing DA Form
                                  1300-2.

                           1-8.   Identify procedures for determining the forward
                                  stockage points.

                           1-9.   Identify the correct codes of the UMMIPS.

SUGGESTION   Work the lesson exercises at the end of this lesson
                           before beginning the next lesson. These exercises will
                           help you accomplish the lesson objectives.

LESSON 1

PREPARING TO REQUISITION REPAIR PARTS AND SUPPLIES

1-1. GENERAL

Accurate management data is essential to any medical supply operation. You use the AMDF and the MCRLs 1, 2, and 3 to order parts and supplies appropriately. You also need to be able to interpret document numbers, determine Julian dates, and compute stockage levels. This lesson covers reading and interpreting the MCRLs and the AMDF report as well as the method for computing stockage levels using the (DOS) system. It also discusses how to identify correct UMMIPS codes.

1-2. ARMY MASTER DATA FILE

The purpose of the AMDF is to provide official supply management data. It provides data on both medical and non-medical items used or managed by the Army. It has precedence over conflicting catalog data published in other Department of the Army (DA) publications. It is a central, automated bank of nonquantitative logistics management data on items managed or used by the Army. It contains both current and historical data. This information is recorded on 48X microfiche.

1-3. AUTOMATIC RECORDS MANGEMENT SYSTEM'S MONTHLY ARMY MASTER DATA FILE

a. **Characteristics.** With the data contained in the AMDF, you should be able to order any item you need, provided it is on the monthly report.

(1)   The AMDF contains only those NSNs/ management control numbers (MCNs), which the Army has recorded as having user interest.

(a)   The Federal Supply Catalog System assigns an NSN, a 13-digit control number, to items-of-supply.

(b)   National stock numbers provide a standard control number for use in requisitioning, inventory management, issuing, and all other aspects of the Federal Supply System.

(c)   The NSN is broken down into two basic segments. The first four digits consist of a Federal Supply Class which corresponds to a general type or grouping of material. The final nine digits are called the National Item Identification Number (NIIN). They are assigned to a particular item-of-supply and are not duplicated anywhere in the Federal Supply System. The NIIN is broken down into a two digit country code and a non-significant seven digit number. The country codes for the United States (US) are 00 and 01. Germany's country code is 12. Refer to figure 1-1.

FEDERAL SUPPLY CLASSIFICATION

NATIONAL ITEM IDENTIFICATION NUMBER (NIIN)

3210-01-138-5895

FEDERAL SUPPLY GROUP

FEDERAL SUPPLY CLASS

NATIONAL CODIFICATION BUREAU (NCB) CODE

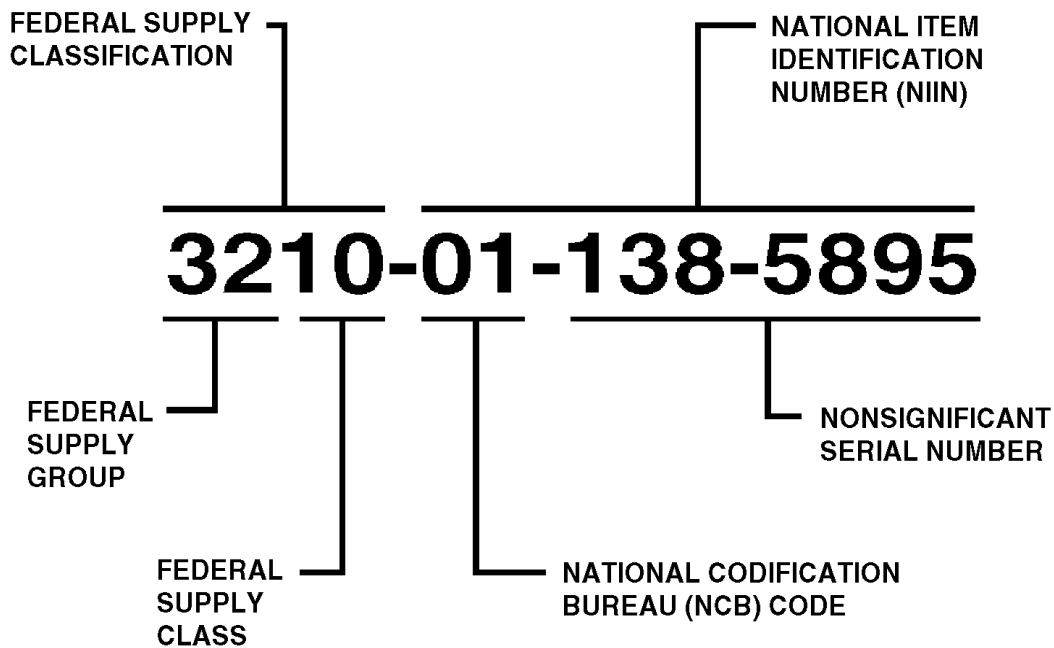**NONSIGNIFICANT SERIAL NUMBER**

Figure 1-1. National stock number format.

        (2)   Items are listed in national item identification number (NIIN) sequence. Refer to figure 1-2.

        (3)   Management data is updated monthly.

        (4)   There is little or no management data on deleted NSNs.

        (5)   The Interchangeable and Substitute (I&S) History File covers the following information. Refer to figure 1-3.

        (a)   Interchangeable item--An item which is equivalent to another item of similar purpose and can be exchanged without alteration to the item or of adjoining items except for adjustment.

        (b)   Substitute item--An item which can be exchanged for another only under specified conditions and without alterations of the items themselves or of adjoining items. This term is synonymous with the phrase "one way interchangeability," such as item B can be interchanged in all applications for item A, but item A cannot be used in all applications requiring item B.

        (c)   History cross references--Cross reference information is provided for which the related NSN/MCN is active or has been inactive for less than two years.

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Figure 1-2. AUTOMATIC RECORDS MANGEMENT SYSTEM'S MONTHLY ARMY MASTER

	①	②	③④⑤	⑥⑦⑧⑨⑩⑪⑫⑬⑭⑮⑯⑰⑱⑲⑳㉑㉒㉓㉔㉕	㉖	㉗㉘	㉙㉚㉛㉜

| ROW L COLUMN 16 | | | | | C ARMS MONTHLY AMDF | | EFFECTIVE DATE 89001 | | |

| ACl | PRIME NSN/MCN | | | | | | P NOMENCLATURE | EIC LIN | MRI PMO AR |
| | FSC | NIIN | ADDL | SOS | AAC | UI | UNIT PRICE | SLCC IIRC ARC RC | MAT CAT | DMLC FIC RICC SICC LCC SRC CIC SCMC EEC ARCC | AU IM | MEASMT QTY | C PHRASE STATEMENT/RELATED NSN/MCN ODU JTC | | MRI PMO ARN PS |

NSN	UNIT PRICE	SLCC/ARC	MAT CAT	CODES	MEASMT QTY	NOMENCLATURE / PHRASE STATEMENT	MRI/PMO
8470-00-926-1574			F2113			A-CONSOL WITH-USE 8470-00-935-3192 INACTIVE	
8470-00-926-1575			F2113			A-CONSOL WITH-USE 8470-00-935-3193 INACTIVE	
8470-00-926-1576			F2113			A-CONSOL WITH-USE 8470-00-935-3194 INACTIVE	
8470-00-926-1577			F2113			A-CONSOL WITH-USE 8470-00-935-3177 INACTIVE	
8470-00-926-1578			F2113			A-CONSOL WITH-USE 8470-00-935-3178 INACTIVE	
8470-00-926-1579			F2113			A-CONSOL WITH-USE 8470-00-935-3179 INACTIVE	
8470-00-926-1580			F2113			A-CONSOL WITH-USE 8470-00-935-3183 INACTIVE	
8305-00-926-1583	S9T D YD	1.20	0 U X Z	F2200 A 1 0 0 R 4 2F C S		A-CONSOL WITH-USE 8470-00-935-3184	
8305-00-926-1584	S9T D YD	2.80	0 U X Z	F2200 A 1 0 0 R 4 2F C S		CLT WR OX TY1 OG 45IN	Z
8305-00-926-1585	S9T D YD	2.80	0 U X Z	F2200 A 1 0 0 R 4 2F C S		CLT LMNTD FWR GRY 50I	Z
8905-00-926-1599	S9P H LB	.00	4 U X Z	S2200 A 5 0 0 R 4 1R B S		CLT LMNTD FWR GRN 50I	Z
8315-00-926-1612	S9T D YD	.25	0 U X Z	F220C A 1 0 0 R 4 2F C S		LAMB, LEG, OVEN-PREPA	Z A
8305-00-926-1613	S9T D YD	.65	0 U X Z	F2200 A 1 0 0 R 4 2F A S		FSTNR HOOK SLTE GRY 1	Z
						SCRNG INSCT GRN C2 36	
						G-USE 8305-00-281-6288 TIL EXH	
						AAA 8305-00-281-6288	
						AAB 8305-00-926-1613	
7350-00-926-1661	6 0 G BX	13.65	0 U X Z	E2200 A 0 0 0 R 4 2B B S	EA 1000	CUP, PLASTIC	Z
8455-00-926-1664	S9T D SE	.40	0 U X Z	F2200 A 1 0 0 R 4 2F B S		MDL ST, VIETNAM SVC	Z
8415-00-926-1674	S9T D PR	13.20	0 U N O	F2100 A 1 0 0 A 4 2F A S		GLOVES BARB WIRE HDLR J63886	O
6145-00-926-1677	S9T Z FT	.60	0 U X Z	Q2200 A 0 0 0 R 4 9G C 3		CABLE, SPECIAL PURPO	Z
9797-00-926-1678	B16 J EA	187,107.00	0 U N	GP1RE A 0 4 R 1 76 A 3		CENTER, MESSAGE	
5355-00-926-1685	S96 D EA	2.35	0 U X Z	T2200 A 0 0 0 R 4 9T C 3		KNOB	
6840-00-926-1686	S96 D 6L	6.20	6 U X Z	R2200 A 0 7 R 4 36 A		DISINFECTANT-DETERG	Z
7930-00-926-1687	6 0 V DR	141.00	6 U X Z	E2200 A 0 0 R 6 4 9B G S	GL 55	FINISH, FLOOR, NONBUFFI	Z A
						Z-DISCONT USE- 7930-01-183-8584	
7930-00-926-1688	6 0 V 6L	3.30	6 U X Z	E2200 A 0 0 R G 4 2E B S		FINISH, FLOOR, NONBUF	Z A
						V-TO BE DISCONT-USE UNTIL DELETED	
7930-00-926-1689	6 0 V CN	15.20	6 U X Z	E2200 A 0 0 R G 4 2E G S	GL 5	FINISH, FLOOR, NONBUFFI	Z A
						Z-DISCONT USE- 7930-01-183-8585	
6750-00-926-1695	S9G D MD	32.06	9 U X A	Q2200 A 0 0 R M 4 2G C 3		PAPER, PHOTOGRAPHIC	Z
6750-00-926-1698	S9G L DR E	7.60	0 U X Z	Q2200 A 0 0 R A 4 2G G 1	LB 25	CHROMIUM POTASSIUM	Z
6750-00-926-1699				C2200		INACTIVE-DELETED	
6740-00-926-1700	S9G Y EA	5.34	0 U X Z	Q2200 A 0 0 R 4 96 G 1		TRAY, PROCESSING, PH	Z
5325-00-926-1756	S9T Z EA	1.19	0 U X Z	T2200 A 0 0 R 4 9T F 3		FASTENER SLIDE INTE	Z
5365-00-926-1767				Q2200		INACTIVE-DELETED	
5340-00-926-1768	S9T D EA			4 9T C 3			
5210-00-926-1333							

DESCRIBED NSN MCN	PREFERRED NSN MCN	P C	RELATED NSN MCN	EFF DATE	DESCRIBED NSN MCN	PREFERRED NSN MCN	P C	RELATED NSN MCN	EFF DATE
5310001984216	5310000609326	L	5310000609326	78180	5905001986288	5905001915033	L	5905001915033	78180
5935001984314	5935007548711	F	5935007548711	73060	2530001986294	2530001289956	E	2530001289956	72245
8305001984354	8305002630201	F	8305002630201	78180	2530001986298	2530001289956	F	2530001289956	72153
8305001984357	8305002630201	E	8305002630201	73274	5905001986300	5905002795357	F	5905002795357	70305
5905001984579	5905002493663	F	5905002493663	71001	5905001986305	5905007222318	F	5905007222318	71091
4730001984647	4730004513550	Z	4730004513550	85001	3110001986500	3110001006231	Z	3110001006231	86182
5310001984741	5310009500039	F	5310009500039	78180	5930001986766	5930002597557	L	5930002597557	78180
5310001984745	5310002626382	L	5310002626382	72275	1620001987109	1620002176855	F	1620002176855	71182
5310001984754	5310008071467	L	5310008071467	78180	1560001987186	1560006751246	L	1560006751246	78180
5310001984767	5310008892549	L	5310008892549	78180	1560001987370	1560005211468	L	1560005211468	78180
5910001984796	5910009195895	E	5910009195895	72245	5910001987524	5910008228723	F	5910008228723	70305
5905001985447	5905006366662	L	5905006366662	78180	5310001987565	5310002416664	F	5310002416664	86213
5905001985481	5905006465714	L	5905006465714	78180	4935001987773	4935010699144	F	4935010699144	88214
2925001985698	2925007023565	T	2925007023565	78180	5340001987834	5340002310204	F	5340002310204	83305
2925001985719	2925006407043	E	2925006407043	73274	5945001988089	5945001988088	L	5945001988088	78180
5950001985896	5950002420042	L	5950002420042	78180	5910001988241	5910001127408	L	5910001127408	72092
5815001985952	5815001985953	L	5815001985953	70305	5910001988264	5910005771070	L	5910005771070	78180
5315001985971	5315000545632	F	5315000545632	89001	5970001988323	5970001988323	6	5970005489554	70305
5315001986122	5315008242214	L	5315008242214	78180	5970001988398	5970001988398	6	5970005198601	71244
5330001986176	5330005797911	F	5330005797911	86182	5970001988398	5970001988398	6	5970002384841	70305
5330001986179	5330005797914	F	5330005797914	89001	5970001988399	5970001988399	6	5970002384838	70305
5330001986186	5330005433041	Z	5330005433041	85152	1615001988542	1615001988542	6	1615000506197	73121
5330001986190	5330001984408				1615001988542				

Figure 1-3. Interchangeable and Substitute (I&S) History File.

b. **Data Elements.** Refer to figure 1-2 to see the location of the various elements listed below by matching the number to the number in the figure.

       (1)   Action code (ACT). Indicates add (A), change (C), or deleted (D) actions for each line of data.

       (2)   Prime NSN/MCN, ADDL data field.

          (a)   NSN--a two part, 13 character number assigned to each standard item of supply.

          (b)   MCN--a two part, 13 character, assigned numeric number assigned to medical nonstandard items.

          (c)   Additional (ADDL)--a code standing for additional information which is applicable to ammunition and subsistence restricted items.

       (3)   Source of supply (SOS). Activity that receives the requisition for a given item of supply, for example, "S9T" = Defense Supply Center Philadelphia, Pennsylvania, 19101.

       (4)   Acquisition advice code (AAC). Advises the customer how an item will be acquired, e.g, "H" = direct delivery under central contract. The item is centrally procured but not stocked. Issue is by direct shipment from the vendor to the user.

       (5)   Unit of issue (UI). Smallest quantity that can be requisitioned or issued, for example, "YD" = yard, "CN" = can.

       (6)   Unit price. Cost of the item. An "E" in this column indicates the price is estimated.

       (7)   Shelf life code (SLC). Shows the estimated period of time an item will remain serviceable.

       (8)   Controlled inventory item code (CIIC). Indicates the security classification of an item (formerly called SEC code), for example, "U" = unclassified.

       (9)   Accounting requirement code (ARC). Indicates if an item is expendable (X), nonexpendable (N), or durable (D).

       (10) Recoverability code (RC). Identifies the disposition action on unserviceable items, for example, "Z" = nonreparable item. When the item is unserviceable, condemn and dispose of it at the level authorized to replace the item.

       (11) Material category code (MAT CAT). Indicates who manages a particular item of supply ("C" is for medical and dental)

(12) Demilitarization code (DML). Method by which the military gets rid of an item, for example, burn, melt, crush.

(13) Fund code (FC). Indicates the type of fund used to pay for an item.

(14) Reportable item control code (RIC). Identifies items that are reportable.

(15) Special item control code (SCI). Identifies items requiring special control because of the security classification of an item, or example, "7" = explosive and hazardous item.

(16) Logistics control code (LCC). Provides a basis for logistic support and decisions.

(17) Special requirement code (SRC). Refers to special logistic function that must be performed.

(18) Inventory category code (ICC). Used to group items into ten different categories for inventory and research, or example, high value (non-special interest), controlled inventory (pilferable), or small arms items.

(19) Supply category of material code (SCMC). Identifies the class and subclass of supply for an item, or example, medical (8), repair parts (9).

(20) Essentiality code (EC). Indicates if an item is essential and if so, its level of essentiality.

(21) Air eligible category code (AEC). Identifies those items that will or must be shipped by air.

(22) Automatic return item code (ARI). Identifies an item in a critical stock position that may be returned to continental United States (CONUS) depots without disposition instructions.

(23) Unit of measurement code (UM). Denotes physical measurement, or example, "LB" = pound, "GL" = gallon, "EA" = each.

(24) Measurement quantity (MEASMT QTY). Denotes a quantity which is supplied for the unit of issue.

(25) Phrase code (PC). Denotes the interchangeable and substitute relationship and replacement, for example, "A", consol-with-use, indicates that the item represented by the prime stock number is to be consolidated with the item represented by the stock number in the Phrase Statement/Related NSN/MCN field. The items of supply are identical or completely interchangeable and will be issued under the stock number in the Phrase Statement/Related NSN/MCN field.

(26) Nomenclature--Shows the name of the item of supply.

(27) End item code (EIC). A three position code entered on every request for issue, cancellation, and modification for repair parts having an end item application. End item code are not listed for each repair part NIIN because some repair parts have multiple applications on specific end items. There are over 5,000 codes [see Army Regulation (AR) 725-50, AR 710-2, Department of the Army Pamphlet (DA PAM) 710-2-1, DA PAM 710-2-2, and also ARMS].

(28) Line item code (LIN). Identifies items that are listed in Supply Bulletin (SB) 700-20.

(29) Maintenance repair code (MR). Identifies the level of maintenance capable of complete repair of an item, for example, "O" = the lowest maintenance level capable of complete repair of the support item is the organizational level, "Z" = non-repairable, no repair is authorized.

(30) Precious metal indicator code (PMI). Identifies items that have precious metal as a part of their content, for example, "A" = no known precious metal.

(31) Automatic data processing equipment identification code (ADP). Identifies repair parts to the end item of automatic data processing equipment (ADPE), for example, "O" = items with no ADP components.

(32) Related number status code (RNS). Identifies whether a NSN in the phrase statement column is active or inactive.

   c. **Microfiche Format.** Each fiche is formatted in the following manner. Refer to figure 1-4.
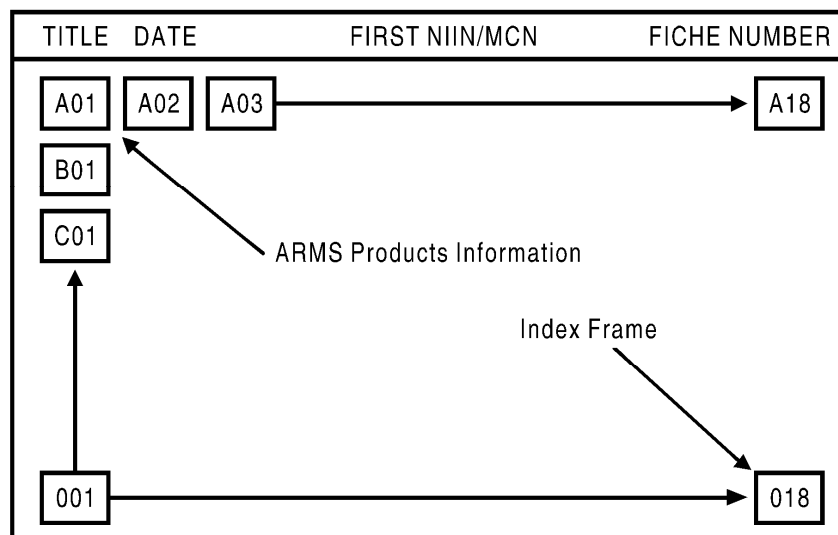

Figure 1-4. 48:1 microfiche format.

(1)   Each fiche contains about 1/4 inch of title area across the top of the film, legible to the eye. Appearing in the title area from left to right will be the following.

(a)   The product title.

(b)   The date of that product.

(c)   The first NIIN/MCN on that fiche.

(d)   The fiche number in the set.

(2)   The body of the fiche contains 260 frames arranged in 18 vertical columns and 15 horizontal rows. Columns are identified numerically 1 through 18. Rows are labeled alphabetically A through O.

(a)   The first frame (A01), located at the top left hand side, contains information concerning contacts within the USAMC Catalog Data Activity for problems regarding ARMS products.

(b)   The last frame (018), located at the bottom right hand side, contains an index for that fiche sequenced by the first NIIN/MCN of each frame cross-referenced to a row and column number.

(c)   Data lines are sequenced vertically from the top to the bottom of each column, and the columns proceed left to right.

1-4.   MATERIALS CROSS REFERENCE LIST

As previously discussed, the ARMS Monthly AMDF lists items in national item identification number (NIIN) sequence. If you need to order a repair part and do not have the item's identification number, you can use the MCRLs to obtain it.

a. The purpose of the MCRLs is to provide a listing of NSNs, reference numbers (part numbers), and Commercial and Government Entity (CAGE) codes, cross-referenced to each other with additional information about these codes and how these codes are related to one another.

b. The MCRLs contain the following information.

(1)   Information on non-classified reference numbers (part numbers) which have an active NSN.

(2)   All NSNs that are registered in the Defense Integrated Data System (DIDS) Total Item Record (TIR) regardless of military service.

(3)   Canceled NSNs that have a registered replacement.

c. Items that are excluded from the MCRLs are the following.

(1) Security classified data.

(2) Department of Defense ammunition codes.

(3) North Atlantic Treaty Organization (NATO) NSN used as reference number of a NSN.

d. The MCRLs are published in three parts on microfiche. The reference number, NIIN, and the CAGE codes appear in all three parts, but differ in sequence.

(1) The MCRL 1 is published in reference number sequence. The reference number is the first data element on the microfiche. Refer to figure 1-5.

REF. NO.	FSCM	NSN	I S C	R N V C C	R N C C C	S A D D C	D A	ITEM NAME
4-108	52903	4820-00-607-4511	6	2	5		N	RING, LOCK

Figure 1-5.   Materials Cross Reference List part 1 (reference number sequence).

NOTE: The CAGE code was previously the Federal Supply Code for Manufacture (FSCM).

(2) The MCRL 2 is published in NIIN sequence. The NSN is the first data element on the microfiche. Refer to figure 1-6.

NSN	I S C	REF. NO.	FSCM	R N V C C	R N C C C	S A D D C	D A	ITEM NAME
4820-00-607-4511	6	4-108	52903	2	5		N	RING, LOCK

Figure 1-6. Materials Cross Reference List part 2 (NIIN sequence).

(3)   The MCRL 3 is published in CAGE sequence. The CAGE code is the first data element on the microfiche. Refer to figure 1-7.

FSCM	REF. NO.	NSN	ISC	RNVCC	RNCC	SADC	DA	ITEM NAME
52903	4-108	4820-00-607-4511	6	2	5		N	RING, LOCK

Figure 1-7. Materials Cross Reference List part 3 (FSCM sequence).

e.   There is a "tailored" version of only MCRL 1 which is distributed by the Marine Corps. It is labeled MCRL-1 MC. This is also used by the Navy, when they support the Marine Corps.

f.   The MCRL microfiche is formatted as described in paragraph 1-3c with each sheet divided into a total of 270 frames, 15 rows, and 18 columns. It also includes an "AS OF" date which is the date the publication content was extracted from the Department of Logistics Supply Center files in terms of month, date, and year.

(1)   The MCRL is a two-galley format. Refer to figure 1-8.

BEGIN

Figure 1-8. Data frame in "dual galley" format.

(a)   Each microfiche is divided in half.

(b)   This means each frame is divided in half.

(c)   Information is sequenced down the left side of the frame and then continues down the right side of the frame.

(2)   A very important part of the MCRL is the introduction. Its location is listed in the index frame. The introduction contains the following information you need to know to use the publication.

(a)   Guidance on sequencing.

(b)   Explanations of all codes used.

(c)   Helpful pointers.

(3)   Until you become familiar with reading the MCRL, you should always refer to the index first. Refer to figure 1-9.

MCRL-1			
REF. NO.	FRAME NO.	REF.NO.	FRAME NO.
AN125968	...A01	AN3108M14545	...A05
AN126225	...B01	AN3136R323	...B05

MCRL-2			
NIIN	FRAME NO.	NIIN	FRAME NO.
INTRODUCTION	...A01	00-010-3025	...A09
INTRODUCTION	...B01	00-010-3044	

MCRL-3			
FSCM	FRAME NO.	FSCM	FRAME NO.
22638	...A01	22888	...F05
22650	...B01	22888	...G05

Figure 1-9. Materials Cross Reference List index samples.

(a) All part numbers are not listed in the index. You must locate two part numbers that are close to the one you are looking for and use them as a guide to locate your part number's location.

(b) Once you have determined where your part number should be located, you must go to the frame number referenced next to it. That is where your item should be on that frame.

(c) From the part number, you will be able to obtain the NIIN number required for use with the ARMS monthly AMDF. This process is shown in figure 1-10.
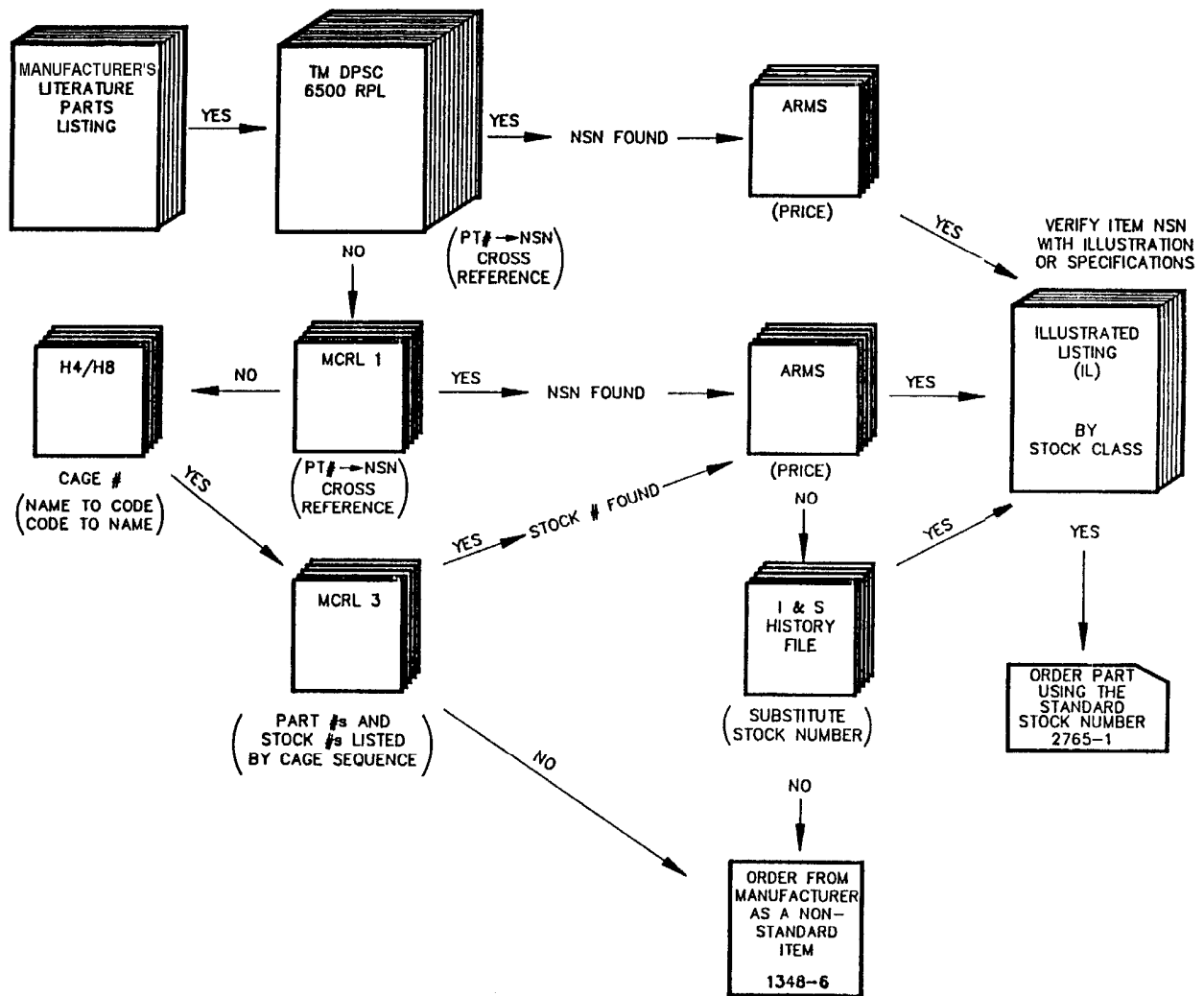
Figure 1-10. Repair part number cross-reference to a NSN.

g. The three primary data elements with which the MCRL is concerned are the reference number, the CAGE code, and the NSN.

(1)   The reference number is a number, other than an active NSN, which is used to identify or partially identify an item-of-supply.

(a)   It may vary in length or composition. The MCRL will print up to a maximum of 32 positions. When the actual length exceeds 32 positions, a dash is printed in the 32nd position.

(b)   It can be a manufacturer's part number, drawing number, model number, type number, specification number, or a Federal/Military specification and standard number.

(2)   The sequence of characters within reference numbers in the MCRL is: blanks, symbols or special characters, alphabetic characters in their normal sequence, and numerical sequenced 0 through 9.

(a)   All reference numbers are left-justified, meaning that they are never recorded with a blank in the first position.

(b)   No reference number in the MCRL is listed with a symbol or special character in the first position.

(c)   Symbols have a set order in which they are sequenced within reference numbers. Refer to figure 1-11.

(BLANK)	SPACE	—	DASH
¢	CENT SIGN	/	SLASH (OR SLANT)
.	PERIOD (OR DECIMAL POINT)	,	COMMA
(	OPENING PARENTHESIS	%	PERCENT
+	PLUS (OR AND)	?	QUESTION MARK
&	AMPERSAND	:	COLON
!	EXCLAMATION MARK	#	NUMBER SIGN
$	DOLLAR SIGN	@	COMMERCIAL AT
*	ASTERISK	'	APOSTROPHE
)	CLOSING PARENTHESIS	=	EQUAL SIGN
;	SEMICOLON	"	QUOTATION MARK

Figure 1-11. Established special character sequence.

(3)   If you cannot find the reference number as it is stated in the technical manual, you should check the format variation by using MCRL 3, CAGE sequence.

NOTE: Sometimes special characters will be dropped from the reference number.

NOTE: As a general rule, when identifying a part number that has a special character included, the dash comes first, then the alpha characters, and finally the numerals. You can always refer to the introduction for information on symbols and their sequence.

(4)   The CAGE code is a five digit code number that identifies a manufacturer. All reference numbers must have a CAGE number. The different type of activities or documents that are assigned CAGE codes are as follows.

(a)   Manufacturer.

(b)   Vendor (a vendor sells the item to the government, but does not necessarily manufacture it).

(c)   Government agencies which manufacture an item or control the design of an item.

(d) North Atlantic Treaty Organization manufacturers of items used in the US supply system.

(5)   Another cross-reference resource is the H4/H8 publication which lists CAGEs in company name sequence. The full name and address of the company or activity is provided as well as replacement information when appropriate. Refer to figure 1-10.

(a)   H4/H8 Section A & B is for US and Canada manufacturers and H4/H8 Section C & D is for NATO manufacturers.

(b)   Section A is in manufacturer's name sequence, and Section B is in CAGE number sequence.

(c)   Section C is in manufacturer's name sequence, and Section D is in CAGE number sequence.

(6)   In some cases, a permanent system control number (PSCN) will appear in the NSN fields of the MCRL parts.

(a)   A PSCN temporary control numberis a assigned to certain potential items-of-supply so that they can be recorded in the Federal Supply System.

(b)   These items may be replacements for NSNs that no longer will be procured when present supplies are exhausted.

(c)   When supplies of the old NSN are exhausted, the PSCN for the new item is canceled, and that new item is assigned an NSN of its own.

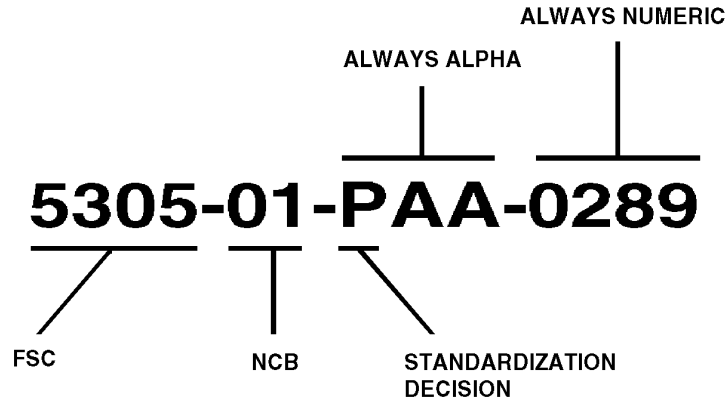(d)   A PSCN is formatted as is shown in figure 1-12.

ALWAYS NUMERIC

ALWAYS ALPHA

5305-01-PAA-0289

FSC   NCB   STANDARDIZATION
DECISION

Figure 1-12. Permanent system control number format.

1-5.   DAYS OF SUPPLY SHORT TABULAR METHOD FOR STOCKAGE LEVELS COMPUTATION

The DOS stockage method allows you to compute stockage for a given number of days based on the daily use or demand rate. By knowing how many of an item were used in the past, you can compute future stockage for a given period. You use the DOS method for items that are critically short, seasonally used, highly perishable, or have a shelf life of less than one year. You use DA Form 1300-2 to do the DOS computation. Make the computation by completing the form following the directions listed below. Refer to figure 1-13, DA Form 1300-2 DOS Computation (sample).

a. **Stock Number Block.** Enter the stock number found on DA Form 1296. Refer to Extract 1, Sample of DA Form 1296, page Extract 1-2, to see where the stock number information is located.

b. **Unit Price Block.** Enter the cost of the item for the quantity expressed by the unit of issue code. If the item is identified by an NSN, use the unit price found in the ARMS Monthly AMDF.

c. **Stockage Method Block.** This is a DOS computation; check the DOS block.

d. **Repaired for Stock Block.** Leave blank; use this block only when the economic order quantity (EOQ) stockage method block is checked.

STOCK NUMBER	6140 00 057 2553						

UNIT PRICE		STOCKAGE METHOD	✓	EOQ	REPAIRED FOR STOCK		YES
37.42				DOS			NO

		JUN 90	AUG 90	NOV 90	DEC 90		
1.	MONTH AND YEAR OF COMPUTATION	JUN 90	AUG 90	NOV 90	DEC 90		
2.	QUANTITY DEMANDED IN CONTROL PERIOD	228	219	216	241		
3.	ORDER SHIP TIME (OST)	25	21	33	33		
4.	QTY REPLACED IN CON PERIOD (WASHOUTS)						
5.	REPAIR CYCLE TIME (RCT)						
6.	AVERAGE QUANTITY REPAIRED MONTHLY						
7.	ECONOMIC ORDER QUANTITY (EOQ)						
8.	REPAIR CYCLE LEVEL (RCL)						
9.	EOQ ROP						
10.	ROP	23	23	28	33		
11.	RO	42	42	46	53		
12.	ON HAND						
13.	+ DUE IN						
14.	- DUE OUT						
15.	= NET ASSETS						
16.	OVER OR SHORT						
17.	EXCESS	QUANTITY					
		$ VALUE					
18.	RON NUMBER OR EXCESS REPORT NO.						
19.	FIRST SHIPMENT	DATE					
		QUANTITY					
		BALANCE					
	SECOND SHIPMENT	DATE					
		QUANTITY					
		BALANCE					
	THIRD SHIPMENT	DATE					
		QUANTITY					
		BALANCE					

SAMPLE

COMPUTATION CARD

FOR USE OF THIS FORM, SEE DA PAM 710-2-2.
THE PROPONENT AGENCY IS ODCSLOG.

DA Form 1300-2, Jan 82 (Ed. of Jul 61 is obsolete.)

Figure 1-13. Days of Supply Computation, DA Form 1300-2, sample.

e. **Line 1.** Enter the month and year or Julian date in which the computation is being made.

(1)   If using the Julian date, use a Julian Date Calendar for either perpetual or leap years whichever is appropriate. Refer to Extract 1, Julian Date Calendar (Perpetual) and Julian Date Calendar for Leap Years Only, pages Extract 1-4 and 1-5.

(2)   When using the Julian date, use a four-digit number. The first number represents the last number of the year, for example, 1992 = 2. You need to know the month and day before you can use a Julian calendar. The last three numbers are obtained by locating the month (across the top of the appropriate Julian calendar) and the day (along the left side of the Julian calendar). Locate where the row and column intersect.

(3)   For example, if you are determining the Julian date for October 10, 1993, the number is derived as follows below.

(a)   The first number is 3 (from 1993)

(b)   The Julian calendar for perpetual years is appropriate because 1993 was not a leap year.

(c)   The number from the Julian calendar corresponding to October 10 is 283.

(d)   The Julian date is 3283.

f. **Line 2.** Enter the quantity demanded during the control period (360 days).

(1)   Take this data from the summary of demands section on the DA Form 1296. Refer to Extract 1, Sample of DA Form 1296, page Extract 1-2.

(2)   Immediately before you make each requisitioning objective (RO) computation, summarize for the previous year all demands posted to the DA Form 1296 in the summary of demands section.

(3)   Compute the quantity demanded during the control period by adding the entries in the bottom half of the recur line for the most recent 12 whole months. This sum is entered on line 2.

g. **Line 3.** Enter the order ship time (OST). Compute this by using either of the following methods.

(1)   Use the Individual DSS Activity Performance Report (IDAPR), published by the USAMC Logistic Control Activity (LCA), to find the OST average for priority designator (PD) 09-15 requisitions without backorders. (See paragraph 1-6 below for an explanation of priority designators).

(2)   Use the six most recent replenishment receipts for an item to compute the average OST.

(a)   Exclude PD 01-08 requisitions and requisitions with long delays from wholesale backorder, unusual circumstances, or lack of funds.

(b)   Subtract the requisition document date from the date the receipt is posted for each of the six receipts. Add results and divide by six. Round up any fraction to a whole day.   (3) Enter the result of the OST computation on line 3.

h.   **Lines 4 through 9.** These lines are not used to do a DOS computation; leave them blank.

i.   **Lines 10 and 11.** Enter the reorder point (ROP) quantity on line 10 and the RO on line 11.

(1)   For units in CONUS, refer to Extract 1, Table G-2, page Extract 1-7. These units have been assigned 15 DOS as an operating level (OL) and 5 DOS as an stockage level/ safety level (SL).

(2)   For units outside CONUS (OCONUS), use Extract 1, Table G-3, page Extract 1-7, for other than class 9 [air line of communications (ALOC)] and Extract 1, Table G-20, page Extract 1-8, for class 9 (ALOC). These units have been assigned 30 DOS as an OL and 15 DOS as an SL for other than class 9 (ALOC); 5 DOS as an SL for class 9 (ALOC).

(3)   Go to the appropriate table. Refer to Extract 1.

(a)   Find the quantity demanded during the control period (entry on line 2) at the top of the table.

(b)   Find the OST (entry line 3) at the left side of the table.

(c)   Follow both lines until they meet. This block contains the ROP and the RO as well as the RO + OST.

(d)   Enter the ROP on line 10 and the RO on line 11.

(e)   Refer to the example shown in figure 1-13. Extract 1, Table G-3, is utilized to determine the ROP and RO. For the quantity demanded in June 1990 (228) and the OST (25), you find the quantity in the column of 217-228 and the OST in the 21 THRU 25 row. When you find the intercept point, you find the ROP is 23 and the RO is 42 as shown on lines 10 and 11.

j. **Forward Stockage Points.** For class 9 supply in the division, stockage in class 9 common forward stockage points (FSP) is restricted to 3 DOS OL, 2 DOS SL, and 5 DOS OST [except when the Major Army Command (MACOM) modifies the OST parameter to show actual OST between the forward and the main direct support unit (DSU)]. Use Extract 1, Table G-21, page Extract 1-9, to determine FSP stockage.

1-6. ISSUE PRIORITY SYSTEM

The UMMIPS provides the means for expressing the importance of a supply request. This is done by assigning a 2-digit numeric code, ranging from 01 through 15, to the supply request. This numeric code is the PD of the supply request. The PD is based on two factors, the unit's Force/Activity Designator (FAD) and the Urgency of the Need Designator (UND) of the supply request.

a. **Force/Activity Designator.** Force/Activity Designators are expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit usually include the assigned FAD. An unit has only one FAD.

b. **Urgency of Need Designator Determination.** The using unit personnel determine the UND. The UND is used to express how urgently the unit needs the requested supplies. Force/Activity Designators are identified by letters A, B, and C. Select UNDs using the following guidelines.

(1) <u>Urgenc</u>y of the Need Designator A. Used to request materiel meeting one or more of the following criteria.

(a) Required for immediate end-use and without which the force or activity is unable to perform assigned operational missions, or such condition will occur within 15 days in the CONUS and 20 days overseas.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

(c) Required for immediate use for installation on or repair of direct support equipment (for example, ground support, fire fighting) needed for the operation of mission-essential materiel.

(d) Required for immediate use to replacement or repair of mission-essential training materiel. Without this materiel, the unit or activity is unable to perform its assigned training missions.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without these supplies, the activity is unable to perform assigned missions.

(f)   Required for immediate use to end an existing work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g)   Required for immediate use to end an existing work stoppage on a direct support (DS) or general support (GS) production line performing maintenance and repair of unserviceable, intensive management, or critical items.

(2)   <u>Urgenc</u>y of the Need Designator B. Used to request materiel meeting one or more of the following criteria.

(a)   Required for immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.

(b)   Required for immediate installation on or repair of mission-essential materiel and without which the ability of the unit or activity to perform assigned operational missions is impaired.

(c)   Required for immediate use for installation on or repair of auxiliary equipment.

(d)   Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions would be impaired.

(e)   Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this materiel, the ability of the activity to perform assigned missions is impaired.

(f)   Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g)   Required to prevent an expected work stoppage on a DS/GS production line performing maintenance and repair of unserviceable, intensive management/critical items.

(h)   Required for replenishment of the quantity issued that brings a line to zero balance on the prescribed load list (PLL)/combat PLL.

(3)   <u>Urgenc</u>y of the Need Designator C. Used to request materiel meeting one or more of the following criteria.

(a)   Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.

(b)   Required for initial issue and replenishment of stock to meet authorized storage quantities on the PLL/combat PLL (including mandatory parts list (MPL) quantities).

(c)   Required for initial stockage of operational load quantities.

(d)   Required for purposes not covered by any other UND.

c. **Priority Designator Selection.** The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:

(1)   Determine the UND of the needed item.

(2)   Use Priority Designator Table shown in Extract 1, Table 24-3, page Extract 1-3, to select the PD on the line that relates the unit FAD and UND.

d. **Special Use of Priority Designators.** Under the following special conditions, stated PDs may be used by all requestors, regardless of FAD. Do not use these PDs for resupply of stocks to meet authorized stockage objectives.

(1)   Use PD 03 for medical or disaster supplies or equipment required to do the following.

(a)   Prolong life, relieve suffering, or expedite recovery in case of injury, illness, or disease.

(b)   Avoid or reduce the impact of epidemics or similar potential mass illness or diseases when, in professional opinion, the occurrence is imminent.

(2)   Use PD 03 for emergency supplies or equipment needed immediately for controlling civil disturbances, disorder, or rioting.

(3)   Use PD 06 for emergency supply of individual and organizational clothing. This clothing must be needed immediately to provide a minimum of essential clothing to active duty military personnel who are actually without the clothing required.

Continue with Exercises

EXERCISES, LESSON 1

INSTRUCTIONS: Answer the following exercises by marking the lettered response that best answers the question.

After you have answered all of the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers. For each exercise answered incorrectly, reread the lesson material referenced with the solution.

1.   Which of the following is the purpose of the AMDF?

   a.   To provide a listing of NSNs and CAGE codes cross-referenced to each other.

   b.   To provide an illustrated listing by stock class for all NSNs.

   c.   To provide official supply management data on medical and non-medical items used or managed by the Army.

   d.   To provide a listing of all NSNs that are registered in the DIDS TIR regardless of military service.

2.   Refer to figure 1 below. Which of the following identifies the national codification bureau code in this NSN?

3210-01-138-5895

Figure 1 for exercise 2.

   a.   3210.

   b.   01.

   c.   138.

   d.   5895.

3. Which of the following identifies the column of the AMDF that indicates if the item is expendable, nonexpendable, or durable?

   a. SLC.

   b. CIIC.

   c. MAT CAT.

   d. ARC.

4. Which of the following identifies the column of the AMDF that indicates the class and subclass of supply for an item?

   a. SOS.

   b. RIC.

   c. ICC.

   d. SCMC.

5. Materials cross reference list two is published in which of the following formats?

   a. In reference number sequence.

   b. In NIIN sequence.

   c. In CAGE sequence.

   d. In alphabetical order by part name.

6. If you do not know where the MCRL introduction is located on the fiche, in which of the following places do you look?

   a. In the index frame.

   b. In the title line.

   c. In frame AO1.

   d. In frame A18.

7. For which of the following conditions, do you use the DOS stockage method for computing stockage?

    a. Used for non-perishable items.

    b. Used for items used year-round.

    c. Used for items that are critically short.

    d. Used for items with a shelf life of more than one year.

8. Which of the following is a procedure for calculating stockage using the DOS stockage method?

    a. In the Stock Number block, enter the stock number found on the AMDF.

    b. In the Unit Price block, enter the cost of the item as shown in the MCRL 1.

    c. On line one, enter the date. If you use a Julian date, use a four-digit number.

    d. On line two, enter the quantity demanded during the control period (180 days).

9. An UND A is used to request materiel meeting which of the following criteria?

    a. Required for immediate end-use and without which the capability of the force to perform assigned operational missions is impaired.

    b. Required of on-schedule repair, maintenance, manufacture, or replacement of all equipment.

    c. Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

    d. Required for immediate use for installation on or repair of auxiliary equipment.

10. Special conditions authorize the use of particular PDs by all requestors, regardless of FAD. Which of the following statements is true?

    a. Use these special PDs for resupply of stocks to meet authorized stockage objectives.

    b. Use PD 03 for disaster supplies to relieve suffering or expedite recovery in case of injury, illness, or disease.

    c. Use PD 06 for emergency supplies or equipment needed immediately for controlling civil disturbances.

    d. Use PD 03 for emergency supply of individual clothing needed to provide a minimum of essential clothing to active duty personnel who are actually without the clothing required.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 1

1. c   (para 1-2)

2. b   (figure 1-1)

3. d   (para 1-3b(9))

4. d   (para 1-3b(19))

5. b   (para 1-4d(2))

6. a   (para 1-4f(2))

7. c   (para 1-5)

8. d   (para 1-5f)

9. c   (para 1-6b(1)(b))

10. b   (para 1-6d(1)(a))

End of Lesson 1

LESSON ASSIGNMENT

LESSON 2	Requisitioning Repair Parts and Supplies.
TEXT ASSIGNMENT	Paragraphs 2-1 through 2-9.
TASKS TAUGHT	Interpret document numbers.
	Order repair parts.
	Requisition expendable/nonexpendable supplies.
	Prepare DA Form 3318 for the first Demand of a nonstocked (fringe) medical repair part.
LESSON OBJECTIVES	When you have completed this lesson, you should be able to:

2-1. Interpret document numbers.

2-2. Identify procedures for completing the Document Register for Supply Actions, DA Form 2064.

2-3. Identify procedures for preparing a Record of Demands--Title Insert, DA Form 3318.

2-4. Identify when property is expendable, nonexpendable, or durable.

2-5. Determine which forms to use to request supplies.

2-6. Identify procedures for completing a Request for Issue or Turn-In, DA Form 2765-1 as a request.

2-7. Identify procedures for completing a Department of Defense (DOD) Single Line Item Requisition System Document (Manual--Long Form), DD Form 1348-6.

2-8. Identify procedures for preparing a Request for Issue or Turn-In, DA Form 3161, for expendable medical items within a medical facility.

SUGGESTION	Work the lesson exercises at the end of this lesson before beginning the next lesson. These exercises will help you accomplish the lesson objectives.

LESSON 2

REQUISITIONING REPAIR PARTS AND SUPPLIES

2-1. GENERAL

To requisition repair parts and supplies using the appropriate form, you must first determine if property is expendable or nonexpendable. You must also be able to interpret document numbers in order to include document numbers on the requisition forms. This lesson covers these topics as well as how to distinguish which forms are appropriate in which situations and how to complete those forms. It also discusses preparing a Record of Demands--Title Insert, DA Form 3318, for normal use and for the first demand of a nonstocked medical repair part.

2-2. DOCUMENT NUMBER INTERPRETATION

All documents recorded in a stock record account (SRA) must have a supply support activity (SSA) document control number. Documents initiated by customer units, by other supply activities, or by the SSA are vouchered under the SSA document control number.

a. Document control numbers occupy 14 positions which are divided into 3 fields. Refer to figure 2-1.
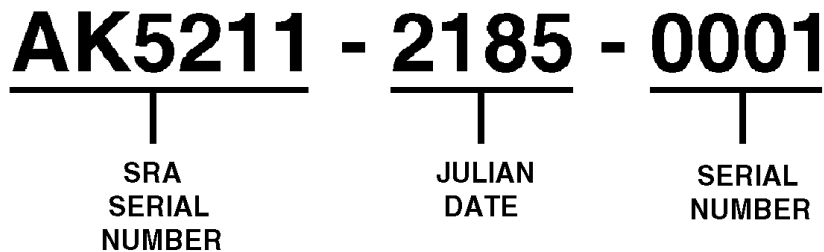
AK5211 - 2185 - 0001

| SRA SERIAL NUMBER | JULIAN DATE | SERIAL NUMBER |

Figure 2-1. Document number sample.

(1) <u>Department of Defense activity address code (DODAAC)</u>. The SRA serial number is in positions 1 through 6 of the SSA document control number.

(2) <u>Date</u>. The Julian date the document control number was assigned is in positions 7 through 10 of the SSA document control number.

(3) <u>Serial number</u>. The serial number of the document is in positions 11 through 14 of the SSA control number. Do not duplicate serial numbers on the same day. Start with 0001 each day.

b. Stock Records Officers (SRO) may reserve blocks of serial numbers to segment the document register.

c. When an SSA document control number is canceled for any reason, enter CANCELED in the Remarks column of the Document Register for Supply Actions, DA Form 2064 (refer to paragraph 2-3). Do not reuse canceled SSA document control numbers.

d. Unused SSA document control numbers at the end of a series do not require cancellation.

2-3. DOCUMENT REGISTER FOR SUPPLY ACTIONS, DA FORM 2064

The document register is a record of document numbers assigned to supply documents. It serves as the suspense file for open supply transactions. Refer to figure 2-2 for block and column descriptions and figure 2-3 to see the form in its entirety.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)			X ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. WK4CHA-1012-0201			4. VOUCHER NO.		
1. SEND TO: Medical Repair Detachment Casey Hospital, Seoul, Korea			5. DATE MATERIEL REQUIRED			6. DODAAC	7. PRIORITY 13	8. ACCOUNTING/FUNDING DATA			
2. REQUEST FROM: Anesthesiology Dept., Casey Hospital,Seoul,Korea			9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.	
*CODE ISSUE TURN-IN I—Initial FWT—Fair Wear And Tear EX—Excess R—Replacement RS—Report of Survey SC—Stmt of Charges						10. PUBLICATION CTA 50-970				11. JOB ORDER NO.	
12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	i POSTED	
									DATE	BY
1.	6505-00-655-8366	Alcohol, Isopropyl	PT	5	R					
2.	8030-00-243-3284	Antiseize Compound	TU	3	R		SAMPLE			

Figure 2-2. Sample DA Form 2064 (top portion).

a. There are three types of document registers; nonexpendable, durable, and expendable. Refer to paragraph 2-5.

b. The property book officer (PBO) designates elements within a unit to request expendable and durable supplies. Other elements are restricted from requesting durables.

c. The PBO makes sure document numbers are not duplicated.

d. You maintain document registers by calendar or fiscal year.

e. You record supply documents in the document register by following the completion instructions by column or block for DA Form 2064.

(1) Element keeping the register. Enter the name of the element and unit keeping the register, for example, 416th MED BN.

| DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG. | | | ELEMENT KEEPING THE REGISTER
416TH MED BN | | | | | DOD ACTIVITY ADDRESS CODE
WK4ABL | | UNIT IDENTIFICATION CODE
WA2ZAA | | PAGE NUMBER
20 |

DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY			DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
DATE a	SERIAL b							REQUEST i	REC'D TURN-IN j	DUE IN k			
2253	1001	LEA	44503/0203-2131-300	WRENCH - OPEN END, 1-1/8 IN AND 1-5/16 IN		02		1	1			2256	JO# 402279
2253	1002	LEA	44503/0203-2061-300	WRENCH, ALLEN, HEX 3/16 IN		02		1	1			2256	402279
2254	1001	LEA	6515-00-933-5116	DISK, CHECK VALVE		12		1	1			2260	402312
2254	1002	LEA	4820-01-276-4635	DIAPHRAGM, REGULATOR		12		2	1	1			402312
2254	1003	LEA	44503/0219-3389-600	TEE HANDLE, OXYGEN		13		1					
2256	1001	LEA	44503/0202-3438-340	WASHER, LOCK					10				

DA FORM 2064
JAN 82

EDITION OF SEP 65 IS OBSOLETE
The information listed on this form is to be used as a general guide only.

Figure 2-3. Sample DA Form 2064 in entirety.

       (2) <u>DOD activity address code</u>. Enter the unit DODAAC that will be put on the request, for example, WK4ABL. Communication security (COMSEC) custodians will enter the COMSEC account number used to request classified COMSEC equipment and components.

       (3) <u>Unit identification code</u>. Enter the UIC of the requesting unit, for example, WA2ZAA.

       (4) <u>Page number</u>. Enter page number, for example, 20. Pages are numbered in sequence.

       (5) <u>Column a</u>. Enter the Julian date, for example, 2253.

       (6) <u>Column b</u>. Enter the assigned four-digit document serial number, for example, 1001. Restart the sequence daily.

(7) <u>Column c</u>. Enter one of the following pieces of information.

    (a) For a request for issue and turn-in, enter the last three digits of the SSA's DODAAC. COMSEC custodians enter the last three digits of the supporting SSA COMSEC account number, for example, LEA.

    (b) For other than a request for issue or turn-in, enter the name of the activity to which the document is sent.

(8) <u>Column d</u>. Enter one of the following pieces of information.

    (a) Enter the stock number of the item being requested or turned in, for example, 44505/0203-2131-300. For nonexpendable document registers, the LIN may be included for purposes of continuity and cross-reference.

    (b) For request for issue or turn-in on DA Form 3161, leave blank.

    (c) For other than a request of issue or turn-in, leave blank.

(9) <u>Column e</u>. Enter one of the following pieces of information.

    (a) Enter one or two words that identify the item requested or turned-in, for example, Wrench-open end, 1-1/8 in. and 1 5/16 in.

    (b) For a request for issue or turn-in on DA Form 3161, enter DA Form 3161.

    (c) For other than requests for issue or turn-in, enter a description of the form of action, for example, S/C for statement of charges, R/S for report of survey.

(10) <u>Column f</u>. Enter one of the following pieces of information.

    (a) Enter hand receipt or equipment number or other locally assigned identification for which item is requested.

    (b) For supply requests that are required by a maintenance request, enter the job order number.

    (c) For adjustment documents such as statements of charges or reports of survey, the applicable hand receipt number may be entered.

(11) <u>Column g</u>. Enter the PD of the request for issue, for example, 02. Otherwise, leave blank.

(12) Column h. Enter one of the following pieces of information.

(a) The person authorized to authenticate requests places their initials in this column for each UND A and UND B request. Otherwise, leave blank.

(b) For UND A and B supply requests that are required by a maintenance request, leave blank.

NOTE: Initials are not required for requests that have been extracted from another register.

(13) Quantity - column i.

(a) Enter the quantity requested, for example, 1.

(b) For request for issue on DA Form 3161, or for other than a request for issue, leave blank.

(14) Quantity--column j. Enter the quantity received from the SSA or quantity turned in, for example, 1. Enter partial receipts in pencil. Otherwise, leave blank.

(15) Quantity--column k. Enter the quantity due-in when the document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.

(16) Column l. This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column n (Remarks).

(a) When a supply status card is received for a total or part of a due-in quantity; erase any previous entry; enter the status code and, if provided, the estimated delivery date (EDD) from the card.

(b) When a shipment status card is received for a total due-in quantity, erase the previous entry, and enter the DIC and the date shipped or estimated shipping date from the status card.

(c) When a shipment status card is received for part of a due-in quantity, erase the previous entry, as appropriate, and enter the DIC, the date shipped, or EDD, and quantity from the status card.

(d) When final action is completed, erase the old entry.

(17) <u>Column m</u>. Enter one of the following pieces of information.

(a)   Enter the Julian date when final action is completed, for example, 2256. If a partial quantity is received, enter the Julian date of the receipt in pencil.

(b)   When cancellation or rejection status is received for the total quantity requested, enter the status code and the Julian date of the cancellation or rejection verification. Refer to paragraph 3-4.

(c)   Enter CXL and the Julian date when request documents are canceled prior to forwarding to the SSA, and when documents other than request for issue are canceled.

(18) <u>Column n</u>. Remarks.

(a)   When cancellation/rejection status is received for part of the quantity requested, make the partial quantity received in column j, a permanent entry when action is completed, for example, JOA 402279. Enter the status code, quantity canceled, and the Julian date of the cancellation/rejection verification.

(b)   When an AF1 or annual training (AT) follow-up is submitted, erase the proper entry in column l. Enter AF1 or appropriate AT DIC and Julian date. These are pencil entries. Refer to paragraph 3-3.

<u>NOTE</u>:   All entries will be made in ink or by typewriter unless otherwise stated. Corrections are made by drawing a single line through the incorrect entry and entering the correction above.

<u>NOTE</u>:   Column n may be used to record the document number assigned to a reorder when an item is canceled and requested again. This will ensure continuity during the reconciliation process.

2-4.   PREPARE DA FORM 3318

The main purpose of DA Form 3318 is to allow the unit to adjust stockage quantities of repair parts based on recorded demand experience. It is used to record quantities of an item demanded or requested regardless of the supply source. This includes items obtained from another unit or salvaged from equipment during emergencies. It also includes items obtained as part of a warranty program. When the demands or requests section is filled, separate the two-part form and turn it over for more postings. Prepare a DA Form 3318 for each line item authorized for stockage. Make all entries on DA Form 3318 in pencil. You obtain information to complete this form from the AMDF and the applicable technical manual (TM) or DA Pamphlet (DA Pam) listing the part and date of the current edition in DA PAM 25-30. Use the following procedures to prepare a DA Form 3318. Refer to figures 2-4 and 2-5 for block and column explanations, and to figure 2-6 to see DA Form 3318 in its entirety.

a. **Title Insert Section**. You are recording information for a flashlight. The bottom of the form shows the general information concerning the item being recorded. Refer to figure 2-4 for the locations of the blocks described below.

Detached from DA 3318		SAMPLE	TITLE INSERT						
BALANCE ON HAND	REMARKS	*LTR, FORSCOM, 22 JAN 81* *CTA 50-970, JUN 79*	*SOURCE: SSA*	UI *EA*	SEC *U*	STOCKAGE CODE *BASIC LOAD*	DATE *1181*	QUANTITY	
9				ARC *X*	RC *Z*	AUTHORIZED STOCKAGE LEVEL		*12*	
STOCK NUMBER *6230-00-264-8261*		ITEM DESCRIPTION *FLASHLIGHT*				*CABINET*	LOCATION *#1*		

Figure 2-4. Sample DA Form 3318 (bottom portion).

       (1)   <u>Balance on hand</u>. Enter the quantity of stock actually on hand. Change it as the quantity changes due to issues or receipts. Clerks may put a piece of clear tape over this space and write in pencil on the tape so that erasing and changing the balance will not wear through the paper.

       (2)   <u>Remarks</u>. Enter at least the following data:

           (a)   The date and reference number of the MACOM correspondence authorizing the load. Also enter the number and date of the DA authorization document.

           (b)   The local source of supply for the item, for example, the SSA and self-service supply center (SSSC).

           (c)   The I&S data available from supply letters, supply bulletins, SSA, Military Standard Requisitioning and Issue Procedures (MILSTRIP), or an I&S list. Enter the NSN or other items that can be used when this item is not available.

       (3)   <u>The UI </u>block. Enter the unit of issue of the item.

       (4)   <u>The CIIC </u>block. Enter the CIIC (formerly SEC) of the item from the AMDF. Refer to paragraph 1-3b(8).

       (5)   <u>The ARC </u>block. Enter the ARC of the item from the AMDF. Refer to paragraph 1-3b(9).

       (6)   <u>The RC </u>block. Enter the RC of the item from the AMDF. Refer to paragraph 1-3b(10).

       (7)   <u>Stockage code block</u>. Enter "basic load."

       (8)   <u>Date block</u>. Enter the Julian date the item was placed on the load list.

       (9)   <u>Quantity block</u>. Leave blank.

(10) <u>Authorized stock level block</u>. Enter the authorized stockage quantity.

(11) <u>Stock number block</u>. Enter the stock number of the item. Also enter this number in the top right-hand corner of the form. Refer to figure 2-5.

(12) <u>Item description block</u>. Enter one or two words that describe the item.

(13) <u>Location block</u>. Enter the storage location of the item. If the item is issued on a hand receipt, enter the hand receipt number.

b. **Record of Demands Section.** Refer to figure 2-5.

(1) Enter the Julian date the item was demanded in the unit.

(2) Enter the identification of the equipment or the section that needs the item.

(3) Enter the quantity demanded.

(4) Enter the quantity owed if there was not enough stock on hand to meet the demand. As stock becomes available, change this number until it finally becomes zero. A quick look at this column will show if all demands have been met. Adding the numbers in this column will give the total quantity due out.

DA FORM **3318** JAN 82			**RECORD OF DEMANDS - TITLE INSERT**							EDITION OF MAR 68 IS OBSOLETE		
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.						**STOCK NUMBER** *6230-00-264-8261*						
DEMANDS							**REQUESTS**					
DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.
1202	COMMO	2	0					1181-0206	12	0			
1216	MTR PL	1	0					1202-0203	CXL 2 / 2	0 / 2			

Figure 2-5. Sample DA Form 3318 (top portion).

<u>NOTE</u>: Show all demands that are canceled by entering the quantity canceled in the Quantity Demanded column and the abbreviation "CXL." Change the quantity in the Quantity Due Out column accordingly. Cancel the same quantity on request to supporting supply if necessary.

c. **Requests Section.** Refer to figure 2-5.

(1) Enter the document number of the request. For SSSC items, enter the Julian date and the letters "SSSC."

(2) Enter the quantity requested from the supply source.

(3)   Enter the quantity still owed to the unit. Change this number as stock is received until it finally becomes zero. A look at this column will show if all requests have been received. Adding the numbers in this column will give the total quantity due-in.

NOTE: If all or part of a request is canceled, enter the quantity canceled in the Quantity Requested column and the abbreviation "CXL." Change the quantity in the Quantity Due in column accordingly.

d. **DA Forms 3318 Maintenance.** File DA Forms 3318, in NIIN sequence, in a visible file cabinet or visible file folder. Colored tabs may be used in the visible file with the DA Form 3318 to show the status of an item.

| DA FORM **3318** JAN 82 | | | | | | | | RECORD OF DEMANDS - TITLE INSERT | | | EDITION OF MAR 68 IS OBSOLETE | | | | |

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.   STOCK NUMBER 6230-00-264-8261

DEMANDS								REQUESTS						
DATE a.	USER b.	QUANTITY DEMANDED c.	DUE OUT d.	DATE a.	USER b.	QUANTITY DEMANDED c.	DUE OUT d.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	DUE IN g.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	DUE IN g.
1202	COMMO	2	0					1181-0206	12	0			
1216	MTR PL	1	0					1202-0203	CXL 2 / 2	0 / 2			
1216	NBC	1	0					1216-0208	2	1			
								1222-0201	2	2			

SAMPLE

- -
Detached from DA 3318   TITLE INSERT

BALANCE ON HAND 9	REMARKS LTR, FORSCOM, 22 JAN 81 CTA 50-970, JUN 79	SOURCE: SSA	UI EA	SEC U	STOCKAGE CODE BASIC LOAD	DATE 1181	QUANTITY
			ARC X	RC Z	AUTHORIZED STOCKAGE LEVEL		12

| STOCK NUMBER 6230-00-264-8261 | ITEM DESCRIPTION FLASHLIGHT | CABINET | LOCATION #1 |

Figure 2-6. Sample DA Form 3318 in entirety.

e. **Nonstocked Item Demand File.** You must keep a separate file of DA Forms 3318 to record demands for nonstocked items. These items may be added to the PLL after meeting the stockage criteria of three demands in the most recent 180 days. These items may be added to the PLL at the time of the third demand. When a nonstocked item is demanded for the first time, take these actions.

(1) Prepare a DA Form 3318 for the item (see paragraph 2-4a through c). In the Title Insert section, enter the applicable end item and complete the UI, CIIC, ARC, RC, stock number, and item description blocks. Keep only one card for each stock number.

(2) Post the demand to the form. It is not necessary to keep track of due outs or the request sent to the SSA. Use the document register for this purpose (see paragraph 2-3).

(3) File the form in the nonstocked filed in NIIN sequence.

2-5. EXPENDABLE, DURABLE, AND NONEXPENDABLE PROPERTY

All Army property, except real property, is classified for property accountability purposes as expendable, durable, or nonexpendable. The wholesale level item manager assigns an ARC to each item to identify its specific classification. The ARC is published in appropriate supply publications. When requisitioning repair parts and supplies, the requisition form used is based on the item's ARC.

a. **Expendable Property.** Expendable property is property that is consumed in use or that loses its identity in use. It is also all items not consumed in use with a unit price of less than $100 and not otherwise classified as nonexpendable or durable. The following are types and classes of expendable property.

(1) Supplies consumed in the maintenance and upkeep of the public service. Examples are oil, paint, fuel, and cleaning and preserving materials.

(2) Supplies that lose their identity when used to repair or complete other items. Examples are assemblies, repair parts, and accessories.

(3) Supplies consumed by government activities in manufacturing, testing, sampling, or for experimental purposes. Also included are audiovisual products, training devices, training aids, and displays when these supplies will be consumed or rendered unserviceable for the purpose originally intended.

(4) Office supplies and equipment (such as paper, staplers, and hole punchers) with a unit price of less than $100.00.

(5) Subsistence items (such as meals-ready-to-eat (MREs), fresh vegetables, and sundry packs).

(6)   Commercial or fabricated items similar to items with an ARC of "X" (expendable) in the AMDF.

(7)   Office furniture assigned federal supply classification (FSC) 7110, 7125, and 7195 with a unit cost of less than $300.00.

b. **Durable Property.** Durable property is personal property that is not consumed in use and does not require property book accountability. However, because of its unique characteristics, it requires hand receipt control when issued to the user. The following classes or types of property are classified durable.

(1)   All hand tools in FSC 5110, 5120, 5130, 5133, 5136, 5140, 5180, 5210, 5220, and 5280 with a unit price greater than $5.00.

NOTE: When the unit of issue contains more than one item (for example, package, box) and the cost of a single item (unit of measurement) is less than $5.00, the hand tool will be treated as an expendable item at the user level. This is true even though it is coded as durable in the AMDF.

(2)   Nonconsumable supply class VIII items by AR 40-61, and not otherwise coded with an ARC of "N" (nonexpendable) in the AMDF.

(3)   Commercial and fabricated items similar to those items coded with an ARC of "D" (durable) in the AMDF.

(4)   Audiovisual production master material and copies that are accounted for under AR 25-1.

c. **Nonexpendable Property.** Nonexpendable property is personal property that is not consumed in use and that retains its original identity during the period of use. This includes all nonconsumable major end items authorized by DA-recognized authorization documents.

(1)   Items that have an ARC of "N" in the AMDF.

(2)   Commercial and fabricated items similar to items coded "N" in the AMDF are considered nonexpendable property.

2-6.   SUPPLY REQUEST FORMS DETERMINATION

The supply form you choose to requisition repair parts and supplies is based on the type of item you are ordering, sometimes the unit price of the item, and certain conditions that exist at the time of ordering. To determine which form you use in which situation, refer to the table shown in figure 2-7.

FORMS TO USE WHEN ORDERING REPAIR PARTS AND SUPPLIES	
FORM TO USE	**WHEN TO USE AND WITH WHICH ITEM TYPES**
DA Form 2765-1	Expendable, durable, or nonexpendable single-line item with the NSN listed in the AMDF. Repair part with the NSN listed in the AMDF.
DD Form 1348-6	Non-NSN single-line item. NSN repair part when NSN is not listed in the AMDF. Modification Work Order (MWO) and modification kits. Classified items. All exception item requests.
DA Form 3161	Ten or more line items of supplies normally provided by a self-service supply center (SSSC) when SSSCs are not available. Five or more line items of packaged class 3 items. Expendable medical items within a medical facility. Five or more lines of supply normally ordered on a recurring basis (examples are insignia, badges, and individual awards).

Figure 2-7. Forms to use when ordering repair parts and supplies.

2-7.   COMPLETION OF DA FORM 2765-1

Use the following instructions to complete a DA Form 2765-1 as a request for issue. Refer to figures 2-8 and 2-9 for the location of the blocks described below. Refer to figure 2-10 to see the form in its entirety.

a. **Information Entry.** To order, use these steps. For example, the 416th Maintenance Company at Ft. Knox needs a ball bearing.

(1)   Block A. Enter the name and address of the SSA, for example, 5TH MAINT BN, FT KNOX, KY.

(2)   Block B. Enter the name and address of the requesting unit, for example, 416TH MAINT CO (DS), FT KNOX, KY.

Figure 2-8. Sample DA Form 2765-1 (top portion).

       (3)   <u>Blocks 4-6</u>. Enter the NSN of the item requested, for example, 3110001931502.

       (4)   <u>Block 7</u>. Enter the unit of issue, for example, EA.

       (5)   <u>Block 8</u>. Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity, for example, 00002.

       (6)   <u>Blocks 9-10</u>. Enter the unit DODAAC, for example, WK4ABL. For classified COMSEC material, use the COMSEC account number. Refer to figure 2-9.

Figure 2-9. Sample DA Form 2765-1 (bottom portion).

       (7)   <u>Block 11</u>. Enter the Julian date, for example, 2254.

       (8)   <u>Block 12</u>. Enter the document serial number, for example, 1001.

       (9)   <u>Block 13</u>. Enter the demand code. Use "R" for recurring or "N" for nonrecurring. In the sample situation an "R" has been entered.

(10) <u>Block 18</u>.

(a)   Enter the proper EIC in block 18 or card column (cc) 54-56. EICs are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed in a truck, use the EIC for the radio (not the truck). If an EIC has not been assigned to the end item, leave the EIC blank as in the sample shown in figure 2-9.

(b)   If the request is for a major end item, enter the type of requirement code (TRC). Refer to Extract 1, Table E-2, page Extract 1-6. Enter the code in the second and third positions of block 18.

(11) <u>Block 19</u>. Enter the project code if assigned. Otherwise, leave blank.

(12) <u>Block 20</u>. Enter the priority designator. Refer to Extract 1, Table 24-3, page Extract 1-3.

(13) <u>Block 21</u>. Enter the required delivery date or leave blank. Enter "999" for not mission capable supply (NMCS) requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/anticipated not mission capable supply (ANMCS) requests, enter "N" for NMCS or "E" for ANMCS in the first position of block 21. Entries in the second and third position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.

(14) <u>Block 22</u>. Enter the proper advice code to give specific instructions to the source of supply. Otherwise, leave blank. Refer to Extract 2, Table B-1, page Extract 2-4.

(15) <u>Block O</u>. Enter one or two words that describe the item requested, for example, Bearing Ball.

(16) <u>Block P</u>. Enter the type, number, date, and page number of the authorizing publication for non-NSN and NSN items, for example, TM 9-2320-209-34P, page 146.

b. **Distribution.** DA Form 2765-1 is a four-part carbon interleaved form. When prepared, present the number of copies required by the SSA. One copy may be filed in the due in status file.

Figure 2-10. Sample DA Form 2765-1 as a request for issue in entirety.

2-8. COMPLETION OF DD FORM 1348-6

Use the following instructions to complete a DOD Single Line Item Requisition System Document (Manual-Long Form), DD Form 1348-6. Refer to figures 2-11 and 2-12 for the locations of the field described below. Refer to figure 2-13 to see the form in its entirety.

a. **Information Entry.** For normal ordering use these steps. For example, the 416th Maintenance Company at Ft. Knox also needs a file cabinet.

(1) <u>Columns 1-7</u>. Leave blank.

Figure 2-11. Sample DD Form 1348-6 (top portion).

(2) Columns 8-22.

(a) For non-NSN items, enter the CAGE, when available, and the part number. When the part number (cc 13-22) exceeds 10 digits, enter the complete part number (to include the CAGE when available) in block 1 of the identification data section. Enter the FSCM, when available, first followed by the part number.

(b) For NSN items, enter the NSN of the item requested in cc 8-20, leaving cc 21-22 blank, for example, 7125010353023.

(3) Columns 23-24. Enter the unit of issue, for example, EA.

(4) Columns 25-29. Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity, for example, 00001.

(5) Columns 30-35. Enter the unit DODAAC, for example, WK4ABC.

(6) Columns 36-39. Enter the Julian date, for example, 1338.

(7) Columns 40-43. Enter the serial number, for example, 0005.

(8) Column 44. Enter the demand code. Use "R" for recurring and "N" for nonrecurring. In this scenario, an "R" has been entered.

(9) Columns 45-53. Leave blank.

(10) Columns 54-56. Enter the proper EIC in cc 54-56. EIC's are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. If you cannot identify the specific end item, or an EIC has not been assigned to the end item, leave the EIC blank. If the request is for an end item, enter the TRC from Extract 1, Table E-1, page Extract 1-6.

(11) Columns 57-59. Enter the project code if assigned. Otherwise, leave blank.

(12) Columns 60-61. Enter the priority designator, for example, 13. Refer to Extract 1, Table 24-3, page Extract 1-3.

(13) Columns 62-64. Enter the required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date (RDD). When short RDDs are used, enter number of days within which materiel is required.

(14) <u>Columns 65-66</u>. For both non-NSN items and NSN items, enter the proper advice code to give specific instructions to the source of supply. Otherwise, leave blank. Refer to Extract 2, Table B-1, page Extract 2-4.

(15) <u>Identification data section</u>. Refer to figure 2-12.

(a) For non-NSN items, complete the blocks as indicated in the steps below.

<u>1</u> Block 6. Enter the type, number, date, and page number of the authorizing publication.

<u>2</u> Block 7. Enter one or two words that describe the item requested.

<u>3</u> Block 8. Enter the complete item description.

<u>4</u> Block 9. Enter the end item application. Enter other information if it is available. For PD 01-08, add on the commander (or his designee) of the requesting organization, that the item is required to remove a piece of equipment from deadline, or is needed to satisfy a mission essential requirement.

												REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA

Figure 2-12. Sample DD Form 1348-6 (bottom portion).

Form contents:

REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)

70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 — 65 | 66

IDENTIFICATION DATA

*1. MANUFACTURER'S CODE AND PART NO (When they exceed card columns 8 thru 22)

2. MANUFACTURER'S NAME
Turn Key Materiel Handling Inc

3. MANUFACTURER'S CATALOG IDENTIFICATION
180-C, 1980

4 DATE (YYMMDD)

5 TECHNICAL ORDER NUMBER

6. TECHNICAL MANUAL NUMBER
GSA Contract Schedule 71, Part 25

7 NAME OF ITEM REQUESTED
Cabinet Storage Steel

8. DESCRIPTION OF ITEM REQUESTED
Steel Storage Cabinet, 1 Shelf, 1 Door, 20 Gallon Capacity, Model S4 114

8a COLOR
Green w/Yellow letters on Red panel

8b. SIZE
20wX39X16

9. END ITEM APPLICATION

9a. SOURCE OF SUPPLY

9b. MAKE

9c. MODEL NUMBER

9d. SERIES

9e SERIAL NUMBER

10. REQUISITIONER (Clear text name and address)
SAMPLE

11. REMARKS
Authorized by TDA Supplement III, OSHA approved cabinet for storing paints

DD Form 1348-6, FEB 85   *Edition of Apr 77 may be used until exhausted.*
*U.S. GPO: 1985-485-306

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT *(MANUAL - LONG FORM)*

(b) For NSN items, complete blocks as indicated in the steps below.

1 Complete blocks 2 through 10 with as much information as possible.

2 Use block number 11 (Remarks) as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date, and sign as the receipting person when DD Form 1348-6 is used for issue purposes.

b. **Distribution.** Prepare DD Form 1348-6 in four copies. When prepared, present copies one, two, and three to the SSA. File copy four in the due-in status file.

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)			UNIT OF ISSUE	QUANTITY		DOCUMENT NUMBER		
			FSCM	PART NUMBER					S E R V	REQUISITIONER	

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
							7	1		2		5	0	1	0	3	5	3	0	2	3			E	A	0	0	0	0	1	W	K	4	A	B	C

DOCUMENT NO. (Cont.)							O E M A N D	S E R V	SUPPLEMENTARY ADDRESS						S I G N A L	FUND CODE		DISTRIBUTION CODE			PROJECT CODE			PRIORITY		REQUIRED DELIVERY DAY OF YEAR			ADVICE CODE		BLANK		
DATE			SERIAL																															

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
1	3	3	8	0	0	0	5	R																1	3				2	B			

	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA
			*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)

70	71	72	73	74	75	76	77	78	79	80	65	66	2. MANUFACTURER'S NAME
													Turn Key Materiel Handling Inc

3. MANUFACTURER'S CATALOG IDENTIFICATION	4 DATE (YYMMDD)	5 TECHNICAL ORDER NUMBER
180-C, 1980		

6. TECHNICAL MANUAL NUMBER	7 NAME OF ITEM REQUESTED
GSA Contract Schedule 71, Part 25	Cabinet Storage Steel

8. DESCRIPTION OF ITEM REQUESTED	8a. COLOR
Steel Storage Cabinet, 1 Shelf, 1 Door, 20 Gallon Capacity, Model S4 114	Green w/Yellow letters on Red panel
	8b. SIZE 20wX39X16

9. END ITEM APPLICATION | 9a. SOURCE OF SUPPLY

9b. MAKE	9c. MODEL NUMBER	9d. SERIES	9e SERIAL NUMBER

10. REQUISITIONER (Clear text name and address)	11. REMARKS
SAMPLE	Authorized by TDA Supplement III, OSHA approved cabinet for storing paints

DD Form 1348-6, FEB 85   *Edition of Apr 77 may be used until exhausted.*   **DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT** *(MANUAL - LONG FORM)*

*U.S. GPO: 1985-485-306

Figure 2-13. Sample DD Form 1348-6 in entirety.

2-9. COMPLETION OF DA FORM 3161

Use the following instructions to complete a DA Form 3161 for expendable medical items within a medical facility. Refer to figures 2-14 and 2-15 for the locations of the fields described below. Refer to figure 2-16 to see the form in its entirety.

a. **Information Entry.** To order, use these steps. For example, the Anesthesiology Department at Casey Hospital in Seoul, Korea, needs several expendable medical items.

(1) Block issue. Enter "X" for issue.

(2) Block sheet number. Number the sheets consecutively.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)			X ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. WK4CHA-1012-0201		4. VOUCHER NO.		
1. SEND TO: Medical Repair Detachment Casey Hospital, Seoul, Korea			5. DATE MATERIEL REQUIRED		6. DODAAC		7. PRIORITY 13	8. ACCOUNTING/FUNDING DATA		
2. REQUEST FROM: Anesthesiology Dept., Casey Hospital,Seoul,Korea			9. END ITEM IDENT		9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.		
*CODE ISSUE TURN-IN I—Initial FWT—Fair Wear And Tear EX—Excess R—Replacement RS—Report of Survey SC—Stmt of Charges					10. PUBLICATION CTA 50-970			11. JOB ORDER NO.		
12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j POSTED DATE	BY
1.	6505-00-655-8366	Alcohol, Isopropyl	PT	5	R					
2.	8030-00-243-3284	Antiseize Compound	TU	3	R					

Figure 2-14. Sample DA Form 3161 (top portion).

(3) Block number sheet. Enter the total number of sheets included in this request.

(4) Block 1. Enter the name and address of the SSA, for example, Medical Repair Detachment, Casey Hospital, Soeul, Korea.

(5) Block 2. Enter the name of the unit making the request, for example, Anesthesiology Department, Casey Hospital.

(6) Block 3. Enter the document number assigned to request from the document register, for example, WK4CHA-1012-0201. Refer to paragraph 2-3 and figures 2-2 and 2-3.

(7) Block 4. Enter a project code if assigned, or otherwise leave blank.

(8) Block 5. Enter the required date of materiel requested, or leave blank.

(9) Block 6. Leave blank.

(10) Block 7. Enter the priority designator, for example, 13. Refer to Extract 1, Table 24-3, page Extract 1-3.

(11) Block 8. Enter cost detail accounting information, if required.

(12) Block 10. Enter the authorizing publication, for example, CTA 50-970.

(13) Block 12a. Enter the item number, in sequence, for each item requested.

(14) Block 12b. Enter the stock number for each item requested.

(15) Block 12c. Enter one or two words that describe each item requested. Enter words "Last Item" after the last entry.

(16) Block 12d. Enter the unit of issue of each item requested, for example, PT (pint) and TU (tube).

(17) Block 12e. Enter the quantity of each item requested, for example, 5 and 3.

(18) Block 12f. Enter the proper issue code from the form.

(19) Block 12g. Leave blank.

(20) Block 12h and i. Leave blank.

(21) Block 13. The requesting individual dates and signs this block (include rank), for example, SGT James Mason.

Figure 2-15. Sample DA Form 3161 (bottom portion).

(22) Block 14. Leave blank.

(23) Block 15. When the items are issued, the person signing for the items will date and sign this block (include rank).

b. **Distribution.** Prepare the forms in enough copies to meet local needs. Overprinting of DA Form 3161 is authorized when the same items are requested frequently. When using an overprinted DA Form 3161 to request supplies, line through items and their corresponding blank quantity columns when those items are not requested.

Figure 2-16. Sample DA Form 3161 in entirety.

Continue with Exercises

EXERCISES, LESSON 2

INSTRUCTIONS: Answer the following exercises by marking the lettered response that best answers the question.

After you have answered all of the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers. For each exercise answered incorrectly, reread the lesson material referenced with the solution.

1. Refer to Extract 1 as required. For the document control number WK4ABL-3208-0039, which of the following is the date it was assigned?

    a. 15 NOV 88.

    b. 16 NOV 88.

    c. 8 FEB 90.

    d. 27 JUL 93.

2. Which of the following is a record of document numbers assigned to supply documents serving as the suspense file for open supply transactions?

    a. Record of Demands--Title Insert, DA Form 3318.

    b. Status Card, DA Form 2765 series.

    c. Document Register for Supply Actions, DA Form 2064.

    d. Maintenance Request, DA Form 2407.

3. Refer to figure 1 below. Which of the following statements accurately describes the information on this DA Form 2064?

MBER RIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D TURN-IN j	DUE IN k	DATE FOLLOW-UP DUE l	DATE COMPLETED m	
	For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.		416TH MED BN				WK4ABL				WA2ZAA	
001	LEA	44503/0203-2061-300	WRENCH, ALLEN, HEX 3/16 IN		02		1	1			2256	JON
001	LEA	6515-00-933-5116	DISK, CHECK VALVE		12		1	1			2260	
002	LEA	4820-01-276-4635	DIAPHRAGM, REGULATOR		12		2	SAMPLE				

Figure 1 for exercise 3.

    a. WK4ABL is the unit identification code of the 416th MED BN.

    b. The regulator diaphragms have not yet been received.

    c. The check valve disk and the Allen wrench were requested at the same time.

    d. ABL represents the last three digits of the SSA's DODAAC.

4. Which of the following statements is true about preparing a DA Form 3318, Record of Demands--Title Insert?

    a. Include only quantities received from an SSA.

    b. Use only one side of this two-part form.

    c. Keep a separate DA Form 3318 file for nonstocked items.

    d. Make all entries in ink.

5.   Nonexpendable property has which of the following characteristics?

   a.   It is consumed in the maintenance and upkeep of the public service.

   b.   It consists partially of office supplies as equipment such as paper and staplers, with a unit price of under $100.00.

   c.   It is personal property that is not consumed in use and that retains its original identity during the period of use.

   d.   It is audiovisual production master material and copies that are accounted for under AR 25-1.

6.   You are requesting expendable medical items within a medical facility. Which of the following forms do you use to make the request?

   a.   Request for Issue or Turn-In, DA Form 3161.

   b.   DA Form 2765-1 as a request for issue.

   c.   DOD Single Line Item Requisition System Document, DD Form 1348-6.

   d.   Record of Demands--Title Insert, DA Form 3318.

7. Refer to figure 2 below. Which of the following statements is true about this DA Form 2765-1?

Figure 2 for exercise 7.

a. The 5th MAINT BN needs a ball bearing.

b. The DOC IDENT box should be completed.

c. The quantity box is <u>incorrectly</u> completed.

d. This demand code for this item is nonrecurring.

8. Refer to figure 3 and Extract 2. When completing a DD Form 1348-6, you may give specific instructions to the source of supply by entering the proper advice code. Which of the following is the meaning of the advice code shown above?

Figure 3 for exercise 8.

a. Item is not locally obtainable through manufacture, fabrication, procurement, or authorized cannibalization.

b. Request item only will suffice. Do not substitute or interchange.

c. Furnish exact quantity requested (such as, do not adjust to unit pack quantity).

d. Item known to be coded obsolete but still required for immediate consumption.

9. Refer to figure 4 below. Which of the following statements describes in what manner this DA Form 3161 is incorrectly completed?

Figure 4 for exercise 9.

a. Block 4, Project Code, must be completed.

b. Block 5, Date Materiel Required, must be completed.

c. Block 12c is incomplete.

d. Block 13, SGT Mason should <u>not</u> have signed the request until items are received.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 2

1. d   (figure 2-1, Extract 1-4)

2. c   (para 2-3)

3. b   (para 2-3e(17))

4. c   (para 2-4e)

5. c   (para 2-5c)

6. a   (figure 2-7)

7. c   (para 2-7a(5))

8. b   (para 2-8a(14), Extract 2-4)

9. c   (para 2-9a(15))

End of Lesson 2

LESSON ASSIGNMENT

LESSON 3   Following Through on Requisitions for Repair Parts and Supplies.

TEXT ASSIGNMENT   Paragraphs 3-1 through 3-7.

TASKS TAUGHT   Request supply status.
                        Request cancellation of supplies.
                        Pack medical/dental equipment for movement.

LESSON OBJECTIVES   When you have completed this lesson, you should be able to:

3-1.   Define supply status.

3-2.   Identify types of supply status.

3-3.   Identify procedures for processing status cards.

3-4.   Identify procedures for requesting supply status.

3-5.   Identify procedures for requesting a shipment status.

3-6.   Identify procedures for preparing the request for cancellation.

3-7.   Identify procedures for processing the request for cancellation.

3-8.   Identify procedures for following up on a cancellation request.

3-9.   Identify a receipt document.

3-10. Identify procedures for receiving supplies.

3-11. Identify procedures for issuing supplies.

3-12. Identify procedures for packing medical and dental equipment for movement.

SUGGESTION   Work the lesson exercises at the end of this lesson before beginning the next lesson. These exercises will help you accomplish the lesson objectives.

LESSON 3

FOLLOWING THROUGH ON REQUISITIONS FOR REPAIR PARTS AND SUPPLIES

3-1. GENERAL

After requisitioning repair parts and supplies, there are a variety of follow-up activities you could perform. This lesson covers requesting a supply status, posting status cards received, requesting cancellation of supplies, receiving and issuing repair parts, and packing medical and dental equipment for movement.

3-2. SUPPLY STATUS

Supply status is a notice of a supply decision, on a specific supply request, made by the supplier. You receive supply status from the SSA on status cards and/or listings. Supply status is in the form of status codes. Supply sources use these codes to pass data about requisitions to the requesters. Refer to Extract 2, Table C-1, pages Extract 2-4 through 2-6, for a listing of status/rejection codes.

a. **Supply Status Types.**

(1) <u>Shipment status</u>. Shipment status is advice of an estimated or actual shipment date.

(2) <u>Exception supply status</u>. An exception status results from any of the supply decisions listed below made by a supplier.

(a) Substitutions of an authorized stock number.

(b) Change of unit of issue or quantity.

(c) Backorder is established when materiel cannot be sent by the standard delivery date (SDD) or RDD.

(d) Procurement of materiel for direct shipment from vendor to customer.

(e) Partial supply action on a requisitioned quantity.

(f) Requisition rejected (returned without action) for a certain reason.

(g) Cancellation confirmed.

(h) Events indicating that materiel may not be delivered to the requester within the set time frame for the assigned priority or the RDD.

b. **Processing Status Cards.** Status cards from the SSA are usually on DD Form 1348m or DA Form 2765 series. Status cards are identified by the document identifier code (DIC) in cc 1 through 3 and the status code in cc 65 and 66. The most often used DICs are AE-series supply status; AS-series shipment status; and AU-series supply status reply to a cancellation request-shipment status. Process status cards as explained in Extract 2, Table 2-4, pages Extract 2-2 and 2-3. Routine status is defined as BA, BB, and BM.

(1) <u>Supply status card, DIC, AE1, DA Form 2765</u>. The following is an explanation by card column of the entries for a supply status card, DIC, AE1. Refer to figure 3-1.

Figure 3-1. Sample supply status card, DIC, AE1, DA Form 2765.

(a) DOC IDENT, cc 1-3. Document identifier code indicates supply status, e.g., AE1.

(b) ROUT IDENT, cc 4-6. Routing identifier code of the supply source furnishing the status, e.g., AKZ.

(c) M&S, cc 7. Media and status code from the supply request, e.g., T.

(d) FSC, NIIN, ADD (stock number), cc 8-22. Stock number of the item, e.g., 2530001763343.

(e) UNIT OF ISSUE, cc 23-24. Unit of issue of the item, e.g., EA.

(f) QUANTITY, cc 25-29. Quantity to which the status applies, e.g., 00008.

(g) REQUISITION, DATE, SERIAL (document number), cc 30-43. Document number to which the status applies, e.g., WK488910350901.

(h) BLANK, cc 44. Suffix code entered if the status card applies to a partial issue.

(i) SUPPLEMENTARY ADDRESS, cc 45-50. Address of the activity to receive the materiel, e.g., WK4PDE.

(j)   SIG, cc 51. Signal code from the original supply request, e.g., K.

(k)   FUND, cc 52-53. Fund code from the original supply request, e.g., TK.

(l)   DISTRIBUTION, cc 54-56. Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request, or otherwise blank, e.g., 30.

(m)   PROJECT, cc 57-59. Project code from the original supply request, or otherwise blank.

(n)   PRIORITY, cc 60-61. Priority designator from the original supply request, e.g., 06.

(o)   cc 62-64. Julian date this card was processed.

(p)   cc 65-66. Supply status or rejection code, e.g., BB. Refer to Extract 2, Table C-1, Extract 2-4.

(q)   cc 67-69. Routing identifier code of the last known source of supply.

(r)   cc 70-73. EDD.

(s)   DOLLARS, CENTS, cc 74-80. Unit price of the item, e.g., 12.88.

(2)   Shipment status card, DIC, AS1, DA Form 2765. The following in an explanation by card column of the entries for a shipment status card, DIC, AS1. Refer to figure 3-2.

(a)   DOC IDENT, cc 1-3. Document identifier code indicates supply status, e.g., AS1.

(b)   ROUT IDENT, cc 4-6. Routing identifier code of the activity making shipment, e.g., AKZ.

Figure 3-2. Sample shipment supply status card, DIC, AS1, DA Form 2765.

(c)　M&S, cc 7. Media and status code from the supply request, e.g., T.

(d)　FSC, NIIN, ADD (stock number), cc 8-22. Stock number of the item, e.g., 2320001779259.

(e)　UNIT OF ISSUE, cc 23-24. Unit of issue of the item shipped, e.g., EA.

(f)　QUANTITY, cc 25-29. Quantity shipped, e.g., 00001.

(g)　REQUISITION, DATE, SERIAL (document number), cc 30-43. Document number to which the status applies, e.g., WK4ABC12050003.

(h)　BLANK, cc 44. Suffix code entered if the status card applies to a partial issue.

(i)　SUPPLEMENTARY ADDRESS, cc 45-50. Address of the activity to receive the materiel, e.g., WK4XYZ.

(j)　BLANK, cc 51. Hold code is entered if applicable request, e.g., Z.

(k)　FUND, cc 52-53. Fund code from the original supply request, e.g., GA.

(l)　DISTRIBUTION, cc 54-56. Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request, or otherwise blank, e.g., A2.

(m)　cc 57-59. Date shipped or estimated shipping date.

(n)　PRIORITY, cc 60-61. Priority designator from the original supply request, e.g., 03.

(o)　cc 62-76. Transportation control number, government bill or lading, or other shipment unit number.

(p)　cc 77. Mode of shipment code, e.g., B (refer to Extract 2, Table D-1, page Extract 2-6.

(q)　cc 78-80. Date available for shipment.

3-3. SUPPLY STATUS REQUEST

a. **Time Limits for Submitting Follow-Up Action.** Follow-up action on an unfilled request is not mandatory. When used, follow-ups are submitted according to the following instructions.

(1) PD 01-08 requests.

(a) At least 9 calendar days must have passed since the document date, or the EDD on the latest status card, and...

(b) The supply/shipment status has not been received.

(2) PD 09-15 requests. Follow up at the time of monthly reconciliation and if a supply/shipment status has not been received.

(3) PD 01-15 requests. Submit follow-ups using the following guidelines.

(a) At the time of monthly reconciliation and the estimated shipping data has expired.

(b) When it is determined that valid existing supply status is unsatisfactory in terms of the estimated availability date.

(c) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

(d) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

b. **Follow-Up Procedures.** When you wish to perform a follow-up, use the following procedures.

(1) If you have received a supply status, use the latest AE-series status card. Enter "AF1" in block 1. Circle block 1 using a colored pencil or pen.

(2) If you have not received a supply status, prepare a follow-up document.

(a) Remake the supply request from the document register and proper supply publication.

(b) Enter the correct AT-series document identifier code from Extract 2, Table H-1, page Extract 2-7, in block 1 (cc 1-3). Circle the entry using a colored pencil or pen.

(3) Record the follow-up in the document register (DA Form 2064). Refer to paragraph 2-3a through e and figure 3-3.

(a) Enter "AFI" or the DIC "AT-series" used.

(b) Enter the Julian date of the action in column n.

(4) Send the follow-up to the SSA.

DOCUMENT REGISTER FOR SUPPLY ACTIONS For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.					ELEMENT KEEPING THE REGISTER 1/651st ARTY BN			DOD ACTIVITY ADDRESS CODE WK4ABF		UNIT IDENTIFICATION CODE WA2HCO	PAGE NUMBER 14	
DOCUMENT NUMBER		DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY		DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
DATE a	SERIAL b							REQUEST i	REC D TURN-IN j	DUE IN k			
6128	0238	XYZ	1005-00-478-5922	LIMITER	HR3	05	NDR	5		5			AF-1 6172

FOLLOW UP ENTRY

Figure 3-3. Example of a follow-up posted to DA Form 2064.

3-4. SHIPMENT STATUS (REQUEST FOR TRANSPORTATION STATUS)

a. **Time Limits for Submitting Follow-up Requests.** Follow-up action on requests with shipment status is not mandatory. When used, follow-ups are submitted according to the following instructions.

(1)   Shipments with a CONUS activity final destination.

        (a)   At least 30 calendar days must have passed since the date shipped or estimated shipment date, and...

        (b)   The shipment has not been received.

(2)   Shipments with an OCONUS activity final destination.

        (a)   At least 60 calendar must have passed since the date shipped or ESD, and

        (b)   The shipment has not been received.

    b.   **Follow-up Procedures.** When you wish to follow up on a shipment, use the following procedures.

    (1)   Remove the shipment status card from the due-in status file. Enter "TM1" in block 1. Circle the entry using a colored pencil or pen.

    (2)   Record the follow-up in the document register.

        (a)   Erase proper entry in column l.

        (b)   Enter "TM1" and the Julian date of the action in column n.

    (3)   Send the follow-up to the SSA.

3-5.   SUPPLY CANCELLATION REQUEST

When all or part of a quantity you have requested is no longer needed, submit a request for cancellation.

NOTE: Be sure to include the EIC in cc 54-56 on all customer initiated cancellation requests.

    a.   **Cancellation Request Preparation.**

    (1)   Use the latest DA Form 2765, Status Card, if it has been received.

        (a)   Enter "AC1" in block 1.

        (b)   Enter the quantity to be canceled in block 8.

        (c)   Circle the entries using a colored pencil or pen.

(2)   If no status has been received, prepare a request for cancellation using the following procedures.

(a)   Remake the supply request from the document register and the proper supply publication.

(b)   Enter "AC1" in block 1 (cc 1-3).

(c)   Enter the quantity to be canceled in block 8.

(d)   Circle the entries using a colored pencil or pen.

b. **Cancellation Request Processing.**

(1)   Post the cancellation request in the document register in pencil. Refer to figure 3-4.

Figure 3-4. Example of a request for cancellation posted to DA Form 2064.

(2)   Enter "AC1" and the Julian date in pencil if you are requesting cancellation of the entire quantity.

(3)   Enter "AC1," the quantity, and the Julian date in pencil if you are requesting cancellation of part of the quantity.

(4)   Send the cancellation request to the SSA.

c. **Completion of Cancellation Request Action.** A cancellation request is not complete until you receive verification from the SSA. This is a supply status card with a "BQ" status code. When received, use the following procedures.

(1)   When you are canceling the entire quantity requested, do the following. Refer to figure 3-5.

DOCUMENT REGISTER FOR SUPPLY ACTIONS *For use of this form, see DA PAM 710-2-1.* *The proponent agency is ODCSLOG.*			ELEMENT KEEPING THE REGISTER 1-651 ARTY BN Property Book Section				DOD ACTIVITY ADDRESS CODE WK4ABC		UNIT IDENTIFICATION CODE WA2HAA		PAGE NUMBER 5
DOCUMENT NUMBER		DOCUMENT SENT TO *c*	STOCK NUMBER *d*	NOUN *e*	REQUEST FOR *f*	PD *g*	INITIALS *h*	QUANTITY			DATE FOLLOW-UP DUE *l*
DATE *a*	SERIAL *b*							REQUEST *i*	REC D TURN-IN *j*	DUE IN *k*	
1048	0001	XYZ	4240-00-926-4200	MASK	HR3	06	JPS	2			
									ENTRY FOR TOTAL QUANTITY CANCELLATION	
			SAMPLE								

(columns continued: DATE COMPLETED *m*: BQ 1099 ; REMARKS *n*)

Figure 3-5. Sample DA Form 2064 showing completion of cancellation when entire quantity is canceled.

(a)   Post the document register.

<u>1</u>   Enter "BQ" and the Julian date of the cancellation verification in column m.

<u>2</u>   Erase any previous entry in column l.

<u>3</u>   Erase the "AC1" and the Julian date in column n.

(b)   Remove all status cards and other documents for the item from the due-in status file and destroy.

(c)   If the cancellation verification applies to the nonexpendable document register, file it in the document file.

(d)   If the cancellation verification does not apply to the nonexpendable document register, destroy it.

(2)   When you are canceling a part of a quantity requested, do the following. Refer to figures 3-6 and 3-7.

(a)   Post the document register.

<u>1</u>   Erase the "AC1," quantity, and Julian date in column n.

<u>2</u>   Enter "BQ," quantity canceled, and the Julian date of cancellation verification in column n.

<u>3</u>   Erase the previous entry in column l, as appropriate.

DOCUMENT REGISTER FOR SUPPLY ACTIONS *For use of this form, see DA PAM 710-2-1.* *The proponent agency is ODCSLOG.*			ELEMENT KEEPING THE REGISTER *1-651 ARTY BN Property Book Section*					DOD ACTIVITY ADDRESS CODE *WK4ABC*		UNIT IDENTIFICATION CODE *WA2HAA*		PAGE NUMBER *61*
DOCUMENT NUMBER		DOCUMENT SENT TO *c*	STOCK NUMBER *d*	NOUN *e*	REQUEST FOR *f*	PD *g*	INITIALS *h*	QUANTITY			DATE FOLLOW-UP DUE *l*	DATE COMPLETED *m*	REMARKS *n*
DATE *a*	SERIAL *b*							REQUEST *i*	REC D TURN-IN *j*	DUE IN *k*			
1264	*0005*	*XYZ*	*2320-00-177-9258*	*TRK UTIL*	*HR4*	*03*	*CHW*	*3*	*2*	*1*			*AC1(1)* *1293*
			SAMPLE					REQUEST FOR CANCELLATION ENTRY					

Figure 3-6. Request for cancellation entry required on DA Form 2064 for cancellation of a partial quantity.

<u>4</u>   Make the entry in column j permanent if action is completed.

<u>5</u>   Change the due-in quantity in column k.

DOCUMENT REGISTER FOR SUPPLY ACTIONS *For use of this form, see DA PAM 710-2-1.* *The proponent agency is ODCSLOG.*			ELEMENT KEEPING THE REGISTER *1-651 ARTY BN Property Book Section*					DOD ACTIVITY ADDRESS CODE *WK4ABC*		UNIT IDENTIFICATION CODE *WA2HAA*		PAGE NUMBER *61*
DOCUMENT NUMBER		DOCUMENT SENT TO *c*	STOCK NUMBER *d*	NOUN *e*	REQUEST FOR *f*	PD *g*	INITIALS *h*	QUANTITY			DATE FOLLOW-UP DUE *l*	DATE COMPLETED *m*	REMARKS *n*
DATE *a*	SERIAL *b*							REQUEST *i*	REC D TURN-IN *j*	DUE IN *k*			
1264	*0005*	*XYZ*	*2320-00-177-9258*	*TRK UTIL*	*HR4*	*03*	*CHW*	*3*	*2*			*1299*	*BQ (1)* *1299*
			SAMPLE					ENTRY FOR PARTIAL CANCELLATION					

Figure 3-7. Request of cancellation confirmed on DA Form 2064 for cancellation of a partial quantity.

(b)   If the cancellation verification applies to the nonexpendable document register, file it in the document file.

(c)   If the cancellation verification does not apply to the nonexpendable document register, destroy it.

d. **Cancellation Request Follow-up.** Follow-ups on cancellation requests are not mandatory. You must wait 14 calendar days after a cancellation request was submitted and must not have received a supply or shipment status. Use the following procedures.

(1)   Use the DA Form 2765, Status Card, to follow up on the cancellation request, if it is available.

(a)   Enter "AK1" in block 1.

(b)   Enter the quantity to be canceled in block 8.

(c)   Circle these entries using a colored pencil or pen.

(2)   If the status card is not available, prepare a follow-up.

(a)   Remake the supply request from the document register and proper supply publication.

(b)   Enter "AK1" in block 1 (cc 1-3).

(c)   Enter the quantity to be canceled in block 8.

(d)   Circle these entries using a colored pencil or pen.

(3)   Record the follow-up in the document register.

(a)   Erase "AC1," quantity, and Julian date in column n.

(b)   Enter "AK1," quantity, and the Julian date the action is started in column n.

(4)   Send the follow-up to SSA.

3-6.   SUPPLY AND REPAIR PART RECEIPT AND ISSUE

a. **Receipt Document Annotation.**

(1)   You normally receipt supplies issued from an SSA with DD Form 1348-1. You acknowledge receipt of supplies by signing your name and inputting the Julian date in block 7. Refer to figure 3-8.

Figure 3-8. Sample DD Form 1348-1 as a receipt document.

(2)   You receive items kept in stock at the SSA on DA Form 2765-1. You acknowledge receipt of the supplies by entering the quantity received in block S, the Julian date, and signing in block V. Refer to figure 3-9.

(3)   You acknowledge receipt of supplies requested on DA Form 3161 by completing the Supply Action column, entering the Julian date, and signing in block 18. Refer to figure 2-15.

Figure 3-9. Sample of completed DA Form 2765-1 as a receipt document.

(4)   When you receive items directly from a contractor or vendor, they are accompanied by a commercial invoice, Materiel Inspection and Receiving Report (DD Form 250), or an Order for Supplies or Service (DD Form 1155). Use the following procedures to receipt these supplies. Refer to figures 3-10 and 3-11.

(a)   To acknowledge receipt, sign and date the receiver block on the commercial invoice, block 22 on DD Form 250, or block 26 on DD Form 1155.

(b)   Send a copy of the receipt document to the SSA within 3 working days of receipt of supplies.

(5)   When you receive items directed from a contractor or vendor and they are not accompanied by any documentation, use the follow procedures to receipt the items.

(a)   Prepare DD Form 250 in four copies. Refer to figure 3-10.

<u>1</u>   Complete blocks 7, 11, 13, 15, 16 (include the document number for each request that pertains to the items received), 17, 18, and 22.

<u>2</u>   Complete the other blocks only if the correct information is readily available, e.g., listed on the shipping container.

<u>3</u>   Do not sign block 21B unless you are technically qualified to certify that the items meet contract specifications.

MATERIAL INSPECTION AND RECEIVING REPORT	1. PROC. INSTRUMENT IDEN. (CONTRACT)	(ORDER)	6. INVOICE	7. PAGE	OF
	DABC03-81-0001-0001		B-9482	1	1
				8. ACCEPTANCE POINT	

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L		5. DISCOUNT TERMS
S 023	9 Dec 81	TCN CB/L #X9-4007		Net

9. PRIME CONTRACTOR CODE	10. ADMINISTERED BY CODE
Chimerical Wholesalers 1 SW Rio Verde Big Sky, TX 79002	Purchasing and Contracting Office Bldg 54 Ft Infantry, TX 79001

11. SHIPPED FROM (If other than 9) CODE	FOB:	12. PAYMENT WILL BE MADE BY CODE
Fabricated, Inc. SW Division Sunshine, AZ 85999		Finance & Accounting Office Bldg 496 Ft Infantry, TX 79001

13. SHIPPED TO CODE	14. MARKED FOR CODE
99th Maint Bn Bldg 9898 Ft. Infantry, TX 79001	

15. ITEM NO.	16. STOCK/PART NO. (Indicate number of shipping containers - type of container - container number.) DESCRIPTION	17. QUANTITY SHIP/REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT
	5940-00-168-3366 Widget 3.5" x .5" 100 pr bx	6	Bx	120.00	720.00

21. PROCUREMENT QUALITY ASSURANCE		22. RECEIVER'S USE
A. ORIGIN ☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	B. DESTINATION ☐ PQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.	Quantities shown in column 17 were received in apparent good condition except as noted.
		DATE RECEIVED SIGNATURE OF AUTH GOVT REP
		TYPED NAME AND OFFICE
DATE SIGNATURE OF AUTH GOVT REP	DATE SIGNATURE OF AUTH GOVT REP	* If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.
TYPED NAME AND OFFICE	TYPED NAME AND TITLE	

23. CONTRACTOR USE ONLY
SAMPLE

DD Form 250, JUN 86   Previous editions are obsolete.   Form Approved / OMB No. 0704-0248 / Expires Apr 30, 1989

Figure 3-10. Sample of a completed DD Form 250.

ORDER FOR SUPPLIES OR SERVICES

Form Approved
OMB No. 0704-0187
Expires Aug 31, 1992

PAGE 1 OF

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.

1. CONTRACT/PURCH ORDER NO.	2. DELIVERY ORDER NO	3. DATE OF ORDER	4. REQUISITION/PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
	DABC-03-81-2001A	81 Jul 23	11650001	

6. ISSUED BY CODE	7. ADMINISTERED BY (If other than 6) CODE	DO
Purchasing and Contracting Office Bldg 222 Fort Artillery, NM 84111		**8. DELIVERY FOB** [X] DEST [ ] OTHER *(See Schedule if other)*

9. CONTRACTOR CODE	FACILITY CODE	10. DELIVER TO FOB POINT BY (Date)	11. MARK IF BUSINESS IS
NAME AND ADDRESS Whimsey Gadget Co. 800 Petrified Blvd Burnt Sands, NM 84116		15 Aug 81	[X] SMALL
		12. DISCOUNT TERMS	[ ] SMALL DISADVANTAGED
		13. MAIL INVOICES TO See Block 15	[ ] WOMEN-OWNED

14. SHIP TO CODE	15 PAYMENT WILL BE MADE BY CODE	**MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER**
1094th Supply & Service Co. Bldg 1000 Fort Artillery, NM 84111	Finance and Accounting Office Bldg 444 Fort Artillery, N, 84111	

16. TO PPR EEOP	DELIVERY	This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

[ ] NAME OF CONTRACTOR If this box is marked, supplier must sign Acceptance and return the following number of copies	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

2122020-81-8100   P500000(1003)

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20 QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1	5910-00-252-4104 Gadget, right hand	6	EA	150.00	900.00
2.	5905-00-252-4210 Gadget, left hand	6	EA	160.00	960.00

SAMPLE

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA BY JOHN FRANKS, MAJ, QM CONTRACTING/ORDERING OFFICER	25 TOTAL 1860.00
		29 DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN [ ] INSPECTED [ ] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED	27. SHIP. NO.	28. D.O. VOUCHER NO.	30. INITIALS
_____ DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	[ ] PARTIAL [ ] FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.	31 PAYMENT [ ] COMPLETE [ ] PARTIAL		34. CHECK NUMBER
_____ DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER	[ ] FINAL		35. BILL OF LADING NO.
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO

DD Form 1155, SEP 89   445/248   *Previous editions are obsolete.*   **CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE**
*U.S. Government Printing Office: 1990-261-871/02716

Figure 3-11. Sample of a completed DD Form 1155.

(b) Keep one copy of the DD Form 250 and process the receipt per the instructions in paragraph 3-6b(1) through (5) below. Send the remaining copies to the supporting SSA.

b. **Receipt Procedures.** On receipt of materiel, take the following actions.

(1) Conduct a receipt of property inventory. Post the document register to show receipt.

(a) Ensure the items are for your unit by checking the document number and/or the unit name on the receipt document. Do not sign for property unless it is for your unit.

(b) Check the item to ensure it matches the description on the receipt document. Report problems to the SSA issue clerk for correction.

(c) Count all items. Ensure the quantity received agrees with the quantity recorded on the receipt document. Report any differences to the SSA issue clerk.

(d) Check the items for completeness. Use the proper TM or supply catalog (SC) to identify components. Make a list of any component shortages. Report shortages to the SSA issue clerk.

(e) Check the serial numbers when you receive items with serial numbers. Check the serial number on the item with the serial number recorded on the receipt document. If there is no serial number listed on the receipt document, but one is required, enter the serial number on the document. Report any serial number problems to the SSA issue clerk for corrections.

(f) Make a visual check of the condition of the items. If they are damaged, tell the SSA issue clerk. The issue clerk will take action according to DA PAM 710-2-2.

(2) Post the receipt document to DA Form 3318 within three working days of the date you received the item.

(3) Destroy receipt documents for items recorded on the expendable and durable document register.

(4) If the receipt is for the total quantity requested, remove and destroy all status cards from the due-in status file that apply to the request.

(5) Use the procedures in AR 55-38, AR 710-3, AR 735-5, and AR 735-11-2 for reporting and documenting discrepancies.

c. **Issue Procedures.** Shop supply section personnel receive a job order envelope from the shop section. The job order envelope contains a Maintenance Request Continuation Sheet, DA Form 2407-1. This form lists the required parts for the job. Refer to figure 3-12.

(1)   Arrange the job order envelopes in priority and job order number sequence. The job order with the highest PD is filled first.

(2)   Check the DA Form 3318 for availability of the required parts.

(3)   If the required parts are on hand, take the following actions.

(a)   Pick stock from bins.

(b)   Post issues to DA Form 3318. Refer to paragraph 2-4.

(c)   Make the following entries on DA Form 2407-1.

<u>1</u>   Block 20h. Enter the request order number, if assigned, and item location directly under the applicable stock number.

<u>2</u>   Block 20i. Enter the applicable parts source code: "SS" for shop stock, "BS" for bench stock, "NS" for parts not stocked in shop stock, "X" or "CP" for parts obtained from a cannibalization point (CP).

<u>NOTE</u>:   Cannibalization means the removal, without replacement, of serviceable repair parts and modules from end items determined as uneconomically repairable.

<u>3</u>   Block 20j. Circle the quantity issued.

<u>4</u>   Block 20k. Enter the part's cost. For parts obtaining from CP, leave blank.

<u>5</u>   Annotate the job bin number after the last entry on the form.

(d)   Place the parts together with the control copy of DA Form 2407-1 in the job bin.

(e)   Forward the job order envelope to the shop section.

Figure 3-12. Sample DA Form 2407.

(4)   If the parts are not on hand, take the following actions.

(a)   Prepare a request (DA Form 2765-1) per paragraph 2-7.

(b)   Post the request to DA From 2064 per paragraph 2-3 and to DA Form 3318 per paragraph 2-4.

(c)   Make the following entries on DA Form 2407-1. See figure 3-12.

<u>1</u>   Block 20h. Enter the request order number directly under the applicable stock number.

<u>2</u>   Block 20i. Enter the applicable parts code. Refer to paragraph 3-bc(3)(c)<u>2</u>.

<u>3</u>   Place a suspense copy of DA Form 2765-1 in the due-in file.

<u>4</u>   Place the work order envelope in the hold file.

<u>5</u>   Forward the request to technical supply (SSA).

(5)   When due-in parts are received, take the following actions.

(a)   Check the item against the receipt document for the correct item and quantity.

(b)   Post receipts to DA Form 2064 per paragraph 2-3 and to DA Form 3318 per paragraph 2-4.

(c)   Enter the work request number on the receipt documents.

(d)   Make the following entries on DA Form 2407-1. Refer to figure 3-12.

<u>1</u>   Block 20j. Circle the quantity received adjacent to the applicable stock number.

<u>2</u>   Block 20k. Enter the date the part was received adjacent to applicable request order number.

<u>3</u>   Annotate the job bin number after the last entry on the form.

(e)   Place parts together with control copy of DA Form 2407-1 in the job bin.

(f)   Forward the job order envelop to the shop section.

(6)   When parts are needed for a job already in the shop, or for a high priority job, supply requests will be hand carried to technical supply for immediate issue if parts are not on hand. The shop supervisor should be notified if required parts are not immediately available from technical supply.

3-7.   MEDICAL/DENTAL EQUIPMENT PACKING PROCEDURES

Whenever you need to pack medical and dental equipment for movement, use the following procedures.

a. If possible, pack equipment in the original packing material and shipping container in which the equipment came.

NOTE: By using the original packing, you can utilize the pre-formed Styrofoam or foam rubber packing materials. The original shipping container will have sufficient strength and will be appropriately marked for handling.

(1)   Disassemble as required.

(a)   Ensure you pack all screws, cables, or other fasteners. Seal these in a plastic bag and mark the contents on the outside of the bag.

(b)   Make a list of step-by-step procedures of exactly what you did and what will be required to put the unit back into service.

(2)   Allow room for service and/or operators manuals.

NOTE: With original packaging, there will be an area for the manuals. If you are using other than original packaging, make allowances when selecting a shipping container for this extra room.

b. If the original packing material is not available, use the following procedures to pack equipment.

(1)   Disassemble as required.

(a)   Ensure you pack all screws, cables, or other fasteners. Seal these in a plastic bag and mark the contents on the outside of the bag.

(b)   Make a list of step-by-step procedures of exactly what you did and what will be required to put the unit back into service.

(2)   Allow room for service and operators manuals.

(3)   Use a shipping container that has sufficient strength to withstand the bumping, jarring, crushing, and shocks that occur when shipping by land, sea, or air.

(4)   Use a suitable packing material (Styrofoam popcorn, Styrofoam, foam rubber, etc).

(5)   Place the equipment (with associated manuals and parts) in a plastic bag, but do not seal it.

(6)   Lay a 2 to 3 inch layer of packing material in the bottom the container.

(7)   Place the equipment (in the plastic bag) on top of this layer and pull the top of the bag above the top edge of the shipping container, but do not seal it.

(8)   Fill the space between the shipping container and the plastic bag to within 4 inches of the top with aerosol packing foam.

NOTE: As the foam sets, it molds itself around the equipment while the plastic bag keeps the foam from physically contacting the equipment.

(9)   Pull the bag up and over the sides of the shipping container, creating a plastic shield over the foam.

(10)   After the foam sets according to manufacturer's specifications, seal the plastic bag around the equipment and fill the remainder of the shipping container with popcorn, Styrofoam, or foam rubber.

NOTE: This method provides the best method of protecting equipment if original packaging is not available.

(11)   Seal the shipping container as described in paragraph 3-7c below.

c. Seal the shipping container.

(1)   Secure all flaps and seams.

(2)   Use appropriate packaging tape, nails, or other fasteners as required to ensure that the shipping container is securely sealed.

NOTE: The most serious hazard to any equipment being shipped is the handling it receives after it leaves your custody, so package it accordingly.

d. Mark all shipping containers with appropriate handling warnings.

(1)   Stencil FRAGILE with red paint on all sides.

(2)   Use HANDLE WITH CAUTION labels.

(3)   Mark MEDICAL EQUIPMENT on every package of medical equipment, regardless of other special handling requirements.

(4)   Leave enough room on the shipping container for addressing and room to attach shipping documents, invoice numbers, and other identification markings for each package shipped.

NOTE: If you are sending the equipment to the manufacturer for service, do not send the service or operators manuals. Follow any instructions the manufacturer's representative has for shipping its products.

NOTE: These instructions are not intended to be all inclusive, as various pieces of medical equipment may require other special handling, packing, or shipping procedures. If any equipment should require special handling, these instructions will be spelled out in the manufacturer's service manuals.

Continue with Exercises

EXERCISES, LESSON 3

INSTRUCTIONS: Answer the following exercises by marking the lettered response that best answers the question.

After you have answered all of the exercises, turn to "Solutions to Exercises" at the end of the lesson and check your answers. For each exercise answered incorrectly, reread the lesson material referenced with the solution.

1. Which of the following statements defines supply status?

   a. The actual condition of supply in your shop after taking inventory.

   b. The level of supply you should have according to your prescribed load list.

   c. A notice of a supply decision on a specific supply request made by the supplier.

   d. Your cancellation of a supply request.

2. There are two types of supply status. One is shipment status and the other is which of the following?

   a. Backorder status.

   b. Procurement status.

   c. Rejected status.

   d. Exception status.

3. Refer to Extract 2, Table 2-4 as needed. When processing a status card with a DIC of AE and a status code of BH, which of the following is your first step?

   a. Place the status card in the due-in status file.

   b. Post the new NSN to column d of the document register.

   c. Enter the status code in column 1 of the document register (pencil entry).

   d. Enter the status code and EDD from the status card in column 1 of the document register (in pencil).

4. For a PD 03 request, how long must you wait before requesting a supply status?

   a. At least 9 calendar days.

   b. At least 15 calendar days.

   c. At least 30 calendar days.

   d. At least 45 calendar days.

5. Which of the following procedures do you use when following up on a shipment?

   a. If you have received a status, use the latest AE-series status card.

   b. Enter AF1 in block 1 and circle block 1 using a colored pencil.

   c. Remove the shipment status card and enter a TM1 in block 1 circling the entry in ink.

   d. Enter TM1 and the Julian date of the action on the shipment status card.

6. When preparing a cancellation request, which of the following procedures do you use?

   a. Enter AF1 in block 1.

   b. Enter the quantity to be canceled in block 8.

   c. Use the first DA Form 2765, Status Card, you received.

   d. Always remake the supply request from the document register.

7. Which of the following statements describes when completion of a cancellation request occurs?

   a. When the cancellation request is sent to the SSA.

   b. When you post the transaction to the document register.

   c. When you destroy a cancellation verification not applying to nonexpendables.

   d. When you receive a cancellation verification from the SSA.

8. When following up on a cancellation request, which of the following DICs do you put in block 1 of the Status Card?

   a. AK1.

   b. AC1.

   c. TM1.

   d. BQ.

9. To receive supplies requested on DA Form 3161, which of the following do you use to acknowledge receipt?

   a. DD Form 1348-1.

   b. DD Form 1348-6.

   c. DA Form 3161, itself.

   d. Commercial invoice accompanying the supplies.

10. When receiving supplies, which of the following procedures do you use?

   a. Always sign for property and supplies delivered.

   b. Do not accept any items that do not have serial numbers.

   c. Post the receipt document to DA Form 3318 within 7 working days of the date you received the item.

   d. Destroy receipt documents for items recorded on the expendable and durable document register.

11. When issuing supplies, which job order do you fill first?

    a. The first received.

    b. The most recent received.

    c. The one with the highest PD.

    d. The one with the largest quantity requested.

12. Whenever you are packing medical and dental equipment for movement, which of the following procedures do you follow?

    a. Use a suitable packing material such as Styrofoam popcorn.

    b. Tape all disassembled screws and cables to the body of the equipment with heavy packing tape.

    c. Never use the original packing material and shipping container because they were weakened by opening and unpacking.

    d. Fill the shipping container to within 4 inches of the top with aerosol packing foam then place the entire package in a plastic bag.

Check Your Answers on Next Page

SOLUTIONS TO EXERCISES, LESSON 3

1. c (para 3-2)

2. d (para 3-2a(2))

3. b (Extract 2, table 2-4)

4. a (para 3-3a(1)(a))

5. c (para 3-4b(1))

6. b (para 3-5a(1)(b))

7. d (para 3-5c)

8. a (para 3-5d(1)(a))

9. c (para 3-6a(3))

10. d (para 3-6b(3))

11. c (para 3-6c(1))

12. a (para 3-7b(4))

End of Lesson 3

EXTRACT 1

DA PAM 710-2-2, Update 13

DA Pam 710-2-2, page 17 = Extract 1-2.
DA Pam 710-2-2, page 137 = Extract 1-3.
DA Pam 710-2-2, page 255 = Extract 1-4
DA Pam 710-2-2, page 256 = Extract 1-5
DA Pam 710-2-2, page 257 = Extract 1-6
DA Pam 710-2-2, page 261 = Extract 1-7.
DA Pam 710-2-2, page 274 = Extract 1-8.
DA Pam 710-2-2, page 275 = Extract 1-9.

STOCK ACCOUNTING RECORD

STOCK NUMBER: 6140 00 057 2553   SCC: SVC

DATE	DODAAC	DATE SERIAL	DEMAND RECUR	DEMAND NON-RECUR	GAIN	LOSS	BALANCE
0123					BALANCE BROUGHT FORWARD ▶		37
0123	W392AR	0122 / 1097	7			7	30
0128	W97PR6	0128 / 3520	3			3	27
0136	W39PFU	0134 / 0006			2		29
0159	W392AR	0158 / 1035	10			10	19
0163	W39FFU	0161 / 1003	1			1	18
0171	WRUF96	0170 / 0001	8			8	10
0189	WK4ABC	0159 / 7002			23		33
0197	W97PR6	0196 / 3229	3			3	30
0200	WRUF35	0200 / 0002	7			7	23
0210	W3P972	0208 / 1008	1			1	22
0230	WRY9R6	0228 / 0001	3			3	19
0234	W392AR	0233 / 1047	13			13	6
0246	WK4ABC	0230 / 7001			19		25
0253	W392AR	0252 / 1093		3		3	22
0269	W97PR6	0268 / 3220	8			8	14
0285	WK4ABC	0230 / 7001				4	10
0296	WK4ABC	0230 / 7001			4		14
0296	WK4ABC	0230 / 7001			4		18
0296	W3P972	0294 / 1003		2		2	16
0304	WRUF96	0303 / 0003	2			2	14

STOCK ACCOUNTING RECORD

STOCK NUMBER: 6140 00 057 2553   SCC: SVC

DATE	DODAAC	DATE SERIAL	DEMAND RECUR	DEMAND NON-RECUR	GAIN	LOSS	BALANCE
0309	W3P972	0308 / 1006	3			3	11
0313	W392AR	0312 / 1036	−		4		15
0319	W3P972	0317 / 1009	1			1	14
0323	WRUF35	0323 / 0001	7			7	7
0339	W97PR6	0338 / 3221	3			3	4
0347	WRUF96	0346 / 0003	8			4	0
0351	W39FFV	0351 / 1005	1				0
0363	W39PFU	0361 / 0001			4		0
0364	W39FFV	0351 / 1005			1		1
0364	W39FFV	0351 / 1005				1	0
0364	W97PR6	0364 / 3559	-3 3				0
1002	W392AR	0364 / 1088	-4 7				0
1010	WK4ABC	0323 / 7009			39		39
1010	WRUF96	0346 / 0003				4	35
1010	W39FFV	0351 / 1005				1	34
1016	W39PFU	0361 / 0001				4	31
1010	W392AR	0364 / 1088				3	28
1021	WK4ABC	0363 / 7003			23		51
1022	W392AR	1021 / 1033	10			10	41
					BALANCE CARRIED FORWARD ▶		

SUMMARY OF DEMANDS

MONTH	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
RECUR	2 / 10	3 / 19	3 / 11	2 / 16	1 / 8	1 / 2	3 / 11	3 / 12	2 / 13	
NON-RECUR					1 / 3	1 / 2		1 / 4		

STOCK ACCOUNTING RECORD

Figure 3-3. Sample of DA Form 1296

unit or activity is unable to perform its assigned training mission.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without these supplies, the activity is unable to perform its assigned mission.

(f) Required for immediate use to end an existing work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required for immediate use to end an existing work stoppage on a DS or GS production line performing maintenance and repair of unserviceable, intensively managed, or critical items.

(2) UND B is used to request materiel as follows:

(a) Required for immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel the ability of the unit or activity to perform assigned operational missions is impaired.

(c) Required for immediate use for installation on or repair of auxiliary equipment.

(d) Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions would be impaired.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this materiel, the ability of the activity to perform assigned missions is impaired.

(f) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required to prevent an expected work stoppage on a DS or GS production line performing maintenance and repair of unserviceable, intensively managed, or critical items.

(h) Required for replenishment of the quantity issued that brings a line to zero balance on the PLL/combat PLL.

(3) UND C is used to request materiel as follows:

(a) (Rescinded.)

(b) Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.

(c) Required for initial issue and replenishment of stock to meet authorized stockage quantities on the PLL/combat PLL (including MPL quantities).

(d) Required for initial stockage of operational load quantities.

(e) Required for purposes not covered by any other UND.

c. Selecting the PD. The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:

(1) Determine the UND of the needed item.

(2) Use table 24-3 to select the PD on the line that relates the unit FAD and UND.

Table 24-3
Priority Designator Table (Relating Force or Activity Designator to Urgency of Need)

Force or Activity Designators	Urgency of Need Designators		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

24-6. Control of PD Utilization.

a. Commanders are responsible for accurate assignment of PDs. The commander will either personally review or delegate, in writing, specific personnel the authority to review the following:

(1) All requirements based on UND A to certify an inability to perform mission.

(2) All requirements based on UND B to certify that the urgency has been accurately determined.

b. Reviews of a above will be made before sending requests to the supply source. Make the following checks before certification:

(1) Make sure item requested is authorized.

(2) Make sure quantity requested is actual amount needed.

(3) Verify that need for the item corresponds to the PD assigned.

c. Persons certifying UND A and B requests will place their initials in column h of DA Form 2064 for each request submitted before sending the request to the SSA.

d. Supply requests that are required by a maintenance request submitted by a supported unit do not have to be recertified. Instead, enter the maintenance job order number in column f of DA Form 2064.

e. In the ARNG, the following additional individuals are responsible for the accurate assignment of PDs and will personally review or delegate in writing the authority to review PDs:

(1) Chiefs of TDA activities.

(2) State maintenance officers.

24-7. Use of the standard delivery date (SDD) in the using unit

a. The SDD is the latest calendar date that the requesting unit normally can expect to receive an item. The SDD depends on the PD of the supply request and location of the unit.

b. Compute the SDD as follows:

(1) Locate the standard delivery time in table 24-4. Select the number of days on the line that relates the PD and location of the unit. (Note: The times in the table are the sum of the UMMIPS SDD plus 3 days.)

(2) Add this number of days to the date of the supply request. The result is the SDD.

Table 24-4
Standard Delivery Time in Days

Priority Designators	Unit Location			
	CONUS and Intratheater	Alaska, Hawaii, South America, Caribbean, and North Atlantic	Europe, Mediterranean and Africa	Pacific
01 thru 03	10	14	14	15
04 thru 08	14	18	18	19
09 thru 15	32	70	75	85

24-8. The required delivery date (RDD)

a. The RDD is the calendar date when materiel is required by the requester. Find when to use an RDD on a supply request by comparing the date the materiel is required with the SDD. If delivery of materiel by the computed SDD will not meet requirements, and one of the conditions shown below exists, use an RDD.

(1) Delivery of the item by computed SDD will not meet requirements.

(2) The item must be delivered to a certain point by a specific day, to meet one of the following conditions:

This appendix shows Julian Date Calendars used with this pamphlet. Julian Date Calendar—Perpetual is shown at figure D–1; Julian Date Calendar—For Leap Years is shown at figure D–2.

JULIAN DATE CALENDAR
(PERPETUAL)

Day	Jan	Feb	Mar	Apr	May	June	July	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
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

For Leap Years see Page D-2.

JULIAN DATE CALENDAR
FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Figure D-2. Julian Date Calendar—for leap years

Appendix E
Type of Requirement Codes

a. Type of requirement codes (TRC) will be used in the 2d and 3d positions of block 18, DA Form 2765-1, when used as a request for issue of a major item, or in cc 55-56, DD Form 1348-6, when used as an exception data request for issue of a major item.

b. Use the TRC (table E-1) for the 2d position of block 18, DA Form 2765-1, or cc 55, DD Form 1348-6.

c. Use the TRC (table E-2) for the 3d position of block 18, DA Form 2765-1, or cc 56, DD Form 1348-6.

Table E-1
Type of Requirement Codes (TRC) for major item requests

TRC	Explanation
1	For initial issue of MTOE/TDA authorized allowances displayed in the REQ-VAL.
2	Replacement for MTOE/TDA authorized allowances displayed in the REQ-VAL.
3	Non-Unit Authorizations (such as CRF/RCF, theater war reserves, POMCUS, and OP projects) displayed in the REQ-VAL.
4	For issue of component major item.

Table E-2
Type of Requirement Codes (TRC) (cc 56) for major item requests [1]

TRC	Explanation
1	Initial issue for MTOE/TDA shortage. (To be used when an initial shortage is an authorization which is not filled.) Appropriate documents and REQ-VAL products show an initial shortage.
6	Replacement requirement. To replace troop asset that has become unserviceable beyond repair capability of major claimant.
7	Replacement requirement. To replace a washout or loss of troop asset.
8	Replacement requirement. To replace a troop asset that is being lost through directed redistribution or to a security assistance program.
9	Replacement requirement. Modernization of preferred items of equipment. (To be used on requisitions submitted for supply of modernization or preferred items of equipment being introduced into the system.) These requisitions are normally submitted in response to directions given by HQDA, or an MSC.
10	Replacement requirement. Replaces an asset that will be turned in on receipt of replacement issue.
A	Replacement of component item. Requisition is for replacement of a component of another end item. Item being requisitioned is not separately authorized.
B	Initial issue of component item. Requisition is for Government furnished equipment to be installed in another end item. Item being requisitioned is not separately authorized.

Table E-2—Continued

TRC	Explanation
C	Initial or increase. To operational readiness float levels. (Not to be used for replacement; replacement will contain E.) D Initial or increase. To repair cycle float levels. (Not to be used for replacement; replacement will contain E.)
E	Replacement requirement. To replace maintenance float that has become unserviceable beyond repair capability of major claimant.
F	Replacement requirement. To replace maintenance float that has been lost due to directed redistribution.
G	Initial issue. To establish and maintain authorized theater war reserve level in accordance with AR 11-11.
H	Initial issue. To authorized POMCUS levels.
I	Not used.
J	Initial issue. To operational projects other than POMCUS. K Decrement stocks. Equipment needed by oversea theaters to bring the on-hand quantity to the level of the approved MTOEs of units in the theater. (To be used by oversea theaters when requisitioning the difference between the "required" and "authorized" quantities of MTOE.) This equipment may be held in the theater storage.
L	Substitute stocks. Requisition is for, and issue of, a substitute item in lieu of MTOE preferred item.
M	Replacement requirement. To replace an item removed from unit assets through transfer. This includes assets transferred with the reassignment of an individual to another unit (e.g., specially sized protective mask.)
N	Requisitions for replacement. Used on requisitions to replace DA-directed drawdown from units to satisfy Foreign Military Sales (FMS) requirements.
O-W	Not used.
X	Requisition for equipment. This code will be used to bring the on-hand quantity of an item authorized a CONUS unit to the level of its approved MTOE. This code will be used only during mobilization or during emergencies when unit is directed to increase its authorized level of organization (ALO) to 1.
Y	Requisition for equipment. Required above authorized theater war reserve to replace actual combat losses. This code will be used only during hostility.
Z	Requisition for replacement. Used on requisitions to replace item withdrawn from CONUS unit or other designated claimant. It is part of a reduction to release assets to allocate to a POMCUS or priority claimant.

Notes:
[1] Ensure that when assigning TRCs, codes in CC55 and CC56 are compatible.

Appendix F
Command Inspection Checklist

1. Has the accountable officer been properly appointed?

2. Have mission support stock record accounts been authorized by the MACOM?

3. Are asset reports accurately prepared and submitted early enough to insure their effective use in supply management?

4. Are management control numbers (MCNs) assigned to supplies when an NSN, or FSCM and PN, have not been assigned?

Table G-2
REQUISITIONING OBJECTIVE AND REORDER POINT TABLE
15 Day Operating Level/5 Day Safety Level

QUANTITY DEMANDED DURING CONTROL PERIOD (360 DAYS)

Order and Shipping Time (Days)		1-11	13-24	25-36	37-48	49-60	61-72	73-84	85-96	97-108	109-120	121-132	133-144	145-156	157-168	169-180	181-192	193-204	205-216	217-228	229-240	241-252	253-264	265-276	277-288	289-300
1 THRU 5	RO	1	1	2	3	3	4	5	6	7	7	8	9	10	10	11	12	13	13	14	15	16	17	17	18	19
	ROP	0	0	1	1	1	1	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	7
	RO+OST	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
6 THRU 10	RO	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23
	ROP	0	0	1	2	2	2	3	3	4	4	5	5	5	6	6	7	7	8	8	8	9	9	10	10	11
	RO+OST	1	2	3	5	6	7	9	10	11	13	14	15	17	18	19	21	22	23	25	26	27	29	30	31	33
11 THRU 15	RO	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	23	24	25	26	27
	ROP	0	1	2	2	3	3	4	5	5	6	6	7	8	8	9	9	10	11	11	12	12	13	14	14	15
	RO+OST	1	3	4	6	8	9	11	13	14	16	18	19	21	23	24	26	28	29	31	33	34	36	38	39	41
16 THRU 20	RO	1	2	3	4	6	7	8	10	11	12	13	15	16	17	18	20	21	22	23	25	26	27	29	30	31
	ROP	0	1	2	3	3	4	5	6	7	7	8	9	10	10	11	12	13	13	14	15	16	17	17	18	19
	RO+OST	1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31	33	35	37	39	41	43	45	47	49
21 THRU 25	RO	1	2	4	5	7	8	9	11	12	14	15	17	18	19	21	22	24	25	27	28	29	31	32	34	35
	ROP	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23
	RO+OST	2	4	6	8	11	13	15	18	20	22	25	27	29	32	34	36	39	41	43	46	48	50	53	55	57
26 THRU 30	RO	1	2	4	6	7	9	10	12	14	15	17	18	20	22	23	25	26	28	30	31	33	34	36	38	39
	ROP	0	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	23	24	25	26	27
	RO+OST	2	4	7	10	12	15	18	20	23	26	28	31	34	36	39	42	44	47	50	52	55	58	60	63	66
31 THRU 35	RO	1	3	4	6	8	10	12	13	15	17	19	20	22	24	26	27	29	31	33	35	36	38	40	42	43
	ROP	0	2	3	4	6	7	8	10	11	12	13	15	16	17	18	20	21	22	23	25	26	27	29	30	31
	RO+OST	2	5	8	11	14	17	20	23	26	29	32	35	38	41	44	47	50	53	56	59	62	65	68	71	74
36 THRU 40	RO	1	3	5	7	9	11	13	15	17	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	47
	ROP	0	2	4	5	7	8	9	11	12	14	15	17	18	19	21	22	24	25	27	28	29	31	32	34	35
	RO+OST	2	5	9	12	15	19	22	25	29	32	35	39	42	45	49	52	55	59	62	65	69	72	75	79	82
41 THRU 45	RO	1	3	5	7	10	12	14	16	18	20	22	24	26	28	31	33	35	37	39	41	43	45	47	49	52
	ROP	0	2	4	6	7	9	10	12	14	15	17	18	20	22	23	25	26	28	30	31	33	34	36	38	39
	RO+OST	2	6	9	13	17	20	24	28	31	35	39	42	46	50	53	57	61	64	68	72	75	79	83	86	90

Table G-3
REQUISITIONING OBJECTIVE AND REORDER POINT TABLE
30 Day Operating Level/15 Day Safety Level

QUANTITY DEMANDED DURING CONTROL PERIOD (360 DAYS)

Order and Shipping Time (Days)		1-11	13-24	25-36	37-48	49-60	61-72	73-84	85-96	97-108	109-120	121-132	133-144	145-156	157-168	169-180	181-192	193-204	205-216	217-228	229-240	241-252	253-264	265-276	277-288	289-300
1 THRU 5	RO	1	2	4	6	7	9	10	12	14	15	17	18	20	22	23	25	26	28	30	31	33	34	36	38	39
	ROP	0	1	2	2	3	3	4	5	5	6	6	7	8	8	9	9	10	11	11	12	12	13	14	14	15
	RO+OST	1	3	5	7	8	10	12	14	16	18	19	21	23	25	27	29	30	32	34	36	38	40	41	43	45
6 THRU 10	RO	1	2	4	6	8	10	12	13	15	17	19	20	22	24	26	27	29	31	33	35	36	38	40	42	43
	ROP	0	1	2	3	3	4	5	6	7	7	8	9	10	10	11	12	13	13	14	15	16	17	17	18	19
	RO+OST	1	3	6	8	10	12	14	16	19	21	23	25	27	29	32	34	36	38	40	42	45	47	49	51	53
11 THRU 15	RO	1	3	5	7	9	11	13	15	17	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	47
	ROP	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23
	RO+OST	2	4	6	9	11	14	16	19	21	24	26	29	31	34	36	39	41	44	46	49	51	54	56	59	61
16 THRU 20	RO	1	3	5	7	10	12	14	16	18	20	22	24	26	28	31	33	35	37	39	41	43	45	47	49	52
	ROP	0	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	23	24	25	26	27
	RO+OST	2	4	7	10	13	16	19	21	24	27	30	33	36	38	41	44	47	50	53	55	58	61	64	67	70
21 THRU 25	RO	1	3	6	8	10	13	15	17	19	22	24	26	28	31	33	35	37	40	42	44	47	49	51	53	56
	ROP	0	2	3	4	6	7	8	10	11	12	13	15	16	17	18	20	21	22	23	25	26	27	29	30	31
	RO+OST	2	5	8	11	15	18	21	24	27	30	34	37	40	43	46	49	53	56	59	62	65	68	72	75	78
26 THRU 30	RO	2	4	6	9	11	13	16	18	21	23	26	28	31	33	35	38	40	43	45	48	50	52	55	57	60
	ROP	1	2	4	5	7	8	9	11	12	14	15	17	18	19	21	22	24	25	27	28	29	31	32	34	35
	RO+OST	3	6	9	13	16	20	23	27	30	34	37	41	44	48	51	55	58	62	65	69	72	76	79	83	86
31 THRU 35	RO	2	4	7	9	12	14	17	20	22	25	27	30	33	35	38	40	43	46	48	51	53	56	59	61	64
	ROP	1	2	4	6	7	9	10	12	14	15	17	18	20	22	23	25	26	28	30	31	33	34	36	38	39
	RO+OST	3	6	10	14	18	21	25	29	33	37	41	44	48	52	56	60	64	67	71	75	79	83	87	90	94
36 THRU 40	RO	2	4	7	10	13	15	18	21	24	26	29	32	35	37	40	43	45	49	51	54	57	60	62	65	68
	ROP	1	3	4	6	8	10	12	13	15	17	19	20	22	24	26	27	29	31	33	35	36	38	40	42	43
	RO+OST	3	7	11	15	19	23	27	32	36	40	44	48	52	57	61	65	69	73	77	82	86	90	94	98	102
41 THRU 45	RO	2	5	7	10	13	16	19	22	25	28	31	34	37	40	43	46	49	51	54	57	60	63	66	69	72
	ROP	1	3	5	7	9	11	13	15	17	18	20	22	24	26	28	30	32	34	36	38	40	42	44	44	47
	RO+OST	3	7	12	16	21	25	30	34	39	43	48	52	57	61	66	70	75	79	84	88	93	97	102	106	111

REQUISITIONING OBJECTIVE AND REORDER POINT TABLE
30 Day Operating Level/5 Day Safety Level

		QUANTITY DEMANDED DURING CONTROL PERIOD (360 DAYS)																								
		3-12	13-24	25-36	37-48	49-60	61-72	73-84	85-96	97-108	109-120	121-132	133-144	145-156	157-168	169-180	181-192	193-204	205-216	217-228	229-240	241-252	253-264	265-276	277-288	289-300
1 THRU 5	RO	1	1	3	5	6	8	9	11	12	13	15	16	18	20	21	22	23	25	27	28	29	30	32	34	35
	ROP	0	0	1	1	2	2	2	3	3	3	4	4	5	5	5	6	6	6	7	7	7	8	8	9	9
	RO+OST	1	2	4	5	7	8	10	11	13	14	16	17	19	20	22	23	25	26	28	29	31	32	34	35	37
6 THRU 10	RO	1	1	3	5	7	9	11	12	13	15	17	18	20	21	23	24	26	28	29	31	32	34	36	37	38
	ROP	0	0	1	2	2	3	4	4	4	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13
	RO+OST	1	3	5	7	8	10	12	14	16	18	19	21	23	25	27	29	30	32	34	36	38	40	41	43	45
11 THRU 15	RO	1	2	4	6	8	10	12	13	15	16	18	20	21	23	25	27	28	30	32	34	36	37	39	41	42
	ROP	0	1	2	2	3	4	5	5	6	6	7	8	8	9	10	11	11	12	13	14	14	15	16	16	17
	RO+OST	1	3	6	8	10	12	14	16	19	21	23	25	27	29	32	34	36	38	40	42	45	47	49	51	53
16 THRU 20	RO	1	2	4	6	9	11	12	14	16	18	20	21	23	25	28	29	31	33	35	36	38	40	42	44	46
	ROP	0	1	2	3	4	5	5	6	7	8	9	10	10	11	13	13	14	15	16	16	17	18	19	20	21
	RO+OST	2	4	6	9	11	14	16	19	21	24	26	29	31	34	36	39	41	44	46	49	51	54	56	59	61
21 THRU 25	RO	1	2	5	7	9	12	13	15	17	20	21	23	25	28	29	31	33	36	37	39	42	44	45	47	50
	ROP	0	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	RO+OST	2	4	7	10	13	16	19	21	24	27	30	33	36	38	41	44	47	50	53	55	58	61	64	67	70
26 THRU 30	RO	2	4	5	8	10	12	14	16	18	21	23	25	28	29	31	34	36	38	40	43	45	46	49	51	53
	ROP	1	2	3	4	5	6	8	9	10	11	12	13	15	16	17	18	19	20	22	23	24	25	26	27	29
	RO+OST	2	5	8	11	15	18	21	24	27	30	34	37	40	43	46	49	53	56	59	62	65	68	72	75	78
31 THRU 35	RO	2	4	6	8	11	12	15	18	20	22	24	27	29	31	34	36	38	41	43	45	47	50	53	54	57
	ROP	1	2	3	5	6	7	9	10	11	13	14	15	17	18	19	21	22	23	25	26	27	29	30	31	33
	RO+OST	2	6	9	13	16	20	23	27	30	34	37	41	44	48	51	55	58	62	65	69	72	76	79	83	86
36 THRU 40	RO	2	4	6	9	12	13	16	18	21	23	26	28	31	33	36	38	40	44	45	48	51	53	55	58	61
	ROP	1	2	4	5	7	8	10	11	13	14	16	17	19	20	22	23	24	26	27	29	31	32	33	35	37
	RO+OST	3	6	10	14	18	21	25	29	33	37	41	44	48	52	56	60	64	67	71	75	79	83	87	90	94
41 THRU 45	RO	2	4	6	9	12	14	17	20	22	25	28	30	33	36	38	41	44	45	48	51	53	56	59	61	64
	ROP	1	3	4	6	8	9	11	13	14	16	18	19	21	23	24	26	28	28	30	32	33	35	37	38	40
	RO+OST	3	7	11	15	19	23	27	32	36	40	44	48	52	57	61	65	69	73	77	82	86	90	94	98	102

Table G–21.
FORWARD STOCKAGE POINT TABLE
3 Day Operating Level/2 Day Safety Level

Main-to-FSP Order and Shipping Time (Days)		3-12	13-24	25-36	37-48	49-60	61-72	73-84	85-96	97-108	109-120	121-132	133-144	145-156	157-168	169-180	181-192	193-204	205-216	217-228	229-240	241-252	253-264	265-276	277-288	289-300
		QUANTITY DEMANDED DURING CONTROL PERIOD (360 DAYS)																								
1 THRU 2	FSPSL	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	5	5	5
3 THRU 4	FSPSL	0	0	1	1	1	1	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6
5 THRU 6	FSPSL	0	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8
7 THRU 8	FSPSL	0	1	1	1	2	2	3	3	3	4	4	5	5	5	6	6	7	7	7	8	8	9	9	9	10
9 THRU 10	FSPSL	0	1	1	2	2	3	3	4	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12

End of Extract 1

EXTRACT 2

DA PAM 710-2-1, Update 13,

Table 2-4
Status Card Processing

Note: Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMMIS) are not required to post routine status.

STATUS CARD RECEIVED	TAKE THESE ACTIONS
AE . . . card with BA, BB, BC, BV, BZ or B3 status code.	1. Enter the status code and quantity, if a partial quantity, estimated delivery date (EDD) from status card in column I of document register (in pencil). Note: If no EDD is supplied, use the date of receipt of the card in column I. 2. Place status card in due-in status file in front of all other cards for that request.
AE . . . card with BD, BK, B2, B8, or B9 status code.	1. Enter the status code only from the status card in column of the document register (in pencil). 2. Place the status card in the due in status file in front of all other cards for that request.

AE . . . card with BG status code (stock number and/or unit of issue changed).	1. For items not accounted for on property books—
	
	    a. For NSN changes—
	      (1) Post the change to all records kept for the item.
	      (2) Enter the status code in column I of document register. (pencil entry).
	      (3) Place status card in due-in status file.
	
	    b. For unit of issue changes—
	      (1) Enter the new unit of issue on all records kept for the item.
	      (2) Change the quantity recorded as on hand to agree with new unit of issue.
	      (3) Enter status code in column I of document register. (pencil entry).
	      (4) Place status card in due-in status file.
	
	2. For items accounted for on property books—
	
	    a. For NSN changes—
	      (1) Change the stock number in column d of document register.
	      (2) Enter the status code in column I of document register. (pencil entry).
	      (3) Place status card in due-in status file.
	      (4) If there is a quantity on hand, prepare and process DA Form 4949 (Administrative Adjustment Report (AAR)).
	      (5) If there is no quantity on hand, place the property book page in the inactive file. Prepare a page for the new NSN.
	
	    b. For unit of issue changes—
	      (1) If there is no quantity on hand, enter the new unit of issue on all records kept for the item.
	      (2) Enter the status code in column I of document register. (pencil entry).
	      (3) Place status card in due-in status file.
	      (4) If there is a quantity on hand, prepare and process an AAR.

AE . . . card with BH status code (substitution for requested item).	1. Post new NSN to column d of the document register. If appropriate, change entries in columns i and k (pencil). 2. Enter the status code in column I of the document register. (pencil entry). 3. Place status card in due-in status file.
AE . . . card with BJ status code (quantity changed to conform to unit pack).	1. Enter the new quantity due-in in columns i and k of the document register. 2. Enter the status code in column I of document register. (pencil entry). 3. Post the change to other records kept for the item if they show quantities requested or due-in. 4. Place status card in due-in status file.
AE . . . card with BM status code.	1. Enter status code in column I of document register. (pencil entry). 2. Place status card in due-in status file.
AE . . . card with BN or B7 status code.	1. Enter the status code from the status card in column of the document register (in pencil).

Table 2-4
Status Card Processing—Continued

STATUS CARD RECEIVED	TAKE THESE ACTIONS
	2. Properly adjust local fund obligation records to reflect change.
	3. Place the status card in the due in status file in front of all other cards for that request.
AE . . . card with BQ or B4 status code for total quantity requested.	1. Enter the status code and Julian date in column m of document register.
	2. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", date of posting and initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it.
	3. Remove previous status cards from due-in status file and destroy.
AE . . . card with BQ or B4 status code for part of quantity requested	1. Enter status code, quantity, from status card, and Julian date in column n of document register.
	2. If there is no due-in quantity, change the entry in column j of document register to ink, and enter the same date as the status card in column m. Remove previous status cards for the request from the due-in status file and destroy.
	3. If due-in still exists, adjust due-in quantity in column k of document register (pencil entry).
	4. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date of posting, and the initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it.
AE . . . card with any rejection status code for total quantity requested.	1. Enter the status code and Julian date in column m of document register.
	2. Remove previous status cards for the request from due-in status file and destroy.
	3. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected.
	4. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date of posting, and the initials of individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.
AE . . . card with any rejection status for part of quantity requested.	1. Enter status code and quantity from status card, and Julian date in column n of document register.
	2. If there is no due-in quantity, change entry in column j to ink, and enter date from status card in column m. Remove previous status cards for the request from the due-in status file and destroy.
	3. If a quantity remains due-in, adjust the due-in quantity in column k of document register and file status card due-in status file.
	4. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected.
	5. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date posted, and the initials of the individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.
AS . . . or AU . . . card for total due-in quantity.	1. Enter the DIC and date shipped or estimated delivery date (ESD) from status card in column I of document register. (pencil entry).
	2. Place status card in the due-in status file.
AS . . . or AU . . . card for part of due-in quantity.	1. Enter the DIC, date shipped or ESD, and quantity from status card in column I of document register. (pencil entry).
	2. Place status card in the due-in status file.

Note: Unless otherwise stated, all entries cited above will be made in ink.

Standard Form 44
US Government Purchase Order-Invoice Voucher

Standard Form 149
US Government National Credit Card

Standard Form 153
COMSEC Materiel Report

GSA Form 1152
Motor Vehicle Assignment/Termination Transaction

Appendix B
Advice Codes
(AR 725-50)

B-1. Advice codes are entered by the requesting unit in block 22, card columns 65 and 66, of a request for issue to provide instructions considered essential to supply action.

B-2. The following advice codes in table B-1 may be applied in submission of customer requests:

Table B-1
Advice Codes for Customer Requests

Code	Explanation
1C	Fill as requested, substitute, or reject if requested item and/or acceptable substitute are not available to meet SDD or RDD. Do not pass to a higher source of supply.
1J	Fill as requested or reject if requested item is not available to meet SDD/RDD. Do not substitute, do not pass to a higher source of supply.
2A	Item is not locally obtainable through manufacture, fabrication, procurement, or authorized cannibalization.
2B	Requested item only will suffice. Do not substitute or interchange.
2C	Do not back order. Reject unfilled quantity not available to meet the SDD or RDD. Suitable substitute acceptable.
2D	Furnish exact quantity requested (such as, do not adjust to unit pack quantity).
2E	Free issue. Stock lists or other publications offer this without reimbursement.
2F	Item known to be coded obsolete but still required for immediate consumption.
2G	Multiple use: (1) Ship new stocks or stocks having new appearance; (2) strategic mission requires latest model and configuration (for electronic tubes); (3) strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges); (4) expected usage requires latest expiration dates only (for biologicals).
2H	Special textile requirement for use in air operations where personnel safety is involved.
2J	Do not substitute or back order any unfilled quantities.
2L	The quantity shown in the quantity field exceeds normal demand; however, this is a confirmed valid requirement.
2N	Items required in one continuous length as expressed in block 8 (cc 25-29), and unit of issue in block 7 (cc 23-24).
2T	Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.

Appendix C
Status/Rejection Codes
(AR 725-50)

C-1. Status/rejection codes are used to provide supply or rejection information to the requester. The codes are in card columns (cc) 65 and 66 of supply status cards. Items rejected, if still required, will be requested using new document numbers. Make sure the reason for previous rejection has been corrected.

C-2. Explanations for supply status and rejection codes are not exactly as they appear in AR 725-50. The explanation has been modified so as to apply to the requester. Not all codes are listed. Codes that do not apply to the requester have been omitted.

Table C-1
Status/Rejection Codes

Code	Explanation
A1	Sensitive/Controlled, are retained/reserved pending receipt of release instructions from the Fielding Command. (For use in Total Package Fielding (TPF)). Quantity field reflects availability of assets which because of special handling or storage requirements will remain in assigned storage until instructions are issued by the Fielding Command for the release of the fielding package.
A2	Rejected. No shortage. Assets reported through CBS-X as on/hand and or in/transit are equal to or greater then the DA approved TAADS authorization for LIN requested, or no TAADS authorization exists.
A3	Rejected. Existing backorder. Partial or total quantity requested is on backorder with commodity manager under different document number. Quantity field shows amount rejected. Requisitioner should review his/her due in status file.
A4	Rejected. Excessive quantity. Quantity requested exceeds authorized shortage in current REQ-VAL. Quantity field shows amount rejected.
A5	Rejected. Invalid Claimant. Unable to identity requisitioner, supplementary address, or project code. If still required, submit new requisition with valid data field entries.
A6	Rejected. No valid shortage. Replacement requisition on backorder longer than 12 months.
A7	Rejected. Item being provided under Total Package Fielding (TPF).
BA	Item being processed for release and shipment. The Estimated Shipping Date is contained in cc 70-73 when provided in response to a followup.
BB	Item back ordered against a due-in to stock. The estimated shipping date (ESD) for release of materiel to the customer is contained in cc 70-73.
BC	Item on original request with this document number has been back ordered. Long delay is expected and ESD is in cc 70-73. Item in stock number field (or "Remarks" field if stock number field cannot contain the item number) can be furnished as a substitute. The price for the substitute item is in cc 74-80. If desired, submit cancellation of original request and request the offered substitute.
BD	Request is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. on completion of review, additional status will be provided to show action taken.
BF	No record of your document for which followup, DIC AF, cancellation request, DIC AC, or cancellation request followup, DIC AK, submitted. If item is still required, submit a request for issue using a new document number.
BG a.	One or more of the following fields have been changed: Stock number (as the result of a formal catalog change).

Table C-1 Status/Rejection Codes—Continued

Code	Explanation
(1)	Requested NSN has been replaced by or combined with NSN in stock number field.
(2)	NSN is assigned to part number that was requested.
(3)	FSC has changed but NIIN remains the same as originally requested. Review NSN (FSC and NIIN) to make sure that request under process is for desired item. If NSN is not for desired item, submit cancellation request to source of supply.
b.	Unit of issue (as the result of a formal catalog change).
c.	Requested part number has been identified to to or replaced by the part number shown in the stock number field. Examine quantity and unit price as a result of the above changes. Revise records accordingly. Additional status will be given by the supply source to show further action on this request.
BH	Service coordinated, approved substitute, or interchangeable item, identified in stock number field, will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise records accordingly. Additional status will be provided.
BJ	Quantity changed to conform to unit pack, adjust the due-in records accordingly. Unit of issue is not changed.
BK	Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
BL	Notice of availability was sent to the country representative or freight forwarder on date entered in cc 70-73.
BM	Your document forwarded to activity shown in cc 67-69. Send all future transactions for this document number to that activity.
BN	Request being processed as free issue. Signal and Fund Code fields corrected as noted. Adjust local fund obligation records.
BP	Requisition has been deferred in accordance with customer instructions. Estimated shipping date is in cc 70-73.
BQ	Canceled. Results from receipt of cancellation request. Also applies to cancellation resulting from deletion of an activity from the DOD Activity Address Directory.
BR	Canceled. Requisitioning Activity authorized cancellation in response to MOV request furnished by processing point.
BS	Canceled. Requisitioning Activity failed to respond to MOV request from processing point.
BV	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in cc 70-73. Cancellation, if requested, may result in billing for terminating contract and/or transportation costs, if applicable.
BZ	Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The estimated shipping date (ESD) is in cc 70-73.
B2	Status of supply or procurement action precludes requested modification.
B3	The RAD in the original requisition is unrealistic. The date in cc 70-73 is when the materiel will be available.
B4	Canceled. Results from receipt of cancellation request. Billing for materiel or contract termination charges will be made.
B5	The activity identified by the code in cc 4-6 is in receipt of your followup request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.
B6	The materiel applying to the request for cancellation has been diverted to an alternate consignee.
B7	Unit price change. The latest unit price for the item identified by the stock or part number in cc 8-22 is shown in cc 74-80.
B8	Quantity requested for cancellation not accomplished.

Table C-1 Status/Rejection Codes—Continued

Code	Explanation
B9	The activity identified by the code in cc 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the shipment is being attempted. Do not delete due-in. Advice of final action will be furnished.
CA	Rejected.
a.	Explanation for rejection is stated in the remarks field (continued on reverse side of card as necessary). In this case, the status card will be mailed, not transceived. This code will not be used when other status codes have been established to convey a specific condition.
b.	When due to security reasons, or space limitation, explanation for rejection will be furnished by separate media referring to pertinent document numbers. In this case, the remarks field will be left blank and "CA" status cards will be mailed with the supporting explanation.
CB	Rejected. Initial request asked for rejection of that quantity not available for immediate release or not available by the SDD or RDD. Quantity not filled is shown in cc 25-29.
CD	Rejected. Unable to process because of errors in the quantity, date, serial number fields.
a.	If received in response to a request and the materiel is still needed, submit a new request with correct data field entries.
b.	If received in response to a cancellation request and materiel is not needed, submit a new cancellation request with a valid quantity entry.
CE	Rejected. Unit of issue in original request, which is shown in cc 23-24 of this status document, does not agree with cataloged unit of issue and cannot be converted. If still required, submit a new request with correct unit of issue and quantity.
CG	Rejected. Unable to identify requested item. Submit a new request. Furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new request on DD Form 1348-6. Give as much data as is available.
CH	Rejected. Requisition submitted to incorrect SOS and correct source cannot be found.
CJ	Rejected.
a.	Item coded (or being coded) "obsolete" or "inactivated." Item in stock number field, if different than item requested, can be furnished as a substitute. Unit price of the substitute item is in cc 74-80.
b.	If offered substitute is desired, submit a new request with substitute item stock number.
c.	If only original item is desired, submit a new request on DD Form 1348-6. Cite advice code 2B. Furnish technical data; examples are: end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication.
CK	Rejected. Unable to procure. No substitute or interchangeable item available. Returned for supply by local issue of next higher assembly, kit, or components. Suggest fabrication or cannibalization. If not available, submit a new request for next higher assembly, kit, or components.
CM	Rejected. Item is no longer free issue. Submit a new funded request with Signal Code other than D or M.
CP	Rejected. Source of supply is local manufacturer, fabrication, procurement, or direct ordering from Federal Supply Schedule. If not available locally or activity lacks procurement authority, submit a new request with Advice Code 2A.
CQ	Rejected. Item requested is command or service regulated or controlled. Submit new requisition through appropriate channels.
CR	Rejected. Requisition is for Government-furnished materiel (GFM) and:
a.	Item is not authorized by terms of contract.
b.	Contractor is not authorized to requisition GFM.
c.	Contract identified in requisition is not registered at MCA.

Table C-1 Status/Rejection Codes—Continued

Code	Explanation
CS	Rejected. Quantity requested is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new request for the required quantity using Advice Code 2L.
CV	Rejected. Item prematurely requested. The effective date for requesting is in cc 70–73.
CW	Rejected. Item not available or is a nonmailable item and the transportation costs are uneconomical. Local procurement is authorized for this request only. If item cannot be locally procured, submit a new request using Advice Code 2A.
CX	Rejected. Unable to identify the ship to address as designated by the signal code or the signal code is invalid. If still required, submit a new request with valid data field entries.
CZ	Rejected. Subsistence item not available for resale. Reserved for troop issue only.
C7	Rejected. Document identifier code indicates this is a remarks or exception data document. Supply source has no record of receipt of remarks or exception data. If still required, submit a new request.
C8	Rejected. Vendor will not accept order for quantity less than that shown in cc 76–80. If requirement still exists, submit a new request for a quantity that is not less than that shown in cc 76–80.
D7	Requisition modifier rejected because of errors in one or more data elements.
D8	Rejected. Requisition is for controlled substance/item and requisitioner and/or "Ship To" address is not authorized recipient. Submit a new requisition on DD Form 1348-6 furnishing intended application and complete justification for the item.

Appendix D
Mode of Shipment Codes

D-1. The mode of shipment code is a one-position, alphanumeric code that identifies the first mode of shipment. It is entered in cc 77 of shipment status cards to show that shipment has been made.

Table D-1
Mode of shipment codes

Code	Explanation
A	Motor truckload.
B	Motor, less truckload.
C	Van (unpacked, uncrated, personal, and/or Government property).
D	Driveaway, truckaway, towaway.
E	Busline.
F	Military Airlift Command (MAC).
G	Surface, parcel post.
H	Air, parcel post.
I	Government truck, including common service.
J	REA express.
K	Rail, carload.
L	Rail, less carload.
M	Freight forwarder.
N	Contract air (LOGAIR/QUICKTRAIN).
O	Organic military air (alpha).
P	Through bill of lading.
Q	Air freight.

Table D-1 Mode of shipment codes—Continued

Code	Explanation
R	Air express.
S	Air charter.
T	Air freight forwarder.
U	Air, van.
V	SEAVAN service.
W	Water, river, lake, coastal (commercial).
X	Sealift express service (SEA-EX) (NOTE: Not to be shown on TCMD; for use in shipment status and tracing only).
Y	Intratheater airlift system.
Z	Military sea transportation service (MSTS) (controlled, contract, or arranged space).
2	Government watercraft, barge, or lighter.
3	Roll-on or roll-off service.
4	Armed forces courier service (ARFCOS).
5	United parcel service.
6	Military.

Appendix E
Type of Requirement Codes (TRC)

The following Type of Requirement Codes (TRC) will be used in the 2d and 3d positions of block 18, DA Form 2765-1, when used as a request for issue of a major item, or in cc 55–56, DD Form 1348-6, when used as an exception data request for issue of a major item.

Note: Ensure when assigning TRCs, that codes in cc 55 and cc 56 are compatible. Conflicting codes can cause rejection of the requisition.

Table E-1
Use of TRC for the 3d position of block 18, DA Form 2765-1, or cc 56, DD Form 1348-6

TRC	Explanation
1	For initial issue of MTOE/TDA authorized allowances displayed in the REQ-VAL.
2	Replacement for MTOE/TDA authorized allowances displayed in the REQ-VAL.
3	Non-Unit Authorizations (such as CRF/RCF, theater war reserves, POMCUS, and OP projects) displayed in the REQ-VAL.
4	For issue of component major item.

Table E-2
Use of TRC for the 3d position of block 18, DA Form 2765-1, or cc 56, DD Form 1348-6

TRC (cc 56)	Explanation
1	Initial issue for MTOE/TDA shortage. (To be used when an initial shortage is an authorization which is not filled.) Appropriate documents and TAEDP products show an initial shortage.
6	Replacement requirement. To replace troop asset that has become unserviceable beyond repair capability of major claimant.
7	Replacement requirement. To replace a washout or loss of troop asset.

Appendix H
MILSTRIP Document Identifier Codes

H-1. The document identifier codes provided in paragraph H-2 identify transactions relating to the Military Standard Requisitioning and Issue Procedures (MILSTRIP). These codes are taken from appendix C, AR 725-50 which is the prescribing directive for their use. If a discrepancy is noted, AR 725-50 takes precedence.

H-2. The list of document identifier codes at table H-1 is not complete. These codes are provided only for information purposes. For a complete list see appendix C, AR 725-50.

Table H-1
MILSTRIP document identifier codes

Code	Document identifier	Explanation
A01	Request	For oversea shipment/with National Stock number (NSN/North Atlantic Treaty Organization (NATO)) stock number.
A02	Request	For oversea shipment/with part number.
A04	Request	For oversea shipment/with other.
A05	Request	For oversea shipment/with exception data.
A0A	Request	For domestic shipment/with NSN and NATO stock numbers.
A0B	Request	For domestic shipment/with part number.
A0D	Request	For domestic shipment/with other.
A0E	Request	For domestic shipment/with exception data.
AC1	Cancellation Request	By requester.
AE1	Supply Status	To requester.
AF1	Followup	By requester.
AFC	Followup (request for improved EDD)	By requester.
AK1	Followup on a cancellation request	By requester.
AM1	Document Modifier	For oversea shipment/with NSN or NATO stock number.
AM2	Document Modifier	For oversea shipment/with part number.
AM4	Document Modifier	For oversea shipment/with other.
AM5	Document Modifier	For oversea shipment/with exception data.
AMA	Document Modifier	For domestic shipment/with NSN or NATO stock number.
AMB	Document Modifier	For domestic shipment/with part number.
AMD	Document Modifier	For domestic shipment/with other.
AME	Document Modifier	For domestic shipment/with exception data.
AS1	Shipment Status	To requester.
AT1	Followup. Process as request if original request not received.	For oversea shipment with NSN or NATO stock number.

Table H-1—Continued

Code	Document identifier	Explanation
AT2	Followup. Process as request if original request not received.	For oversea shipment with part number.
AT4	Followup. Process as request if original request not received.	For oversea shipment with other than NSN or NATO stock number or part number.
AT5	Followup. Process as request if original request not received.	For oversea shipment with exception data.
ATA	Followup. Process as request if original request not received.	For domestic shipment with NSN or NATO stock number.
ATB	Followup. Process as request if original request not received.	For domestic shipment with part number.
ATD	Followup. Process as request if original request not received.	For domestic shipment with other than NSN, NATO stock number, or part number.
ATE	Followup. Process as request if original request not received.	For domestic shipment with exception data.
AU1	Reply to cancellation request—shipment status.	To requester.
AV1	Notification of customer non-response to MOV request.	To requisitioner (cc 30–35).
AV2	Notification of customer non-response to MOV request.	To supplementary address (cc 45–50).
AV3	Notification of customer non-response to MOV request.	To cc 54.
BAH	Demand Report Transaction	For transmitting all data to Logistics Control Activity (LCA) for Central Demand Data Base (CDDB).
TM1	Request for transportation status.	By requester.

Appendix I
Planning Guide for Implementing New and Revised Forms
(Rescinded.)

Appendix J
Mission Profile Development List

Note: The following is a list of end items for which MPL's have been or will be developed. However all end items appearing in this Appendix have not had MPLs developed. Mandatory parts stockage is not required for end items not included in DA Pamphlets 710-2-117, 710-2-118, 710-2-119 and 710-2-120 covering the combat PLL/ASL program. An asterisk (*) following a LIN or NSN indicates a force modernization item.

End of Extract 2