

Department of the Army  
Pamphlet 710-2-2

Inventory Management

# **Supply Support Activity Supply System: Manual Procedures**

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# ***SUMMARY of CHANGE***

DA PAM 710-2-2

Supply Support Activity Supply System: Manual Procedures

This pamphlet was completely revised. Previous procedures were reparagraphed for easier understanding. This pamphlet--

- o Changes address for submission of requests for clarification (para 1-6).
- o Lists requirements to be included in Requests for Deviations (para 1-6).
- o Changes the U.S. Army Materiel Command catalog data point of contact to the Logistics Support Activity in paragraph 2-1 and throughout this pamphlet.
- o Requires only three demands for marine equipment to be added to the Authorized Stockage List (para 4-4a(2)).
- o Eliminates the limitation of five percent stockage list code (SLC) M from SLC Q (para 4-4e(2)).
- o Eliminates the limitation of the seasonal items requisitioning objective (para 4-4e (3)).
- o Adds stockage code SLC "R," Decrement Stocks to the Authorized Stockage List (para 4-4h).
- o Adds stockage code SLC "D," Demand Supported items to the Authorized Stockage List (4-4i).
- o Delineates conditions for return of supplies to the Self-Service Supply Center (para 13-25).
- o Changes communications security items shipping address from Lexington Blue Grass Army Depot to Tobyhanna Army Depot in paragraph 15-4 and throughout this pamphlet.
- o Eliminates certain items from bench stocks (para 4-2).
- o Requires the segregation of aviation peculiar items (para 24-2b(1)).
- o Clarifies communications security and controlled cryptographic item procedures throughout the manual.

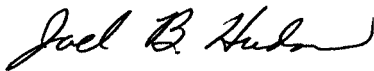
Inventory Management

Supply Support Activity Supply System: Manual Procedures

By Order of the Secretary of the Army:

DENNIS J. REIMER  
General, United States Army  
Chief of Staff

Official:



JOEL B. HUDSON  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication was originally printed on 1 March 1984. This printing publishes a revision. Because this publication has also been extensively revised, changed portions have not been highlighted. This electronic edition corrects typographic errors in the tables and the glossary. It restores data dropped from tables 5-2, 5-3, 7-1, 14-1, 18-1, 18-3, 23-3, 24-1, 24-4, 25-1, 26-2, 26-3.

**Summary.** This pamphlet provides manual procedures to manage and operate a uniform supply system for support units below the wholesale level.

**Applicability.** This pamphlet applies to the Active Army, Army National Guard of the U. S., U.S. Army Reserve, Reserve Officers' Training Corps, and the National Defense Cadet Corps. Procedures outlined in this pamphlet apply in peace and war. Commanders of theater of operations commands will give implementing instructions as needed when the Secretary of the Army suspends any or all of this pamphlet.

a. This pamphlet will be used by all Army elements that keep a manual Stock Record

Account (SRA).

b. Unless specified by the prescribing directives (noted below), this pamphlet does not apply when accounting for—

(1) Armed Forces Radio and Television Service program materials using Army Regulation (AR) 360-81.

(2) The Army Art Collection using AR 870-15.

(3) Army National Cemetery property and supplies using AR 290-5.

(4) Clothing initial issue point (CIIP) stocks using AR 700-84.

(5) Classified Communications Security (COMSEC) equipment, software, and publications using AR 380-40(O) and Technical Bulletin (TB) 380-41.

(6) Historical properties and museum pieces using AR 870-20.

(7) Industrial property and equipment in place using AR 37-1.

(8) Library books using AR 27-1, AR 40-2, or AR 735-17.

(9) Procedures provided in this pamphlet apply to the management of medical material and medical repair parts (class 8 and 9), except as indicated in AR 40-61.

(10) Audiovisual products using AR 25-1.

(11) Nonappropriated fund assets using AR 215-5.

(12) Publications and forms using AR 25-30.

(13) Real property and facilities engineering resources using AR 420-17.

(14) Special purpose equipment using AR 381-143(O).

(15) Subsistence accounted for using AR 30-18.

(16) Ammunition using automated procedures in Technical Manual (TM) 38-L69-11. Chapter 25 supersedes TM 38-L69-11-1 and

applies to ammunition supply support activities that maintain manual stock accounting records.

c. This pamphlet does not apply to resale SRAs operated by clothing sales stores under AR 700-84.

**Proponent and exception authority.**

The proponent for this pamphlet is the Deputy Chief of Staff for Logistics. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commandant, U.S. Army Quartermaster Center and School (ATSM-LTD-SP), Fort Lee, VA 23801-5039. For the Army National Guard, requests for changes will be submitted through command channels to Chief, National Guard Bureau (ARNG-ARL-P), 2500 Army Pentagon, Washington, DC 20310-2500. Do not submit changes directly to the proponent agency.

**Distribution.** Distribution of this publication is made in accordance with the requirements of Initial Distribution Number (IDN) 095512, intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the U.S., and the U.S. Army Reserve.

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\*This pamphlet supersedes DA Pam 710-2-2, dated 1 March 1984. Chapter 25 supersedes TM 38-L69-11-1, dated 1 August 1983.

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## Glossary

## Index

**RESERVED**

## Chapter 1 Introduction

### 1-1. Purpose

This pamphlet provides manual procedures to manage and operate a uniform supply system for support units below the wholesale level.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the Glossary.

### 1-4. Requesting clarification

The chain of command will be used to request clarification of this pamphlet.

*a.* A memorandum will be used when making a clarification request. The memorandum will include the following:

- (1) Page and paragraph in question.
- (2) Requester's name and Defense Switching Network (DSN) phone number.

*b.* Each element in the chain of command receiving a clarification request will try to answer it. The clarification request will be sent to the next higher staff when it cannot be answered. This procedure will assure that available talent is used and the quickest possible answer is given. Requests received outside of command channels will be returned through channels.

*c.* When Headquarters, Department of the Army (HQDA), clarification is needed, major Army commands (MACOMs) will send requests to Commandant, U.S. Army Quartermaster Center and School (ATSM-LTD-SP), Fort Lee, VA 23801-5039.

### 1-5. Requesting deviation authority

Deviations from procedures in this pamphlet will be made only with prior approval of HQDA. AR 37-1 will be used to prepare and process requests for deviation from accounting procedures. Requests for deviation or waivers should explain the need for the waiver, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Requests for deviation will be sent through command channels to Commandant, U.S. Army Quartermaster Center and School (ATSM-LTD-SP), Fort Lee, VA 23801-5039.

### 1-6. Requesting an accounting waiver

AR 37-1 will be used to request a military property accounting waiver.

### 1-7. Reports of supply constraint (exempt from recurring management information requirements under AR 335-15, para 7-20a)

*a.* A report of supply constraint will be used to tell the next higher command when requisitions for supply classes 2, 3 (pkg), 4, 7, 8, and 9 cannot be submitted for any reason. Two workdays are allowed to submit the report. A copy of the report and responses from higher commands will be kept.

*b.* Reports of supply constraint will be sent by memorandum or message. The following information will be included in the report:

- (1) Reasons for the constraint.
- (2) Period of time the constraint will be in force; this will be determined by the Supply Support Activity (SAYEE) commander.
- (3) Activities involved and the limiting factors.
- (4) Impact on readiness.
- (5) Actions taken to remove the constraint.

*c.* Commanders receiving reports of constraints will take one of the actions shown below. Two workdays are allowed.

- (1) Return to the submitting commander with instructions that will remove the cause for the constraint.
- (2) Verify restrictions and circumstances involved. The report

will be forwarded to the next higher command. A statement that resources required are not available will be included, along with comments and recommendations.

*d.* Major commanders will forward the report, when necessary, with comments and recommendations directly to the Army Staff element involved. Information copies will be furnished to the Deputy Chief of Staff Logistics (DALO-SMP-S), 500 Army Pentagon, Washington, DC 20310-0500, and the Commander, U.S. Army Materiel Command (AMCRE-FS), 5001 Eisenhower Avenue, Alexandria, VA 22333.

*e.* Inspectors will—

- (1) Review the file of reports of supply constraint.
- (2) Check the timeliness of the original submission.
- (3) Review actions taken by higher commands.

### 1-8. Asset reporting

Asset reporting requirements are set forth in AR 710-3 and AR 710-2. In the Army National Guard of the U.S. (ARNGUS), asset data will be reported by using procedures in National Guard Bureau (NGB) Manual 700-1.

### 1-9. Storage

*a.* Storage operations will be accomplished under the publications listed in AR 710-2, paragraphs 2-11, 3-27, 4-33, 5-23, and 6-13. A storage location system will be set up at each storage activity. Stock accounting systems will be designed to permit recording of multiple locations by condition of each stocked line.

*b.* Commanders are responsible for safeguarding all supplies belonging to, arriving in, or departing from their command. Commanders and stock record officers (SROs) will use the publications referenced in AR 710-2 for storage security:

### 1-10. Filing

Filing and disposition of all documents created as a result of this pamphlet will be under AR 25-400-2.

## Chapter 2 Cataloging

### 2-1. Catalog data

Catalog data is the language of supply. This chapter governs the use of catalog data and supply publications by a supply support activity (SSA). The U.S. Army Materiel Command, Logistics Support Activity (LOGSA) collects item identification and supply management data used by the Army. CDA then distributes this catalog data in supply publications. Cataloging is governed by AR 708-1.

### 2-2. Item identification

Each item of supply is identified by a standard number. This number will be used in all supply functions. Four item identification numbers represent supply items; they are identified below.

*a.* *National stock number (NSN).* The NSN is a two-part, 13-position number given to each item of supply that is listed in the Federal Catalog System (FCS). Each NSN is unique and represents only one item of supply. The NSN is the main item identification number; it must be used when it is known. (See NSN samples in fig 2-1.)

(1) The Federal supply classification is the first part of the NSN. It has two parts. The first part, the Federal Supply Group (FSG), is a two-digit number assigned under a system that divides all items of supply into large commodity groups. FSG 51 (used in fig 2-1) represents hand tools. The second part, the Federal Supply Classification (FSC), is a two-digit number assigned under a system that divides each FSG into smaller classes. FSC 80 (used in fig 2-1) represents sets, kits, and outfits. FSC 5180 (used in fig 2-1) therefore is sets, kits, and outfits of hand tools. A complete list of the groups and their related classes is in Supply Bulletin (SB) 708-21.

(2) The national item identification number (NIIN) is the second part of the NSN. It has two parts. The first part, the National

Codification Bureau (NCB) code, is a two-digit number assigned to each country using the NIIN System. NCB code 00 (used in fig 2-1) represents the United States. (NCB codes 00 and 01 are assigned to the United States.) The second part, the item number, is a seven-digit number serially assigned to each supply item having an approved Federal item identification. The NIIN 00-177-7033 (used in fig 2-1) represents the tool kit mechanics: lightweight.

*b. Federal part number (FPN).* The FPN is a two-part, six-or-more-position code used when the NSN isn't known. (See FPN samples in fig 2-2.)

(1) The Commercial and Government Entity (CAGE) Code is the first part of the FPN. It is a five-position code assigned to manufacturers, design controllers, or special non-manufacturing organizations supplying the Federal Government. CAGE 50980 (used in fig 2-2) represents the Department of the Army, U.S. Army Petroleum Center (USAPC), New Cumberland, PA 17070. A complete list of CAGEs is in the CAGE name-to-code sequence in SB 708-41/42 and in the CAGE code-to-name sequence in SB 708-41/42.

(2) The reference number is the second part of the FPN. It is a one-or-more position code, other than an active NSN, used to identify an item of supply. It can be any of the following: the manufacturer's part number; a drawing, model, type, publication, or specification number; or a trade name, Federal specification, or military standard. The reference number SC5180-90-CL-N26 (used in fig 2-2) represents a publication. It is the Supply Catalog/Components List (SC/CL) for the item (tool kit mechanics: lightweight).

*c. Management control number (MCN).* The MCN is a two-part, 13-position number assigned to a local item of supply to allow automated accounting and document processing. An MCN normally will not be assigned to an item of supply if an NSN or FPN is assigned to the item. MCNs will not be shown in Department of the Army (DA) supply publications; they are found in controlling command supply publications. An MCN will not be sent outside the controlling command. MCNs are governed by AR 708-1, chapter 3. (See MCN samples in fig 2-3.)

(1) The Federal supply classification is the first part of the MCN. It is explained in *a(1)* above. FSG 88 (used in fig 2-3) represents live animals. FSC 20 (used in fig 2-3) represents live animals not raised for food.

(2) The control number is the second part of the MCN. It has three parts. The first part, the NCB code, is explained in *b(2)* above. The second part, the controlling command code, is a one-digit, alphabetic code that identifies the command that cataloged the item and therefore is responsible for its control. Controlling command code T (used in fig 2-3) represents the U.S. Army Training and Doctrine Command (TRADOC). The third part, the item number, is a six-digit number serially assigned to each item cataloged by the controlling command. Item number 48-8958 (used in fig 2-3) was assigned by Fort Jackson and represents an animal, capra (goat).

*d. Department of Defense Ammunition Code (DODAC).* The DODAC is a two-part, eight-position code given to a family of items in FSG 13 (Ammunition and Explosives) and FSG 14 (Guided Missiles). Each DODAC is unique and represents only one family of munitions. The FSC is the first part of the DODAC. The second part, the Department of Defense Identification Code (DODIC), is a four-position code. A complete list of DODACs is in SB 708-3.

### 2-3. Supply management data

This paragraph describes data other than the identification numbers discussed in paragraph 2-2; examples are the unit of issue and accounting requirements code. Supply management data is necessary for the distribution system to manage supply items.

*a.* The item data segment of the Army Master Data File (AMDF) is the primary source of supply management data for items cataloged by the Army. Under AR 708-1, CDA has authority to provide the AMDF to all SSAs.

*b.* This pamphlet requires the use of various AMDF supply management data elements. These data elements and their use are discussed in detail in the following chapters.

*c.* Each SSA will report incorrect AMDF supply management

data directly to the wholesale item manager. This report is exempt from requirement control symbol (RCS) reporting under AR 335-15, paragraph 7-2a. The report will be prepared in memorandum format as shown in AR 25-50. As a minimum, the following will be shown: the NSN; materiel category (MATCAT) code; identity of the erroneous publication; discussion of the error, including any recommended corrections; and other pertinent comments. The report will be addressed to the item manager identified by the MATCAT assigned to the NSN. A copy will be furnished to Executive Director, U.S. Army Materiel Command Logistics Support Activity (AMXLS-LCF), Redstone Arsenal, AL 35898-7466.

### 2-4. Publications

Supply publications give the data needed by an SSA to identify and manage items of supply. Each SSA is required to provide cataloging assistance to customer units. Because of this, each SSA is required to have a reference file of supply publications. Table 2-1 shows the minimum supply publications needed to give this assistance.

**Table 2-1**  
**Essential catalog reference publications**

Supply publication	Reference
SB 700-20	Army Adopted/Other Items Selected for Authorization/List of Reportable Items
SB 708-3	Department of Defense Ammunition Code Cataloging Handbook H-3)
SB 708-21	Federal Supply Classification: Part 1, Groups and Classes (Cataloging Handbook H2-1)
SB 22/23	Federal Supply Classification: Parts 2 and 3--Numeric Index of Classes and Alphabetic Index (Cataloging Handbook H2-2/H2-3)
SB 708-41/42	Federal Supply Code for Manufacturers: United States and Canada--Name to Code and Code to Name (Cataloging Handbook H4-1/H4-2)
SB 708-43	NATO Supply Code for Manufacturers (Excluding United States and Canada) Name to Code, Code to Name (GSA-FSS-H4-3)
ARMS Monthly	Army Retrieval Microform System Monthly
AMDF	Army Master Data File
MCRL	Master Cross Reference List
C-1 (Army)	Introduction to Federal Supply Catalogs and Related Publications
SC	Supply Catalogs (a copy of the SC for each supported set, kit, or outfit NSN)
IL	Identification Lists (a complete set)
ML-A	Management List: Army (a complete set)
CL	Components List (a copy of the CL for each supported set, kit, or outfit NSN)
TM	Technical Manuals (a copy of the TM for each supported item); and when applicable, TB 380-41 and TB 380-40-22 for all COMSEC items.
TB	Technical Bulletins (a copy of the TB for each supported equipment NSN)
SM	Supply Manuals (a copy of the SM for each supported equipment NSN)
MWO	Modification Work Orders (as required)
SB	Supply bulletins not otherwise listed (as required)

**Notes:**

AR 725-50, AR 71-32, mandatory parts lists (MPLs) of supported and automatic return item list (ARIL), will also be required.

*a.* SB 708-21 lists the groups and classes in the FSC System. When the FSG is known, use it to find the class within the group.

*b.* SB 708-22/23 is an index of items in the Federal inventory. SB 708-22 lists each FSC in numeric order and under each FSC lists the items it contains. Use it to find out if an item is in a certain class. SB 708-22/23 lists the names of all items classified in the FSC system in alphabetic order cross-referenced to their FSC. Use it when the name of an item is known and the NSN is unknown. Find the FSC in SB 708-22/23 and go to the Identification List (IL) to find the NSN.

c. The ARMS Monthly AMDF provides the most commonly used supply management data to the SSA. Detailed information on the data elements contained in the AMDF can be found in AR 708-1.

(1) The ARMS Monthly AMDF is a continuous file in NIIN sequence; it contains the following:

- (a) Valid, active NSNs of interest to the Army.
- (b) NSNs of items previously appearing in the AMDF that have been changed or deleted. The items are identified in the file with the word *inactive* in the nomenclature block.
- (c) Equivalent and fabrication or assembly item relationships.
- (d) Interchangeable and substitute (I&S) cross references. An I&S group file is included as a separate file at the end of the AMDF. It is distributed four times each year.
- (e) Reference and history (R&H) file, freight file, and packaging file, available on request. These files should be maintained at the SSA.

(2) The ARMS Monthly AMDF will be used with other publications to obtain correct information needed to perform the SSA supply management mission.

d. Supply catalogs contain data needed to identify and manage items used by the Army. The four types of supply catalogs are as follows: identification lists (ILs); management lists-Army (MLs-A); master cross reference list (MCRL); and components lists (CLs) of sets, kits, and outfits. All supply personnel working in an SSA must use supply catalogs. They will be required to have access to the

Introduction to the Federal Supply Catalog to interpret codes and data included in these catalogs. This catalog (numbered C-1 (Army)) has four sections. Section one gives general information; sections two, three, and four explain the codes and entries to be found in ILs, ML-As, and MCRLs. (See fig 2-4.)

(1) ILs give the NSN and descriptive data needed to identify items of supply. Most ILs are published by the Department of Defense (DOD). The IL catalog number contains the letter C, the FSG or the FSC, and the letters IL. If the letters IL are suffixed-A, then that catalog is published by the Army for items that the Army manages.

(2) The management data list used by the Army is prepared by the Defense Logistics Services Center. This list is numbered C-ML-A; it includes all items used by the Army except medical, subsistence, lumber, and items managed by the Defense Atomic Support Agency. C-ML-A is published in volumes; the items are listed in NIIN sequence. Each volume lists supply data for a certain group of NIINs.

(3) The MCRL gives a cross-reference of item reference numbers to the NSN. It is published in three parts as follows:

- (a) Part one is a list of reference numbers in alpha-numeric sequence.
- (b) Part two is a list of NSNs in NIIN sequence.
- (c) Part three is a list of CAGE in alpha-numeric sequence.
- (4) CLs are published by CDA for the Army to control the configuration of sets, kits, and outfits.

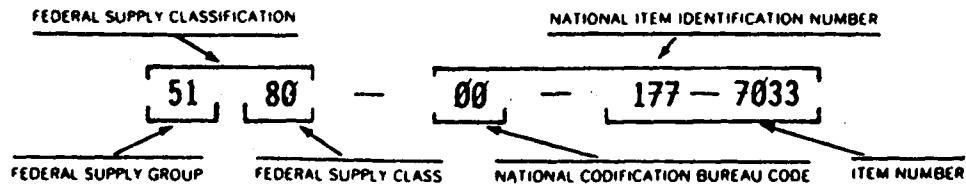


Figure 2-1. The National stock number

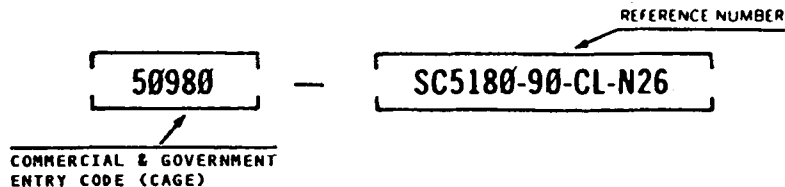


Figure 2-2. The Federal part number

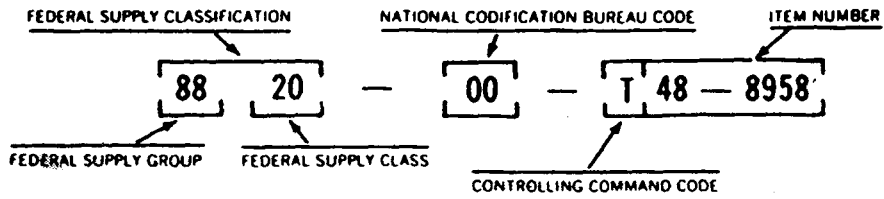


Figure 2-3. The management control number

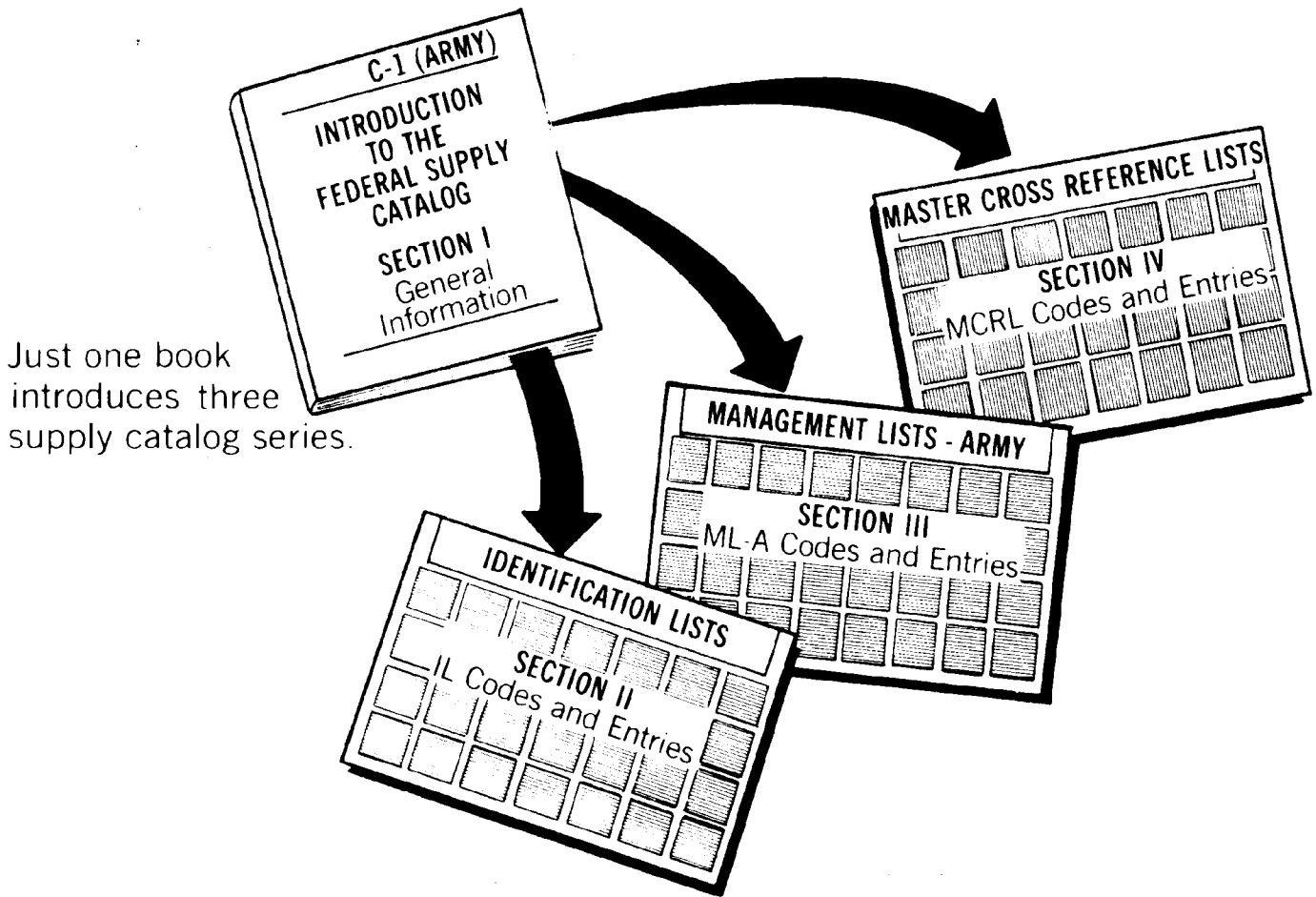


Figure 2-4. Federal supply catalogs



## Chapter 3 Stock Accounting

### Section I Stock Control Administration

#### 3-1. Army Stock Record Accounting System

The Army Stock Record Accounting System has three basic parts, as follows: stock records; demand data; and selective stockage.

*a.* The stock record is used to account for stock and collect demand data. The stock record is the core of the Stock Control System. Therefore, the key to an effective supply support operation is an accurately posted and efficiently kept stock record.

*b.* The stock record also provides a method of gathering demand data during the supply support operation. This record provides information needed to compute valid demand rates. The demand rate is the primary factor to which military supply support is sensitive.

*c.* Selective stockage determines what to stock, how much to stock, and where to stock. Selective stockage is discussed in chapter 4.

*d.* Stock records maintained by COMSEC accounts for classified COMSEC materiel (other than key or publications) are informal property accounting records for management purposes only and will be clearly marked "ACCOUNTABLE UNDER TB 380-41, SEE RECORDS OF COMSEC CUSTODIAN."

#### 3-2. Purpose of a stock record account

The stock record account (SRA) is a holding account for stocks in the pipeline. All items enter the Army inventory through an SRA. They are recorded in an SRA while being stored for issue. Selected items must be returned to an SRA before disposal from the Army inventory. The SRA will not be used to account for property issued to a customer unit.

*a.* The SRA is used by table of organization and equipment (TOE) or Table of Distribution and Allowances (TDA) units with a supply support mission to service their customer units.

*b.* The SRA is an SSA's accounting record. It must be kept by an SRO on prescribed forms. The SRA will be used to perform the three major functions of supply, as described below.

(1) *To make decisions that control the inventory.* Data in the account is the basis for the inventory control functions of the following:

- (a) Determination of need.
- (b) Acquisition and disposal.
- (c) Decisions on when to repair stock.

(2) *To control items.* Vouchers posted to the account are the basis for supply control functions of receiving, issuing, recovering, shipping, and storing.

(3) *To be the accountable record.* Records and files of the account are the basis for stock control functions of stock accounting and asset reporting.

#### 3-3. Authority to keep an SRA

The document authorizing and organizing an organization also authorizes an SRA as part of the mission (if one is to be authorized at all). The TOE or TDA therefore is the authority. Mission-support SRAs supporting special development, maintenance, manufacturing, production, renovation, research, or testing missions must be authorized by the MACOM commander or the Director, Army National Guard of the U.S.

#### 3-4. SRA serial numbers

Army Regulation 735-5 requires that a serial number be assigned to each SRA; this number will permit the SRA's identification and prevent the establishment of unauthorized SRAs.

*a.* The Department of Defense Activity Address Code (DODAAC) assigned under AR 725-50, chapter 9, is the SRA serial number.

*b.* The SSA commander requests assignment of a serial number under one of the following:

(1) When a new account is established.

(2) If a serial number has not been assigned to an existing account.

*c.* The SRO requests cancellation of the serial number when the account is closed.

*d.* Serial numbers pertain to the SRA; they do not pertain to the officer keeping the account.

*e.* Procedures for the establishment of a COMSEC account and assignment of a special COMSEC account number are contained in TB 380-41.

#### 3-5. Stock record officers

*a.* The SRA is operated by a stock record officer (SRO). The SRO is an accountable officer appointed under AR 735-5. In the ARNGUS, the U.S. property and fiscal officer (USPFO) is the SRO at State level. The USPFO is accountable for supplies from the time of receipt until they are issued, released, or dropped from accountability under this pamphlet and AR 735-5.

*b.* Accountability will be transferred from an outgoing to an incoming SRO under AR 735-5. Required certificates of transfer for the outgoing and incoming SRO are shown at figures 3-1 and 3-2, respectively.

*c.* COMSEC accounts are managed by COMSEC custodians appointed per TB 380-40-2 and AR 380-40(O). Accountability for COMSEC materiel will be transferred between COMSEC custodians using procedures detailed in TB 380-41.

#### 3-6. Disposition of stock records

Stock records and files set up under this pamphlet will be disposed of as directed in AR 25-400-2.

### Section II Stock Accounting—The Records

#### 3-7. Keeping the records

Stock records must always be kept up to date. Current and accurate postings will be made so that the records always show the true balance of stock. Transactions showing gains, losses, assets, or liabilities will be posted to the records within 1 workday after receipt in the stock control section. Records having delinquent postings are worthless for editing requests, controlling levels, or gathering statistics. Preposting is the preferred method, while post-post may be used in selected circumstances as determined by the SSA commander. Posting of records should be done by the least number of personnel, while providing the quickest supply to their customers. General instructions shown below will be followed for all postings.

*a.* Make postings in unerasable ink unless otherwise stated in the following chapters.

*b.* Post receipts from the release document, shipping document, turn-in document, materiel inspection and receiving report, packing list, or other document on which the receiving section in-checker has acknowledged receipt of the supplies.

*c.* Post acquisition actions for authorized stockage list (ASL) items as a due-in or due-out or both pending receipt. (See chap 6.) Dues-in or out will be posted immediately after a document number is assigned to the requisition. On receipt, post as a gain to the stock accounting record. Make a clearing entry for the due-in. Check the due-out record to determine if stock is due out. When stock is due out, issue the stock by the highest priority designator (PD), oldest date first. Make a clearing entry on the due-out record. Post the issue as a loss to the stock accounting record.

*d.* If posting has been delayed and, as a result, several postings to a stock record are necessary, make them in the following sequence:

(1) For inventory adjustments, first post the decrease adjustments as losses; then post the increase adjustments as gains.

(2) Receipts due in from supply sources as the result of acquisition actions.

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DALO-LER

20 August 1989

MEMORANDUM FOR CW4 NORMAN C. DE RUITER, SSAN: 378-38-5651, 115th Maintenance Company, APO 09146

SUBJECT: Incoming SRO Certificate of Transfer

Upon close of business 29 August 1989, you will assume accountability for the assets and liabilities of the stock record account serially numbered (DODAAC) WK4023 from CW4 EARL D. STINSON, 132-42-0927. Please complete the certificate of transfer below.

ROBERT B. ANDERSON  
Major, QM

Commander  
DALO-LER 1st End

CW4 Norman C. De Ruiter, SSAN: 378-38-5651, 115th Maint Co, 30 August 1989

FOR Cdr, 115th Maint Co, APO 09146

I attest: that, I have received all stock recorded, as of the close of business 29 August 1989 on stock record account serially numbered (DODAAC) WK4023 and all disclosed proper charges and authorized credits, from my predecessor CW4 Earl D. Stinson, 132-42-0927: and that, as of the opening of business 30 August 1989, I have assumed accountability.

NORMAN C. DE RUITER  
CW4, USA

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**Figure 3-1. Sample of a completed Certificate of Transfer: Outgoing SRO**

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DALO-LER

20 August 1989

MEMORANDUM FOR CW2 ALLEN D. LEE, SSAN: 132-42-0927, 115th Maintenance Company, APO 09146

SUBJECT: Outgoing SRO Certificate of Transfer

Upon close of business 29 August 1989, you will transfer accountability for the assets and liabilities of the stock record account serially numbered (DODAAC) WK4023 to CW4 Frank D. Glover, 321-24-9270. Please complete the certificate of transfer below.

JOHN WAYNE  
Captain, QM

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**Figure 3-2. Sample of a completed Certificate of Transfer: Incoming SRO—Continued**

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Commander  
DALO-LER 1st End

CW2 Allen D. Lee, SSAN: 132-42-0927, 115th Maint Co, APO 09146 30 August 1989

FOR Cdr, 115th Maint Co, APO 09146

I attest that, to the best of my knowledge and belief, the balance shown, as of the close of business 29 August 1989 on stock record account serially numbered DODAAC WK4023 are true and correct: and that, all stock was transferred, and all proper charges and authorized credits were disclosed, to my successor CW4 Frank D. Glover, 321-24-9270 as of the opening of business 30 August 1989.

ALLEN D. LEE  
CW2, USA

**Figure 3-2. Sample of a completed Certificate of Transfer: Incoming SRO**

(3) Receipts not due in from supply sources; this includes customer unit turn-ins.

(4) Cancellations of acquisition actions due in from supply sources.

(5) Cancellations of back-ordered customer unit requests for issue due out from the SSA.

(6) Release denials. First, post Materiel Release Denials (MRDs); then post Disposal Release Denials (DRDs).

(7) Customer units high priority (PD 01-08) and not mission capable supply (NMCS) or anticipated not mission capable supply (ANMCS) requests for issue.

(8) Due-out releases of back-ordered customer unit requests for issue.

(9) Customer units low priority (PD 09-15) requests for issue.

(10) Shipments to other SSAs and the Defense Reutilization and Marketing Office (DRMO).

### 3-8. Stock record sets

The stock record set is one or more of the following forms for a single item, all filed together: DA Form 1296 (Stock Accounting Record); DA Form 1297 (Stock Accounting Record Title Insert); DA Form 1298 (Due Out Record); DA Form 4999 (Due In Record); and DA Form 1300-2 (Computation Card).

a. A stock record set is kept for each item on the ASL.

b. A complete stock record set is not needed for nonstockage list (NSL) assets. Only the DA Form 1296 and a DA Form 1297 are kept. When dues-out are given for NSL lines, prepare DA Forms 1298 and 4999. The stock record set will contain the essential elements of data in tables 3-1 through 3-4.

c. In addition to the records specified in this section, COMSEC accounts will maintain special accounting records of formal accountability per TB 380-41.

(1) *Serial number.* Items recorded in the SRA that meet any of the following conditions require serial number accounting:

(a) Items with a U.S. Army registration number. The registration number will be recorded as the serial number.

(b) Items listed in the AMDF with a controlled inventory item code (CIIC) other than "U" or blank, and the item has a serial number.

(c) Information management processing equipment (IMPE) and external peripheral components (excepting keyboards, and Tier III items less controlled cryptographic items (CCIs)).

(2) *Class 5 items.* Post the lot number and the serial number.

**Table 3-1  
Stock accounting record**

**Use:** To account for assets of a stock account  
**Preparation:** Manual or Automated  
**Format:** As prescribed in manual or automated procedural publications  
**File:** Stock Accounting Files  
**Title:** Date

**Title:** Voucher number  
**Explanation:** N/A

**Title:** Organization  
**Explanation:** The activity where the demand originated, to whom items were shipped, or from whom items were received.

**Title:** Quantity and type demand  
**Explanation:** Recurring or nonrecurring.

**Title:** Quantity gained  
**Explanation:** N/A

**Title:** Quantity lost  
**Explanation:** N/A

**Title:** Balance by condition  
**Explanation:** N/A

**Title:** Summary of demands Month Number and quantity recurring  
**Explanation:** Relates to month. Number and quantity nonrecurring

**Title:** Stock Number  
**Explanation:** N/A

**Title:** Item description  
**Explanation:** N/A

**Title:** Unit of issue  
**Explanation:** Includes unit of measure and measurement quantity for non-definitive unit of issue.

**Title:** Stockage list code  
**Explanation:** N/A

**Table 3-2  
Due-in record**

**Use:** To record dues-in  
**Preparation:** Manual or Automated  
**Format:** As prescribed in manual or automated procedural publications  
**File:** Stock Accounting Files  
**Title:** Stock Number

**Title:** Date  
**Explanation:** N/A

**Title:** Document number

**Table 3-2**  
**Due-in record—Continued**

**Explanation:** N/A

**Title:** Quantity due-in

**Explanation:** N/A

**Table 3-3**  
**Due-out record**

**Use:** To record dues-out

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications

**File:** Stock Accounting Files

**Title:** Stock Number

**Title:**Date

**Explanation:** N/A

**Title:** Priority Designator

**Explanation:** N/A

**Title:** Document number

**Explanation:** N/A

**Title:** Quantity due-out

**Explanation:** N/A

**Table 3-4**  
**Nonstocked demand record**

**Use:** To record demand data for nonstocked items

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications.

**File:** Nonstocked Demand File

**Title:** Stock Number

**Title:**Date

**Explanation:** N/A

**Title:** Voucher number

**Explanation:** N/A

**Title:** Organization

**Explanation:** The activity where the demand originated.

**Title:** Quantity and type demand

**Explanation:** Recurring or nonrecurring

**Title:** Summary of demands Month Number and quantity recurring

**Explanation:** Relates to month. Number and quantity nonrecurring

### 3-9. Use of DA Form 1296

Use DA Form 1296 as the accounting ledger. (A sample of DA Form 1296 is shown at fig 3-3.) It is used to record all transactions for a single item. It has two identical parts and is perforated for ease of separation. Entries for serviceable stock are started at the top left half of an unseparated form; when that half is filled, entries are continued to the right half of the unseparated form. To account for suspended or unserviceable stock, the form will be separated; a part will be used for each supply condition. Figure 3-4 is a sample DA Form 1296 prepared for a direct support (DS) repaired exchange repairable. Figure 3-5 is a sample DA Form 1296 for a repairable not repaired at DS level. All forms for a single stock number will be kept in the same visible file pocket. The detailed entries on the card are made as follows:

a. *Stock number block.* Enter the national stock number (NSN), FPN, MCN, or other identifying number used to account for the item.

b. *Supply condition code (SCC) block.* Enter the supply condition code used to segregate the stock recorded on the form. Use "SVC" for serviceable and "UNSVC" for unserviceable.

c. *Date column.* Enter the Julian date of each posting.

d. *Balance brought forward.* Enter the date and balance found in the balance carried forward entry on the previous card.

e. *DODAAC and date/serial columns.* Enter the voucher number.

f. *Demand column.* Total quantity requested is posted as a

demand when the request is first processed, regardless of the supply action. Demands that are satisfied by interchange or substitution are posted to the requested stock number, not the issued stock number. When a request for the cancellation of a previously recorded demand is processed, post it as a negative value. Post only customer unit requests for issue containing a demand code "N" or "R," and cancellation of those requests, in the demand column. Do not post any other transaction in the demand column.

(1) *Recur column.* Post the total quantity requested or canceled in the recur column when the demand code is "R."

(2) *Nonrecur column.* Post the total quantity requested or canceled in the nonrecur column when the demand code is "N."

g. *Gain column.* Post receipts, turn-ins, adjustments, and any other transactions that increase the balance as a gain.

h. *Loss column.* Post issues, shipments, adjustments, and any other transactions that decrease the balance as a loss.

i. *Balance column.* Enter the balance of stock after the previous balance has been increased or decreased by the posting.

j. *Balance carried forward.* Enter the date and balance to be entered in the balance brought forward entry on the next form.

k. *Summary of demands section.* This section provides a means to summarize demand data by month for 18 months (one-and-one-half control periods), so that this information can be used to compute requisitioning objectives (ROs). Post this section in pencil as shown below, just before making each RO computation.

(1) *Month line.* Enter the month.

(2) *Recur line.* Count the number of times during the month that a demand was posted in the recur column. Enter this count in the upper half of the block. Add the total quantity requested by each of these recurring demands; subtract cancellations. Enter the result in the lower half of the block.

(3) *Nonrecur line.* Count the number of times during the month that a demand was posted in the nonrecur column. Enter this count in the upper half of the block. Add the total quantity requested by each of these nonrecurring demands; subtract cancellations. Enter the result in the lower half of the block.

### 3-10. Use of DA Form 1297

Use DA Form 1297 as an exposed heading for the item in the visible index file pocket. It records identification and supply management data for a single item. Data entered is found in the ARMS Monthly Data File (AMDF) unless otherwise stated in this paragraph. (A sample DA Form 1297 is shown in fig 3-6.) Make the detailed entries on the form as follows:

a. All data spaces on the DA Form 1297 need not be filled in when the form initially is prepared. Data will be entered as needed or as directed by the SRO. Optional data elements are listed below.

(1) *Source of supply (SOS).* Use chapter 6 to decide how to acquire the item. If it is acquired by Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitioning, enter the routing identifier code (RIC) from the SOS column of the AMDF. If the item is acquired by fabrication, cannibalization, or local purchase, leave this block blank.

(2) *Acquisition advice code (AAC).* Enter the AAC.

(3) *Unit price.* Enter the item cost for the quantity expressed by the unit of issue code.

(4) *Shelf life item (SLI).* Enter the SLI code.

(5) *Controlled Inventory Item Code (CIIC).* Enter the CIIC.

(6) *Accounting requirements code (ARC).* Enter the ARC.

(7) *Material category structure code (MCSC).* Enter the MCSC.

(8) *Fund code (FC).* Enter the FC.

(9) *Reportable item control code (RICC).* Enter the RICC.

(10) *Supply categories of materiel code (SCMC).* Enter the SCMC.

(11) *Essentiality code (EC).* Enter the EC.

(12) *Automatic return item (ARI).* Enter the ARI.

(13) *Remarks.* For use as required.

b. Blocks listed below are the mandatory data elements. Enter this data on each title insert prepared. Mandatory data elements are as follows:

STOCK NUMBER 6140 00 057 2553 SCC SVC

STOCK NUMBER 6140 00 057 2553 SCC SVC

DATE	ODDAAC	DEMAND		GAIN	LOSS	BALANCE	DATE	ODDAAC	DEMAND		GAIN	LOSS	BALANCE	
		RECUR	NON-RECUR						RECUR	NON-RECUR				
0123		BALANCE BROUGHT FORWARD ▶				37	0309	W3P972	0308 1006	3			3	11
0123	W392AR	0122 1097	7		7	30	0313	W392AR	0312 1036			4		15
0128	W97PR6	0128 3520	3		3	27	0319	W3P972	0317 1009	1			1	14
0136	W39PFU	0134 0006			2	29	0323	WRUF35	0323 0001	7			7	7
0159	W392AR	0158 1035	10		10	19	0339	W97PR6	0338 3221	3			3	4
0163	W39FFU	0161 1003	1		1	18	0347	WRUF96	0346 0003	8			4	0
0171	WRUF96	0170 0001	8		8	10	0351	W39FFV	0351 1005	1				0
0189	WK4ABC	0159 7002			23	33	0363	W39PFU	0361 0001		4			0
0197	W97PR6	0196 3229	3		3	30	0364	W39FFV	0351 1005			1		1
0200	WRUF35	0200 0002	7		7	23	0364	W39FFV	0351 1005				1	0
0210	W3P972	0218 1008	1		1	22	0364	W97PR6	0364 3559	-3				0
0230	W979R6	0228 0001	3		3	19	1002	W392AR	0364 1088	-4				0
0234	W392AR	0233 1047	13		13	6	1010	WK4ABC	0323 7009			39		39
0246	WK4ABC	0230 7001			19	25	1010	WRUF96	0346 0003				4	35
0253	W392AR	0252 1093		3	3	22	1010	W39FFV	0351 1005				1	34
0269	W97PR6	0268 3220	8		8	14	1016	W39PFU	0361 0001				4	31
0285	WK4ABC	0230 7001			4	10	1010	W392AR	0364 1088				3	28
0296	WK4ABC	0220 7001			4	14	1021	WK4ABC	0363 7003			23		51
0296	WK4ABC	0230 7001			4	18	1022	W392AR	1021 1033	10			10	41
0296	W3P972	0294 1003		2	2	16								
0304	WRUF96	0303 0003	2		2	14								
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

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

DA FORM 1296 JAN 82

Edition of Aug 55 is obsolete.

STOCK ACCOUNTING RECORD

The information listed on this form is to be used as a general guide only.

Figure 3-3. Sample of DA Form 1296

- (1) I&S data. This block records interchangeable or authorized substitute items that are stocked in the ASL, or that may be on hand as NSL assets. If the interchangeable or substitute items are not stocked in the ASL, or are not on hand as NSL assets, leave this block blank.
- (2) Stock number. Enter the NSN, FPN, MCN, or other identifying number found on DA Form 1296.
- (3) Unit of issue (UI). Enter the UI code.

- (4) Unit of measure (UM). Enter the UM code.
- (5) Measurement quantity (M QTY). Enter the M QTY.
- (6) Recoverability code (RC). Enter the RC. If the RC is D or L, place a blue-colored signal over this block to flag the record. These items require constant management.
- (7) Nomenclature. Enter the item name.
- (8) Stockage list code (SLC). Enter an SLC described in chapter 4.

STOCK NUMBER 6140-00-057-2553 SVC								STOCK NUMBER 6140-00-057-2553 UNSVC									
DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE
		SERIAL	RECUR	NON-RECUR	RECUR						NON-RECUR	SERIAL	RECUR	NON-RECUR			
BALANCE BROUGHT FORWARD ▶								7									25
5319	W392AR	5319 2002	3				3	4	5319	W392AR	5319 2001				3		28
5319	W97PM	5319 7035	4				4	0	5319	W97PM	5319 7034				4		32
5319	MAINT	603294				9		9	5319	MAINT	603294					9	23
5320	W00F75	5320 7100			2		2	7	5319	W00F75	5319 7100					6	17
5321	W39PFU	5321 2300	6				6	1	5321	W39PFU	5321 2300				6		23
5322	W39PFV	5322 4001	3				1	0	5322	W39PFV	5322 4002				3		26
5325	MAINT	603295				5		5	5325	MAINT	603295					5	21
5325	W39PFV	5325 4001						2	3	5327	W392AR	5327 4015			2		23
5326	W392AR	5326 2035	2					2	1								
5328	W00F75	5319 0015				12		13									
5327	MAINT	603296				10		23									
									BALANCE CARRIED FORWARD ▶								
SUMMARY OF DEMANDS																	
MONTH	SEP 85	OCT 85	NOV 85														
RECUR	6	14	3	11	5	18											
NON-RECUR	0	0	0	1	2												

Figure 3-4. Sample of DA Form 1296 for a DS-repaired reparable

c. Three more positions are provided to take care of colored file signals. They are used when the stock record set shows a zero balance, use of summary accounting, or excess stock. These three situations require close management, as outlined below.

(1) Zero — Place an orange-colored signal over this block when the DA Form 1296 balance column reflects a zero or negative balance.

(2) SUM — Place a green-colored signal over this block when the DA Form 1296 has been converted to summary accounting

using DA Form 1300-3 and DA Form 1300-4 (Reorder Point Record).

(3) Excess — Place a red-colored signal over this block when the DA Form 1296 balance column reflects a balance greater than the authorized retention level.

d. When a specified color signal temporarily is unavailable, the SRO may substitute another color (other than orange, blue, green, or red), until the correct color is available.

STOCK NUMBER 2610-00-262-8677 SVC							STOCK NUMBER 2610-00-262-8677 UNSVC											
DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	
		SERIAL	RECUR	NON-RECUR	RECUR						NON-RECUR	SERIAL	RECUR	NON-RECUR				RECUR
5319		BALANCE BROUGHT FORWARD ▶						4		5319								0
5324	W39FFV	5324	1			1	3		5324	W39FFV	5324				1		1	
5329	W392AA	5329	2			2	1		5325	W39HAC	5325				1		0	
5331	W391FA	5331		1		1	0		5329	W392AA	5329			2		2		
5335	W39HAC	5335			4		4		5330	W39HAC	5330				2		0	
									BALANCE CARRIED FORWARD ▶									
SUMMARY OF DEMANDS																		
MONTH	SEP	OCT	NOV															
RECUR	3	4	2															
NON-RECUR	0	0	1															
STOCK ACCOUNTING RECORD									STOCK ACCOUNTING RECORD									

FOR USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPOUNENT AGENCY IS ODCSLOG.  
DA FORM 1296 JAN 82 Edition of Aug 85 is obsolete.

Figure 3-5. Sample DA Form 1296 for a reparable not repaired at DS level

**3-11. Use of DA Form 1298**

Use DA Form 1298 as the ASL back-order record. It is also used to record back-orders for NSL lines when required. It records ASL demands that have not been totally satisfied. Enter the data from the DA Form 1296, unless otherwise stated in this paragraph. (A sample DA Form 1298 is shown in fig 3-7.) Detailed entries on the DA Form 1298 are made as follows:

- a. *Stock number block.* Enter the NSN, FPN, MCN, or other identifying numbers.
- b. *Date column.* Enter the Julian date of each posting.
- c. *PD block.* Enter the priority designator found on the customer request.
- d. *DODAAC and date/serial columns.* Enter the customer unit document number.
- e. *Quantity column.* Enter the initial due-out quantity.
- f. *Issued/balance columns.* Enter the quantity issued in the upper half of the block. Subtract this quantity from the previous balance due-out quantity. Enter the result in the lower half of the block as the new balance due-out quantity. Three columns are provided to

take care of three partial issues. When more than three partial issues must be made to satisfy totally the demand, repeat the due-out posting process for the balance still due out. Start with the procedures in *b* above on the next line available on the DA Form 1298.

**3-12. Use of DA Form 4999**

Use DA Form 4999 to record ASL (and NSL when required) acquisition actions, other than stock replenishment, that have not been totally received. Enter the data from the DA Form 1296, unless otherwise stated in this paragraph. (A sample DA Form 4999 is shown in fig 3-8.) Detailed entries will be made on the form as follows:

- a. *Stock number block.* Enter the NSN, FPN, MCN, or other identifying number.
- b. *Date column.* Enter the Julian date of each posting.
- c. *DODAAC and date/serial columns.* Enter the customer unit document number.
- d. *Quantity column.* Enter the initial due-in quantity.
- e. *Received/balance column.* Enter the quantity received in the upper half of the block. Subtract the result in the lower half of the

block as the new balance due-in quantity. Three columns are provided to take care of three partial receipts. When more than three partial receipts occur, repeat the due-in posting process for the balance due in. Start with the procedures in *b* above on the next available line of the DA Form 4999.

### 3-13. Use of DA Form 1300-2

Use of DA Form 1300-2 is discussed in chapter 4.

### 3-14. Correcting entries on DA Form 1296

Instructions in this paragraph apply to changing or correcting entries posted to the stock accounting record. Deviations are prohibited.

*a.* Change or correct the stock number and supply condition as shown in chapter 9.

*b.* Post the summary of demands section in pencil. Erase incorrect entries, then make the correct entry.

*c.* Correct incorrect transaction postings as follows, if they are discovered before another transaction is posted:

(1) Draw a line through the entire posting line.

(2) Enter the correct posting on the next line following the incorrect posting.

*d.* Correct incorrect transaction postings to the correct card as follows, if they are discovered after another transaction has been posted:

(1) When an incorrect entry is made in the transaction date, voucher number (DODAAC, date, and serial), or demand columns, line out only the incorrect entry, then make the correct entry in the correct column or adjacent to the incorrect entry.

(2) When the incorrect entry is the gain, loss, or balance, reverse the posting as shown in *g* below. Make the reversal posting on the next available line and enter the correct posting on the line just after the reversal posting. Consider the effect of an inventory when making these corrections. (See *f* below.)

*e.* Correct a posting made to the wrong DA Form 1296 as follows:

(1) When the error is found (while the posting is being made or before another transaction is posted), draw a line through the entire posting. No further entry on the wrong DA Form 1296 is necessary. Make the posting to the correct DA Form 1296.

(2) When the error is found after another transaction has been posted, reverse the posting as shown in *g* below. Make the reversal posting on the next available line on the DA Form 1296, then post to the proper DA Form 1296. The effect of an inventory must be considered when making these corrections. (See *f* below.)

*f.* The inventory cutoff stated in chapter 9 is an absolute cutoff for changing or correcting entries posted to the stock record. Since errors are absorbed in the inventory adjustment, the effect of the inventory corrects the error. If a change or correction cannot be made because of the effect of an inventory, make a memorandum for record to this effect on the voucher.

*g.* Make reversal postings as follows:

(1) *DODAAC column.* Enter REV above the DODAAC in the posting being reversed.

(2) *Date column.* Enter the Julian date of the reversal posting.

(3) *DODAAC and date/serial columns.* Enter the voucher number and REV above the DODAAC.

(4) *Demand column.* If an entry on the correct card (see *d*(2) above) is being corrected, leave the demand column blank. If an entry on the wrong card (see *e*(2) above) is being corrected, enter the exact opposite (negative value) of the posting being reversed.

(5) *Gain and loss columns.* Enter the exact opposite of the entry being reversed. For example, if the voucher was in fact a gain of 25 items, which originally was posted as a loss of 52 items, the reversal would be a gain of 52 items.

(6) *Balance column.* Enter the balance of stock-on-hand after the previous balance has been increased by the posted gain, or decreased by the posted loss.

*h.* When an unposted voucher is found, process it as follows:

(1) If an inventory has not been posted in the interim, use the next available line to post the voucher.

(2) If an inventory has been posted in the interim, posting will be limited to entries in the posting date, DODAAC, date/serial, demand, and balance columns. Do not post gains and losses. Enter the previous balance in the balance column; the word *OMITTED* will be written across the gain and loss columns. A memorandum for record explaining the failure to post the voucher, date posted, and initials of the posting clerk will be put on the voucher; the voucher then will be filed in the voucher file.

### 3-15. Use of DA Form 272

Department of the Army Form 272 (Register of Vouchers to Stock Record Account) is a single voucher register for a calendar or fiscal year; it is kept by each SRA. This register is the document recording all vouchers initiated by the SRA.

*a.* Vouchers that result from a customer's request for issue or turn-in are not recorded in the voucher register. These vouchers have a customer unit document number. This number is used to process, post, and file these vouchers in the SRA; it becomes the voucher number.

*b.* The voucher register normally is kept by the editing section. If the workload warrants, the single register may be segmented into blocks of voucher numbers. This is discussed in paragraph 3-16.

*c.* Each voucher will be recorded immediately after initiation so that the register is current. Voucher register entries will be made in unerasable ink. (A sample DA Form 272 is shown in fig 3-9.) Entries will be made on the form as follows:

(1) *DODAAC block.* Enter the DODAAC assigned as the SRA serial number. Voucher registers for COMSEC accounts will use the assigned COMSEC account number instead of a DODAAC per TB 380-41.

(2) *Page number block.* Number each page consecutively starting with 1 each year.

(3) *SSA block.* Enter the official designation of the SSA keeping the voucher register.

(4) *Date column.* Enter the four-position Julian date.

(5) *Serial column.* Enter the serial number; start with 0001 each day.

(6) *PD column.* Enter the PD for MILSTRIP requisitions only.

(7) *Date completed column.* Enter the date that the voucher was placed in the completed voucher file.

(8) *To/from column.* Enter the RIC or DODAAC of the activity where the voucher was sent, or from which the voucher was received if it is a debit or credit voucher. Leave blank if it is an adjustment voucher.

(9) *Stock number column.* Enter stock number of the first item appearing on the voucher. This will identify the document in future reviews.

(10) *Item noun column.* Enter the item noun of the first item appearing on the voucher.

(11) *Remarks column.* Enter any further identification of the document being registered.

### 3-16. Voucher numbers

All documents recorded in an SRA must have a voucher number. Documents initiated by customer units and sent to the account are vouchered under the customer unit document number. Documents initiated by the SRA are vouchered under the account's voucher number.

*a.* Voucher numbers are 14 positions divided into three fields as follows:

(1) *DODAAC.* Positions 1 through 6 are the SRA serial number. (COMSEC accounts use their assigned COMSEC account number.)

(2) *Date.* Positions 7 through 10 are the Julian date the voucher number was assigned to the document.

(3) *Serial.* Positions 11 through 14 are the serial number of the document. SROs will not duplicate serial numbers on the same day; start with 0001 each day.

*b.* Blocks of serial numbers may be reserved to segment the voucher register. When this is done, blocks of numbers in the 0001 to 9999 range are normally reserved for the following:

(1) Adjustment vouchers.



(2) Supplies received without documentation, both shipments and found-on-installation.

(3) Urgency of need designator (UND) B stock replenishment requisitions.

(4) UND C stock replenishment requisitions.

(5) Excess reports and other shipments.

c. Serial numbers with an alphabetic first position are limited to assignment as shown in AR 725-50, appendix C. (Special series of voucher numbers for use by COMSEC accounts are specified in TB 380-41.)

d. Voucher numbers canceled for any reason are referenced in the remarks column of the DA Form 272 by the word *CANCELED*. Do not reuse canceled voucher numbers.

e. Voucher numbers remaining unused at the end of a series do not require cancellation.

### 3-17. Vouchers

The voucher is evidence of a transaction in an SRA. Documents processed as adjustments, issues, shipments, turn-ins, or receipts, whether posted to the stock accounting record or not, are vouchers (see AR 710-2, para 3-34c). Essential elements of data are listed in table 3-5.

a. The four types of vouchers are described below.

(1) *Adjustment voucher*. This voucher is used to bring the recorded condition or quantity into agreement with the condition or quantity actually on hand. Adjustment vouchers must be posted to the stock accounting record.

(2) *Credit voucher*. This voucher lists items deducted from the account. Credit vouchers decrease assets. Post as losses. Issues and shipments are credit vouchers. Credit vouchers must be posted to the stock accounting record.

(3) *Debit voucher*. This voucher lists items added to the account. Debit vouchers increase assets. Post as gains. Receipts and turn-ins are debit vouchers. Debit vouchers must be posted to the stock accounting record.

(4) *Wash voucher*. This voucher lists items simultaneously added to (debited) and deducted from (credited) the account. NSL transactions to and from a source of supply that are later issued to the requesting customer unit are wash transactions.

b. Vouchers that are canceled or rejected for any reason will be marked "CANCELED" or "REJECTED." The reason for cancellation or rejection will be noted on the voucher; the voucher will be signed by the SRO or designated representative unless it is a punched MILSTRIP status. If the voucher has been posted to the stock accounting record, reverse the posting under paragraph 3-14g. File it in the completed voucher file to support both postings.

c. Hold incomplete vouchers in the suspense voucher file until completed. Vouchers may be incomplete because they have the wrong (or a missing) signature, statement, or backup document. Take immediate action to complete these vouchers. Control vouchers to make sure that only completed vouchers are placed in the completed voucher file.

d. When a voucher is missing or has been lost, make a thorough search. If it is not found, a certificate in place of the voucher will be put in the voucher files. Reference this action in the remarks column of the DA Form 272 by the entry "LOST." The certificate must include all data in the voucher register and any posting data. Also, statements will be made concerning the loss. Further, explain actions taken to locate the voucher or copy thereof. Support these statements by correspondence or documents showing proof that all possible sources of the missing voucher were checked. The SRO will sign this certificate; it then will be placed in the voucher file.

e. Hard copy documents with signatures will be maintained for receipt, issue, turn in and balance adjustment transactions for items with a CIIC of 1-6, 8, 9, N, P, Q, R, or Y (night vision devices), or an ARC of N (nonexpendable). Voucher files of hard copy documents for other transactions aren't necessary when manual stock records and automated files at the supporting Installation Support Division (ISD) or Corps Support Command/Theater Army Area Command materiel management center (COSCOM/TAACOM

MMC) provide the audit trail for the transactions. See AR 710-2, paragraph 3-35.

**Table 3-5**  
**DA Form 272 (Register of Vouchers to a Stock Record Account)**

<b>Use:</b> To control assignment of voucher numbers
<b>Preparation:</b> Manual or Automated
<b>Format:</b> As prescribed in manual or automated procedural publications
<b>File:</b> Voucher Register File
<b>Title:</b> Account number (DODAAC)
<b>Title:</b> Voucher number (DODAAC, Julian Date, and 4-position serial number)
<b>Explanation:</b> N/A
<b>Title:</b> To or From
<b>Explanation:</b> N/A
<b>Title:</b> Page number
<b>Explanation:</b> N/A
<b>Title:</b> Stock number
<b>Explanation:</b> N/A
<b>Title:</b> Date completed
<b>Explanation:</b> N/A

## Section III

### Stock Accounting—The Files

#### 3-18. Active stock record file

The active stock record file contains a complete stock record set for each ASL item. It also contains a DA Form 1296 and a DA Form 1297 for each NSL item having assets on hand.

a. File stock records in visible file cabinets. File in NIIN sequence. This sequence reduces the problems caused by FSC changes.

b. Reserve a few empty card pockets at the bottom of each visible file slide. The card pockets may be moved within the slide to permit rearrangement.

c. In addition to the records specified in this section, COMSEC accounts will maintain formal accountability for COMSEC items using the records prescribed in TB 380-41.

#### 3-19. Inactive stock record file

The inactive stock record file contains stock accounting records that have been filled and their balance carried forward. It also holds stock accounting records for NSL items at zero balance.

a. Remove these DA Forms 1296 from the active stock record file; place them in the inactive file.

b. Keep the file in NIIN sequence.

#### 3-20. NSL demand file

The NSL demand file contains a DA Form 1296 for each NSL item having one or more demands within the last whole 12 months (the control period).

a. Remove the DA Form 1296 from this file; place it in the active stock record file if the item is added to the ASL.

b. Keep this file in NIIN sequence.

#### 3-21. Active voucher register file

The active voucher register file contains voucher registers for years that still have open transactions. The entire voucher register for each year is held open in this file until the last voucher entered therein is completed. Keep this file on DA Form 272 in voucher number sequence.

#### 3-22. Inactive voucher register file

The inactive voucher register file contains voucher registers for years that have no open transactions. When the last transaction is completed, remove the entire voucher register for a year from the active voucher register file. Place it in this file.

**3-23. Completed voucher file**

Hard copy documents, with signatures, will be maintained for receipt, issue, turn in, and balance adjustment transactions for items with a CIIC of 1-6, 8, 9, N, P, Q, R, or Y (night vision devices), or an ARC of N (nonexpendable). Hard copy documents for other supply transactions are not required if the manual or automated system provides an audit trail. See AR 710-2, paragraph 3-34a(6)(b). A new file will be started each year.

- a. All vouchers are filed in voucher number sequence.
- b. Vouchers that must be posted to the stock accounting record will be marked to show they have been posted before they are filed. Write "POSTED," the Julian date, and initials of the posting clerk in any blank space on the face of the voucher. When posting block is provided on voucher, use it.
- c. The SRO will, to the fullest extent possible, verify the accuracy of all completed vouchers to the account. Completed vouchers will be checked before filing to make sure that no postings have been overlooked.
- d. File a voucher to support each posting to the SRA. Canceled vouchers will be filed to support the cancellation.
- e. File completed vouchers in books of approximately 100 vouchers each. Make these books from manila folders or any suitable substitute. Label the books or tab to identify their contents. The vouchers will be filed within each book in voucher number sequence.
- f. Vouchers normally will not be removed from the voucher file once they are filed. When a voucher must be removed from the file, prior approval must be obtained from the SRO. Before releasing any voucher from the file, a DA Form 543-R (Request for Records) will be prepared in two copies. The first DA Form 543-R will be placed in the completed voucher file in place of the voucher removed. The SRO will hold the second DA Form 543-R to monitor return of the voucher. DA Form 543-R is prescribed by AR 25-400-2. This requirement does not apply to SSA personnel during duty performance; nor does it apply to auditors and inspectors during an audit or

inspection file unless the voucher is removed from the immediate work area.

**3-24. Suspense voucher file**

The suspense voucher file contains a copy of each incomplete voucher. It also contains the following: adjustments; requests for issue and cancellation; reports of excess and pending shipments; requests for turn-in; requisitions and their related documents; local purchase and fabrication requests; and other incomplete vouchers until they are completed. This file has four sections, as listed below. Suspense vouchers will be filed in voucher number sequence within each section.

- a. *Due-in status history section.* Place a copy of each acquisition action (requisition, local purchase, or fabrication request) or incomplete request for turn-in in this file pending completion. Also file a copy of each document and status card later received. File documents related to each voucher number together so that the oldest is in the rear and the newest is in the front. Hold all documents pertaining to each voucher number until supplies due in are received. When the receipt voucher or cancellation confirmation is placed in the completed voucher file, the supporting documents filed there will be destroyed.
- b. *Due-out status history (back-order file) section.* Place a copy of each incomplete request for issue and cancellation, or report of excess and pending shipments in this file pending completion. File documents related to each voucher number together so that the oldest is in the rear and the newest is in the front.
- c. *Incomplete voucher file.* Place a copy of each incomplete adjustment and any other incomplete voucher in this file pending completion. (See para 3-17c.)
- d. *Temporary loan file.* Receipt and issue documents for items on temporary loan to and from the account are placed in the suspense file pending termination of the loan. DA Form 2062 (Hand Receipt/Annex Number) for CCI diagnostic modules are placed in the suspense file.

I & S DATA		SOS	AAC	UNIT PRICE		SLI	SEC	ARC	MAT CAT	FC	RICC	SC MC	EC	ARI	
		AKZ	D	41	01	0	u	X	K22PP		8	9K	C	1	
REMARKS															
ZERO	DUE IN	STOCK NUMBER			LI	UM	M QTY	RC	NOMENCLATURE			SLC	MC	DUE OUT	EXCESS
		6140 00 057 2553			EA			A	Battery storage			Q			
<b>STOCK ACCOUNTING RECORD TITLE INSERT</b> FOR USE OF THIS FORM, SEE DA PAM 710-2-2 THE PROPONENT AGENCY IS THE ODCBLOG															

DA Form 1297, Jan 82 Edition of Aug 55 is obsolete.

The information listed on this form is to be used as a general guide only.

Figure 3-6. Sample DA Form 1297





DODAAC		PAGE NUMBER		SUPPLY SUPPORT ACTIVITY			REGISTER OF VOUCHERS TO A STOCK RECORD ACCOUNT	
WK4ABC		5		156 <sup>TH</sup> MAINT BN			FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2, THE PROPOSING AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS	
DATE	SERIAL	PD	DATE COMPLETE	TO/FROM	STOCK NUMBER	ITEM NOUN	REMARKS	
0159	7002	12	0189	AKZ	6140 00 057 2553	BATTERY		
0230	7001	12	0285	AKZ	6140 00 057 2553	BATTERY	1ST PARTIAL RECD 0246	
0323	7001		0345	S9Z	5330 00 799 8905	PACKING	FTR PDD	
0323	7002		0351	S9E	5935 00 812 6347	CONNECTOR		
0323	7003	12	0343	N32	5962 00 816 8858	MICROCIRCUIT		
0323	7004	12	0323	B16	7920 01 101 6686	BRUSH	SHIPPED TO WK4ABL	
0323	7005		0361	AKZ	2940 00 000 0145	FILTER ELEMENT		
0323	7006		0351	S9E	5955 00 003 7594	CRYSTAL UNIT		
0323	7007		0359	S9G	6220 00 025 3675	CAP		
0323	7008		0359	S9G	6220 00 025 3697	LENS		
0323	7009	12	1010	AKZ	6140 00 057 2553	BATTERY		
0363	7001		0363	B17	2995 00 028 2242	CLUTCH	FOUND ON INSTALLATION	
0363	7002			S9C	2510 00 030 6537	REAR WINDOW		
0363	7003	12	1021	AKZ	6140 00 057 2553	BATTERY		

DA FORM 272  
JAN 82

EDITION OF DEC 57 IS OBSOLETE

The information listed on this form is to be used as a general guide only.

Figure 3-9. Sample DA Form 272

## Chapter 4 Selective Stockage

### 4-1. Stockage

Selective stockage is one of the basic elements of the Army Retail Stock Control System. This chapter prescribes standard stockage for all SRAs. Logistics concepts portraying the supply support structure of the Army in the field are not addressed in this chapter. Stockage of items at an SSA is specified by this chapter, except war reserves and operational project stocks which are governed by AR 11-11(C).

a. Selective stockage is based on demand to keep the inventory closely matched to customers' needs. The Army's Selective Stockage Plan balances customer unit or SSA mission requirements with SSA ability. This plan is best expressed by the principle "select and stock fast moving items forward and slower moving items in the rear."

b. Demand cannot forecast all of the Army's requirements. Some items must be stocked based on projected need regardless of demand. Examples of items needed but not stocked based on demand include those needed as follows:

- (1) For war.
- (2) For repair of newly fielded end items.
- (3) Because of unacceptable order and shipping time.
- (4) For emergencies.
- (5) For special requirements.

- (6) To sustain operational readiness.

### 4-2. Authorized stockage list

a. Use of authorized stockage list (ASL).

(1) The ASL is controlled but flexible. It shows items that are proven, by experience, to be sufficiently active at an SSA to warrant stockage. It also contains other items with a projected need.

(2) The ASL is the SSA's authority to stock the item. Only those items qualifying for stockage under the criteria in this chapter can be on an ASL. Items on the ASL are referred to as ASL items; items not on the ASL are referred to as NSL items.

(3) ASL stockage for class 9 is restricted to essentiality code (EC) C, D, E, and J items. Items with an EC of "G" may be stocked if a quick supply store (QSS) is established. Item ECs are shown in the AMDF. If the EC in the AMDF is suspected to be in error, submit request for review of essentiality code to AMC USACDA, New Cumberland Army Depot, New Cumberland, PA 17070-5010. The MACOM may approve stockage of the item pending AMC USACDA review.

b. Combat ASL for the ARNG and U.S. Army Reserve (USAR).

(1) ARNG divisions and ARNG and USAR non-combat separate brigades equivalent size unit supported by an organic SSA will maintain a combat ASL in that SSA consisting of parts required for stockage by a maintenance parts list (MPL) or support list allowance card (SLAC). ARNG units will requisition and maintain a combat ASL upon approval and allocation of funds by CNGB. Establish procedures to rotate stocks in the combat ASL if the ASL is not

used for peacetime maintenance. Units will deploy with their combat ASLs.

(2) ARNG roundout brigades receive their combat ASL support from the active component division to which they are assigned. The combat ASL computed for the division includes the roundout requirements.

(3) ARNG and USAR non-divisional combat ASL requirements for D to D+60 units will be computed by AMC Material Readiness Support Activity (MRSA). Corps/TAACOM slices of each theater's requirements will be computed based on density of mission profile development list (MPDL) equipment in D to D+60 units contained in each time-phased force deployment list (TPDFDL).

(a) Parts to meet the requirement for D to D+30 deploying DSUs are prepositioned in the theater and parts to meet requirements for D+31 to D+60 deploying DSUs will be stored in CONUS depot assets for shipment to the theater by push package subsequent to mobilization.

(b) Where sufficient information is available from current operation plans (OPLANs) regarding support relationships, the ASL will be computed for the DSU and a copy provided to the DSU for planning purposes. A data base reflecting the theater ASL requirements computed by AMC MRSA will be provided to each theater with a combat ASL model to help each theater reconfigure non-divisional DSU stockage based on support relationships subsequent to mobilization.

(c) The DSUs will draw ASLs from theater assets as the DSUs arrive in the theater.

(d) AMC retains responsibility for computing Reserve Component non-divisional ASL to support units not assigned to a specific theater such as Rapid Deployment Force (RDF) units. Issues of stock to support these units will be made from CONUS depot stocks.

#### 4-3. Establishment of customer support ASLs

Initial ASLs of newly activated SSAs are created by using any combination of the following methods:

a. *Comparison.* An initial ASL for any class of supply may be created by using demand data obtained from a similar SSA supporting like customer units or missions.

b. *Computation.*

(1) An initial ASL for any class of supply (except class 9) may be created by using authorization documents and the supported troop density.

(2) An initial ASL for class 9 supplies may be created by using equipment density lists and technical manuals.

c. *Request.* An initial ASL for class 9 supplies may be requested from the wholesale level by memorandum.

(1) When the comparison method is not feasible, a unit may request an initial recommended ASL from AMC LOGSA. This service is designed for the consolidation of units or a unit undergoing a change in mission, and is not to be used for new equipment fielding. Send thererequest to Executive Director, USAMC Logistics Support Activity, Redstone Arsenal, AL 35898-7466. The request must contain the following:

(a) Unit identification code (UIC) of the requesting unit.

(b) Level of maintenance, that is, unit, intermediate or direct support (IDS), or intermediate general support (IGS).

(c) Days of supply (DOS) required in 15 day increments.

(d) End item NSN. For aircraft, helicopters, and generators with multi-application engines, furnish both the end item NSN and the engine NSN. For power units, furnish the end item NSN, the engine NSN, and the truck/trailer NSN.

(e) Line item number (LIN) for each end item.

(f) Quantity on hand.

(g) Point of Contact (name, rank, and telephone number).

(2) Send request for medical equipment ASL data to: Commander, U.S. Army Medical Materiel Agency (SGMMA-M), Frederick, MD 21701-5101. The request must contain the data in c(1) above. (This does not apply to initial provisioning to support newly fielded

end items.) For COMSEC equipment, requests for an initial prescribed load list (PLL) will be submitted to Commander, U.S. Army Communications Security Logistics Activity (USACSLA) (SELCL-EP), Fort Huachuca, AZ 85613-7090.

(3) Computer printouts listing items recommended for stockage will be returned. A magnetic tape containing skeleton A0A or Z44 records may be supplied on special request. The listing will identify the repair part by NSN, and the recommended stockage quantity for the item.

(4) Upon receipt of the recommended peacetime ASL data, take the following actions:

(a) Review the listing for changes, quantity reductions, or deletions.

(b) Request initial stockage of selected ASL items. The requested support items are subject to MACOM and managing major subordinate command (MSC) approval.

#### 4-4. Stockage list code

Every item accounted for in a Stock Record Account (SRA) must be identified by a stockage list code (SLC) giving the reason the item is in the account. When deciding on the SLC to assign, the following sequence will be used until the correct SLC is found:

a. *Stocked demand (SLC Q).* Use SLC Q for demand-supported items where stockage is based on recurring demands received during the most recent 12 whole months (the control period).

(1) Stocked demand items are added to the ASL when they have had nine recurring demands during the control period. Stocked demand items are kept on the ASL if they have had three recurring demands during the control period.

(2) Air defense, air traffic control, aviation, life saving equipment, missile, special weapons (nuclear), COMSEC, intelligence gathering equipment, engineer (Modification Table of Organization and Equipment (MTOE)), nontactical communications and marine equipment. Items are added to the ASL as stocked demand items when they have had three recurring demands during the control period. When this is done, these items are kept on the ASL if they have had onerecurring demand during the control period.

(3) The first general staff level in the SSA's chain of command is authorized to apply a more stringent addition or deletion criteria to all materiel categories; for example, more than nine to add and three to retain. HQDA (DALO-SMP-S) must be advised through command channels when this option is exercised.

b. *Stocked provisioning (SLC P).* Use SLC P for nondemand-supported items stocked to support newly fielded end items for up to 2 years, until stockage can be based entirely on actual demands. Additions or changes to SLAC levels without demand support per add, retain criteria is not authorized. Stock a quantity of one when the SLAC prescribes it or when one is the demand-supported quantity. Review initial stockage after 1 year. Delete lines when retention criteria isn't met and no demand is anticipated for the next year. After 2 years, delete items that don't meet 3-demand retention criteria unless the items are justified under SLC M criteria. Additionally, Initial Mandatory Parts List (IMPL) items will be on the ASL as stocked numeric items, SLC "P" only. These items will only be stocked as prescribed by a published IMPL. This stock may not be reduced below the prescribed level unless directed by HQDA. Quantities may be increased based on actual demand data. The ASL is required to umbrella customers IMPL stocks.

c. *Items that do not qualify.* Keep customer basic load, MPL, and shop stock items that do not qualify for any other reason on the ASL as SLC M. The reorder point (ROP) is zero and the RO is the quantity needed to repair one piece of equipment. Add these items to the ASL when they are added to one customer load or shop stock (except EC G) list; delete the items when they have dropped from all customer load or shop stock lists. The five percent restriction does not apply.

d. *Stocked numeric (SLC M).* Use SLC M for nondemand-supported items for which demands are expected, but not enough to meet demand-supported stockage. SLC M is used when a stocked demand item has a computed RO less than the assigned RO. The RO is established based on expected need for a special requirement.

Review these items quarterly. Note: Some high tech, low density systems such as the AN/TPQ-37 Firefinder require intensive management of repair parts based on conditions unique to the particular system. Accountable officers should make every effort to familiarize themselves with these system peculiarities to ensure continuity during the ASL review process.

(1) If the SSA is a TOE unit, combat-essential supplies not stocked for any other reason may be kept as SLC M items. If the SSA is a TDA unit supporting nontactical communications, air traffic control, specialweapons (nuclear), COMSEC, intelligence gathering equipment, engineer (MTOE), or life-saving systems, the items needed to provide support will be stocked. Locally decided mission-essential supplies have an RO quantity needed to repair one piece of equipment; the ROP will be zero. The first general staff level in the chain of command (USPFO in the ARNG) must approve the stockage list of items under this authority when an item is to be added or deleted. This list will show the stock number and both the RO and ROP quantities; the list will be maintained in NIIN sequence.

(2) Seasonal supplies are stocked on the ASL as SLC M. The first general staff level in the chain of command (USPFO in the ARNG) must approve the stockage list of such items when they are to be added or deleted. This approval must also be reviewed at least annually by the Installation/TDA Activity and/or during the semiannual ASL review. The stockage list will show the stock number in NIIN sequence. The RO for seasonal items will be based on expected use and the ROP will be zero.

(3) Only TDA units will use the code "Stocked Insurance"; SLC S. This is a non-demand supported essential item for which a replacement is not expected as a result of normal use. Use this code for items having an unacceptable lead time.

(a) Standby supplies for any future emergencies will be on the ASL as stocked insurance items. These items must be authorized by the installation or Division Commander and reviewed at least annually. Authority to stock will not be delegated.

(b) Stocked insurance items will be added or deleted from the ASL when the standby list is approved by the commander.

e. *Other stocked (SLC F)*. Use SLC F for operational readiness float (ORF) items.

f. *Not stocked (SLC Z)*. Use SLC Z for lines that are not stocked. Demand data will be kept, as will inventory data if assets are on hand. No RO exists for these items and no replenishment is allowed. Stockage of NSL items at the DSU level is not authorized. NSL items on hand as a result of unit turn-ins or receipts are processed for disposition under paragraph 14-3.

g. *Decrement Stock (SLC R)*. Applies to assets earmarked for issue to bring Active Army units from the current authorized level of organization (ALO) to the full required (ALO-1) Level. These items will not have a set RO. Inventory Data will be recorded.

h. *Stocked demand (SLC D)*. This is for demand supported items. Stockage is based on restricted levels for items that otherwise qualify under SLC "Q." These items may have a critical worldwide shortage. The RO is determined by the wholesale inventory control point (ICP) and the MACOM. High-dollar-value restrictions may be imposed by the MACOM commander. Designated for such programs as Aviation Intensive Management Items (AIMI) and Integrated Sustainment Maintenance.

#### 4-5. Requisitioning objective

The RO consists of operating, safety, and order ship time (OST) levels. The RO is the maximum quantity of an item that may be on hand or on order at any one time.

a. *Operating level (OL)*. The OL quantity of stock is needed to sustain operations in the interval between receipt of a replenishment shipment and submission of another replenishment requisition.

b. *OST level (OSTL)*. The OSTL quantity of stock is needed to sustain operations between the time a replenishment requisition is submitted and the resulting material is posted to the account. The OST may be developed using either of the methods shown below.

(1) Using the Individual DSS Activity Performance Report

(IDAPR) published by the USAMC Logistics Control Activity (LCA), find the OST average for PD 09-15 requisitions without back-orders.

(2) Using the six most recent replenishment receipts for an item, compute the average OST. In computing OST, exclude PD 01-08 requisitions and requisitions with long delays from wholesale back-order, unusual circumstances, or lack of funds. (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.)

c. *Safety level (SL)*. The SL quantity of stock is on hand to sustain operations in the event the demand rate changes unusually or the OST becomes longer than expected. It is a safety factor intended to be used while replenishment requisitions are still due in. SSAs in continental United States (CONUS) will use a 5-day SL; overseas SSAs use 15 days. For class 9 air line of communications (ALOC) items, the SL is 5 DOS in outside continental United States.

#### 4-6. Reorder point

The reorder point (ROP) is represented by a quantity of stock which, in all cases, is less than the RO quantity. When the quantity of stock on hand and due in, minus any dues out (net assets), equals or is less than the ROP, the time has come to submit another requisition for replenishment. The ROP is computed by adding quantities computed for the OSTL, the SL, and the repair cycle level (RCL) (if one exists). If the ROP is ignored and replenishments are not ordered on time, the item may go to zero balance and cause due-out problems.

#### 4-7. Days of supply and economic order quantity stockage methods

a. The DOS stockage method computes 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, future stockage for a given period can be computed. The economic order quantity (EOQ) stockage method also uses a demand rate in its computation. Dollar cost also is considered. Cost is not a part of DOS computation. Although DOS and EOQ are composed of the same basic stockage levels (discussed in detail later in this chapter), the choice of which method to use depends on the item to be stocked and other circumstances.

(1) Use the DOS method for items that are critically short, seasonally used, highly perishable, or have a shelf life of less than 1 year.

(2) Use the EOQ method for all items not using DOS.

b. A substantial demand rate change may require that a DOS or EOQ requisitioning objective be revised. As a minimum, these ROs must be recomputed as follows:

(1) When net assets become equal to or less than the ROP (EOQ only).

(2) Each time the serviceable balance on hand is equal to or less than the ROP or goes to zero (DOS only).

(3) At least semiannually if they have not been otherwise computed (EOQ and DOS).

#### 4-8. DOS computation

Under the DOS stockage method, the quantity of an item needed to keep the SSA in stock for a fixed number of days will be computed regardless of cost. Two ways are available to do this DOS computation. The first is the manual method using the formula in paragraph G-8. The second is the short tabular method presented in this paragraph. The DOS computation uses the heading and lines 1 through 11 on DA Form 1300-2 (as shown in fig 4-1). The example at figure 4-1 was computed using table G-3. The computation will be made by completing the form following directions listed below.

a. *Stock number block*. Enter the stock number found on DA Form 1296.

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 the DOS computation; check the DOS block.

d. *Repaired for stock block.* Leave blank; use this block only when the EOQ stockage method block is checked.

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

f. *Line 2.* Enter the quantity demanded during the control period. Take this data from the summary of demands section on the DA Form 1296. Immediately before each RO computation is made, summarize all demands posted to the DA Form 1296 in the summary of demands section. 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 OST. Compute this data as shown in paragraph 4-5b. 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 ROP quantity on line 10 and the RO on line 11.

(1) SSAs in continental United States (CONUS) use table G-2. These SSAs have been assigned 15 DOS as an OL and 5 DOS as an SL.

(2) SSAs outside CONUS (OCONUS) use table G-3 for other than class 9 (ALOC), and table G-20 for class 9 (ALOC). These SSAs 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 correct table. Find the quantity demanded during the control period (entry on line 2) at the top of the table. Find the OST (entry line 3) at the left side of the table. Follow both lines until they meet. This block contains the ROP in its bottom half and the RO in its top half. Enter the ROP on line 10 and the RO on line 11. (See para 4-10 for the net asset procedures.)

j. *Forward stockage points (FSP).* For class 9 supply in the division, stockage in class 9 common FSP is restricted to 3 DOS OL, 2 DOS SL, and 5 DOS OST (except when the MACOM modifies the OST parameter to show actual OST between the forward and main DSU). Use table G-21 to determine FSP stockage.

#### 4-9. Economic order quantity

This paragraph describes how the EOQ method is used to compute stockage. EOQ is used for repairable or nonrepairable item stockage. Parts of the EOQ computation are different if the item is repaired and returned to stock or if the item is repairable, but not repaired and returned to stock. These procedures are presented in the same order as used in the DA Form 1300-2, shown in figures 4-2 and 4-3. (Fig 4-2 is used for repairable items, and fig 4-3 for nonrepairable items.

a. The unit price must be current. Use it in all EOQ computations. Mark the stockage method block as EOQ. If the item is repairable, and unserviceables are work-ordered by the SSA to maintenance for repair and return to stock, mark "yes" in the repaired for stock block. Otherwise, mark "no."

b. Enter the month and year or Julian date of the computation on line 1.

c. Take the quantity demanded (recurring) in control period (QDCP) from the DA Form 1296. Use the most recent 12-month history. If 12 months of demand history are not available, use table G-1 (conversion factors) to determine an estimated number of control period demands. Enter the QDCP on line 2.

d. Enter the OST on line 3. This data is computed as shown in paragraph 4-5b. Enter the result of the OST computation on line 3. When "yes" block is marked, enter 25 days.

e. Line 7 is the EOQ. To use table G-4, the unit price of the item and the quantity demanded must be known. Quantity demanded will be from line 2 of DA Form 1300-2. Follow instructions printed with table G-4.

f. The EOQ ROP is determined by using table G-5 (CONUS, class 2, 3 (pkg), 4, and 9; OCONUS, class 9 (ALOC)) or table G-6 (OCONUS, class 2, 3 (pkg), and 4). Table G-5 is used by SSAs in CONUS (and OCONUS for class 9 (ALOC) only) because it has a

built-in 5-day SL. Table G-6 is used by SSAs overseas for other than class 9 (ALOC) because the SL is 15 days. Regardless of which table is used, the numbers from lines 2 and 3 of DA Form 1300-2 are necessary. On either table, the number at the intersection of the OST (from line 3) and the quantity demanded (from line 2) is the EOQ ROP. Put this number on line 9 of DA Form 1300-2.

g. Line 10 is the total ROP. If "no" was marked at the top of DA Form 1300-2, enter the same number as on line 9. For repairables not repaired at the DS level, but repaired in the Corps or the theater, the ROP is the RO minus 1. If "yes" is marked, enter the number from line 9.

h. Finally, line 11, the RO, can be computed. Add the numbers on lines 7 and 10 of DA Form 1300-2. Enter this sum on line 11.

i. The EOQ method of computation has now been completed. Before deciding whether to order stock, report excess, or take no action, do a net asset review. (See para 4-10 for the net asset procedures.)

j. Use of tables G-4 through G-6, is mandatory, instead of doing calculations by formula.

#### 4-10. Net asset computation

The net asset computation tells the SSA when to acquire stock and when to review for excess. When net assets (on hand, plus due-in, minus due-out) become equal to or less than the ROP quantity, an acquisition action will be started under chapter 6. When net assets become greater than the requisitioning objective quantity (ROQ), a review will be done for excess under chapter 15. A net asset computation will be done immediately after each RO computation; this will be done by using lines 12 through 19 on DA Form 1300-2 (as shown in fig 4-4). The computation will be made by completing the form as follows:

a. *Line 12.* Enter the balance of stock on hand shown in the balance column on the DA Form 1296 (both serviceable and unserviceable).

b. *Line 13.* Enter the quantity due in. Compute this quantity by adding the balance due in shown on each line of the DA Form 4999 to the balance due in shown in each column of the DA Form 1300-2. Enter the result on line 13.

c. *Line 14.* Enter the quantity due out. Compute this quantity by adding the balance due out shown on each line of the DA Form 1298. Enter the result on line 14.

d. *Line 15.* Compute the net asset. Take line 12 plus line 13 minus line 14 and enter the result on line 15. This is the net asset.

e. *Line 16.* Compute the overage or shortage.

(1) If line 15 is larger than line 11, an overage exists. Enter the difference between line 15 and line 11 in the top half of line 16.

(2) If line 15 is smaller than line 11, a shortage exists. Enter the difference between line 15 and line 11 in the bottom half of line 16.

f. *Line 17.* Enter the quantity excess in the upper half and the dollar excess in the lower half of this line.

(1) If line 16 shows a shortage line 17 is not used; leave it blank.

(2) If line 16 shows an overage, do a review for excess as shown in chapter 15. Enter the result of this review on line 17. Do not show retention quantities. Enter only excess stock.

g. *Line 18.* Enter the voucher number without the DODAAC (document date and serial number only) assigned to the acquisition action, report of excess, or shipment voucher.

(1) If line 16 is shortage, compare this quantity to line 10. If the net asset position on line 15 is equal to or less than the ROP quantity on line 10, start an acquisition action.

(2) If line 17 shows an excess quantity see chapter 15.

h. *Line 19.* Three entries are provided to take care of three partial receipts or shipments. Enter the receipt or shipment date and quantity and the balance due-in or due-out on the proper line.



STOCK NUMBER 6140 00 057 2553						
UNIT PRICE	STOCKAGE METHOD		EQO	REPAIRED FOR STOCK	YES	
37.42			<input checked="" type="checkbox"/> DOS			NO
1. MONTH AND YEAR OF COMPUTATION	JUN 80	AUG 80	NOV 80	DEC 80		
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. EQO 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. PARTIAL RECEIPTS	FIRST SHIPMENT	DATE				
		QUANTITY				
		BALANCE				
	SECOND SHIPMENT	DATE				
		QUANTITY				
		BALANCE				
	THIRD SHIPMENT	DATE				
		QUANTITY				
		BALANCE				

**COMPUTATION CARD**  
 FOR USE OF THIS FORM, SEE DA PAM 710-2-2.  
 THE PROFORM AGENCY IS ODCSLOG.  
 DA Form 1300-2, Jan 82 (Ed. of Jul 61 is obsolete.)

The information listed on this form  
 is to be used as a general guide only.

Figure 4-1. Sample DA Form 1300-2 DOS computation

STOCK NUMBER <b>2910-00-614-7348</b>					
UNIT PRICE	STOCKAGE METHOD	EQQ	REPAIRED FOR STOCK	YES	
<b>112.00</b>		DOS		<input checked="" type="checkbox"/>	NO
1. MONTH AND YEAR OF COMPUTATION	<b>Nov 75</b>				
2. QUANTITY DEMANDED IN CONTROL PERIOD	<b>90</b>				
3. ORDER SHIP TIME (OST)	<b>25</b>				
4. QTY REPLACED IN CON PERIOD [WASHOUTS]					
5. REPAIR CYCLE TIME (RCT)					
6. AVERAGE QUANTITY REPAIRED MONTHLY					
7. ECONOMIC ORDER QUANTITY (EOQ)	<b>3</b>				
8. REPAIR CYCLE LEVEL (RCL)					
9. EQQ ROP	<b>8</b>				
10. ROP	<b>8</b>				
11. RO	<b>11</b>				
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. PARTIAL RECEIPTS	FIRST SHIPMENT	DATE			
		QUANTITY			
		BALANCE			
	SECOND SHIPMENT	DATE			
		QUANTITY			
		BALANCE			
	THIRD SHIPMENT	DATE			
		QUANTITY			
		BALANCE			

**COMPUTATION CARD**

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

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

The information listed on this form is to be used as a general guide only.

Figure 4-2. Sample DA Form 1300-2 EOQ computation for reparable

STOCK NUMBER <b>2920 01 060 0956</b>						
UNIT PRICE <b>18.00</b>	STOCKAGE METHOD	<input checked="" type="checkbox"/>	EQQ	REPAIRED FOR STOCK	<input checked="" type="checkbox"/>	YES
			DOS			NO
1. MONTH AND YEAR OF COMPUTATION	<b>APR 83</b>					
2. QUANTITY DEMANDED IN CONTROL PERIOD	<b>195</b>					
3. ORDER SHIP TIME (OST)	<b>21</b>					
4. QTY REPLACED IN CON PERIOD (WASHOUTS)						
5. REPAIR CYCLE TIME (RCT)						
6. AVERAGE QUANTITY REPAIRED MONTHLY						
7. ECONOMIC ORDER QUANTITY (EOQ)	<b>15</b>					
8. REPAIR CYCLE LEVEL (RCL)	<b>0</b>					
9. EQQ ROP	<b>17</b>					
10. ROP	<b>17</b>					
11. RO	<b>32</b>					
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. PARTIAL RECEIPTS	FIRST SHIPMENT	DATE				
		QUANTITY				
		BALANCE				
	SECOND SHIPMENT	DATE				
		QUANTITY				
		BALANCE				
	THIRD SHIPMENT	DATE				
		QUANTITY				
		BALANCE				

**COMPUTATION CARD**

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

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

The information listed on this form  
is to be used as a general guide only.

Figure 4-3. Sample DA Form 1300-2, EOQ computation for nonreparable

STOCK NUMBER 6140 00 057 2553						
UNIT PRICE	STOCKAGE METHOD	EQO		REPAIRED FOR STOCK	YES	
		<input checked="" type="checkbox"/> DOS				NO
41.01						
1. MONTH AND YEAR OF COMPUTATION	JUN 80	AUG 80	NOV 80	DEC 80		
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 [EQO]						
8. REPAIR CYCLE LEVEL [RCL]						
9. EQO ROP						
10. ROP	23	23	28	33		
11. RO	42	42	46	53		
12. ON HAND	19	19	7	0		
13. + DUE IN	0	0	0	39		
14. - DUE OUT	0	0	0	9		
15. = NET ASSETS	19	19	7	30		
16. OVER OR SHORT	23	23	39	23		
17. EXCESS	QUANTITY					
	\$ VALUE					
18. RON NUMBER OR EXCESS REPORT NO	0159 7003	0230 7001	0238 7009	0263 7003		
19. PARTIAL RECEIPTS	FIRST SHIPMENT	DATE	0189	0246	1010	1021
		QUANTITY	33	19	39	33
		BALANCE	0	4	0	0
	SECOND SHIPMENT	DATE		0285		
		QUANTITY		4		
		BALANCE		0		
	THIRD SHIPMENT	DATE				
		QUANTITY				
		BALANCE				

**COMPUTATION CARD**  
 FOR USE OF THIS FORM, SEE DA PAM 710-2-2.  
 THE PROPOBENT AGENCY IS ODCSLOG.  
 DA Form 1300-2, Jan 82 (Ed. of Jul 61 is obsolete.)

The information listed on this form is to be used as a general guide only

Figure 4-4. Sample DA Form 1300-2, net asset computation

**4-11. ASL constraints**

Constraints limit the range or depth of an ASL. They prevent an ASL from conforming to the stockage plan in this chapter. Two types of constraints may be applied to an ASL. No other constraint of ASL is authorized.

a. Reductions in stockage levels may be necessary when the

mission of the SSA requires movement, but the SSA ability to move is limited.

(1) Items having essentiality codes (ECs) A or C are the last candidates for mobility constraint. Items having other ECs may be

stored in fixed locations and left at home station during mobilization or field training.

(2) The extent of the mobility constraint is defined by the amount of ASL weight or cube that exceeds the vehicular capacity authorized by a modification TOE (MTOE) to move the ASL.

b. Reductions in stockage levels due to fiscal constraints are authorized for all SSAs on a temporary basis.

(1) Items having ECs A or C will not be constrained for fiscal reasons. Items having other ECs may be constrained as follows:

(a) Nonessential items qualifying for ASL addition on a demand-supported basis need not be added to the ASL until the constraint has ended.

(b) Nonessential ASL stock replenishment may be delayed by lowering the ROP to the level of the OST (eliminate the SL).

(c) Reductions in the OL are not permitted. To do so would cause a larger requisition volume for a smaller average quantity with no real savings.

(2) A report of supply constraint will be submitted when a fiscal constraint that was not previously reported is applied.

## Chapter 5 Processing Documents Received from Customers

### 5-1. General

This chapter gives methods for processing requests for supplies and other documents related to requests.

### 5-2. Customer assistance

a. *Stock control responsibilities.* The stock control section is the key to making sure the methods in this chapter work. When the customer needs help preparing or submitting requests and related documents, provide it. Do not send documents back to the customer without first trying to get the information to process them.

b. *External SOP.* Each SSA will develop and provide to all its customers an SOP that outlines the SSA's operations and the procedures to be followed. At a minimum, a typical external SOP should cover how to get supplies, how to turn in parts, hours of operation, STAMIS interfaces, and safety.

c. *Commander authentication.* The unit commander should sign the approved copy of the external SOP.

### 5-3. Time frames

Process requests on time. Use the Uniform Materiel Movement and Issue Priority System (UMMIPS) standards given in AR 725-50.

### 5-4. Types of supply documents

Customers may send documents that request supplies or that request or provide information regarding earlier supply requests. These different documents can be identified by the document identifier code (DIC). DICs are explained in AR 725-50.

a. Documents received from a customer that result in the issue of supplies are requests. Requests are not assigned a DIC; requisitions are. The requisition DIC A0 is commonly used to identify a request.

b. Documents that request or provide information are modifiers (DIC AM1), cancellations (DIC AC1), and followups (DICs AF1, AFC, TM1, AK1, and AT).

c. Requests, modifiers, and followups (DIC AT) are received on either DA Form 2765-1 (Request for Issue or Turn-In) or Department of Defense (DD) Form 1348-6 (DOD Single Line Item Requisition System Document (Manual Long Form)). Cancellations and followups (DIC AC1, AF1, AFC, TM1, and AK1) are on either DA Form 2765-1 or DD Form 1348-series.

d. Request for part-numbered items. For part numbered (PN) items, whether submitted on DA Form 2765 (Request for Issue or Turn-In) or DD Form 1348-6, the SSA will identify all requests either by DIC A0B/A02 or DIC A0E/A05 using the logic sequence below.

*Note.* The automated system supporting the SSA will prepare an image copy

of all valid demands, cancellations of demands and modification of demands input by a customer. The image will be in a document identifier BAH format as specified in table 18-3 of this pamphlet. These will be transmitted to the USAMC Logistics Control Activity through the automatic digital network (AUTODIN) using communications routing identifier RUWELCA.

### 5-5. Routing edit

Edit each document received to make sure it has been properly routed

a. Review the "request is from" or "requisitioner" block on the document. Make sure it is from a supported customer. Do this by checking the DA Form 1687 (Notice of Delegation Authority—Receipt for Supplies) or DA Form 5977 (Authorization Card), furnished by the customer unit. DA Pamphlet (Pam) 710-2-1, figure 2-15, is an example of a completed DA Form 1687.

b. Review the stock number block. Make sure the class of supply for the requested item is managed by the SSA.

c. Reject documents that should not have been sent to the receiving SSA and return them to the requester. Prepare a supply status DIC AE1, citing status code CA with a reason; send it to the requester.

### 5-6. Accuracy edit

a. Check all documents that request or provide information (DICs, AM1, AC1, AF1, AFC, TM1, AK1, and AT-series) for accuracy during processing. Use the procedures in paragraphs 5-8 through 5-10.

b. Documents that request supplies will receive a more detailed edit for accuracy. Customer units usually provide the needed data to help identify the requirement. However, if any of this data is missing from a document, process it if possible. (Samples of requests for issue are shown at figs 5-1 and 5-2.)

c. Use the accuracy edit shown in table 5-1. This table lists questions that must be answered. To the right of the question is an action rule to apply based on the answer to the question. Each question will be answered in turn until all questions are answered or the document is rejected. The customer will be contacted when possible to get the necessary information before rejecting. Status codes are defined in AR 725-50.

### 5-7. Request processing

Two edits are required to further process requests. These edits are the authorization edit and the availability edit; they are discussed below.

a. *Authorization edit.* Make sure the requester is authorized to order the item. Find the item in the ARMS Monthly AMDF.

(1) If the item has an ARC "N," find the authorization document shown on the request. If the item is not listed in that authorization document or no authorization document is listed, reject the request to the customer unit citing supply status code CA. Also, give a reason. If the item is listed, check the due out file to make sure the sum of the requested quantity and any quantity already due out is not greater than the authorized quantity in the authorization document. If the total quantity is greater than that authorized, check the type requirement code (TRC) in block 18 (cc 55-56 in DD Form 1348-6). If the TRC is 26, 28, 29, 20, or 2A, continue processing the request; otherwise, reject the request to the customer citing supply status CA. Give the reason.

(2) If the item has an ARC of X or D, consider it authorized.

b. *Availability edit.* The next step is to decide whether to fill the request, add the request to the back-order file, or send a requisition to the source of supply. Use the availability decision edit table (table 5-2) to decide on the next action.

c. *Special instructions.* Requests for certain materiel require more information from the customer than routine requests. These requests are discussed below.



(1) *Not mission capable supply and anticipated not mission capable supply requests.* An NMCS condition exists when equipment is deadlined for parts. These parts are needed for immediate installation on or repair of primary weapons and equipment. The ANMCS condition exists when the equipment can be expected to become deadlined soon. The decision is made to use NMCS or ANMCS by the customer, not the SSA. However, certain information on NMCS and ANMCS requests must be compatible or the request will be rejected by higher supply sources. Use the checks shown below for NMCS and ANMCS requests. Contact the customer to correct improper entries. If this is not possible, reject the request.

(a) If the request has a G (optional entry) in the first position of block 12 (cc 40, for DD Form 1348-6), then it must have the following: a PD 01-08 in block 20 (cc 60-61 for DD Form 1348-6; and either a 999 in block 21 (cc 62-64 for DD Form 1348-6) or an N or E in the first position of block 21 (cc 62 for DD Form 1348-6).

(b) If the request has a 999 in block 21 (cc 62-64 for DD Form 1348-6), then it must have the following: a PD 01-03 in block 20 (cc 60-61 for DD Form 1348-6).

(c) If the request has an N in the first position of block 21 (cc 62 for DD Form 1348-6), then it must have a PD 01-03 or PD 07-08 in block 20 (cc 60-61 for DD Form 1348-6).

(d) If the request has an E in the first position of block 21 (cc 62 or DD Form 1348-6), then it must have a PD 04-06 in block 20 (cc 60-61 for DD Form 1348-6).

(2) *Temporary loan materiel.*

(a) A request for nonexpendable supplies by temporary loan must include a copy of the customer's approval under AR 700-131.

(b) The request will be processed the same as any other request, except for the following: record the quantity on loan on the DA Form 1296 in the nonrecurring demand column; enter temporary loan in the LOSS column of the DA Form 1296; and do not decrease the DA Form 1296 balance.

(c) File a copy of the request and the approval in a temporary loan suspense file.

(d) Use AR 37-111 for financial processing of temporary loans of stock fund-owned items.

(3) *Major items.* Requests for major items (funded by procurement appropriations) are identified with a type of requirement code. This code is entered in the second and third positions of block 18, DA Form 2765-1, or cc 55-56, DD Form 1348-6 by the unit requesting the item. When keypunching the request, enter the TRC in cc 55-56. TRCs are listed in table E-4.

(4) *Project requests.* Requests for materiel for special projects should contain the project code in block 19 of the request. (See AR 725-50, app C, for project code information.)

(5) *Requests for part-numbered (PN) items.* These requests will be submitted on DD Form 1348-6, except when a prepunched DA Form 2765 (Request for Issue or Turn-In) is available. Requests for on-AMDF NSN items always will be submitted on DD Form 1348-6. System generated versions of the DD Form 1348-6 created by automated customer accounts will be accepted in lieu of the manually prepared form. An example of the automated form is depicted in figure 5-3.

(a) When the SSA receives a request for a PN item, the editing clerk, before initiating an issue, backorder, or passing action must do the following: review the applicable TM, IL, or components list (CL) to verify the PN; cross reference PN to NSN using MCRL; validate NSN by reviewing the AMDF; if item has no NSN assigned, review local management control list (MCL), if appropriate, to determine whether the PN has been assigned an MCN; review stock accounting records to determine availability; and if item has no NSN assigned, or NSN listed in MCRL is not listed in AMDF, prepare a DA Form 1988 (Request for Review of an Item) under paragraph 6-10.

(b) For PN items, whether submitted on DA Form 2765 or DD Form 1348-6, the SSA will identify all requests either by DIC AOB/AO2 or DIC AOE/AO5 using the information in table 5-3.

(c) All requests for NSN items not in the AMDF will be identified by DIC AOE/AO5 with full exception data.

(d) Any unit that needs help in identifying a PN item may contact the nearest USAMC logistics assistance office (LAO). USAMC Catalog Data Activity (CDA) operates a remote access terminal for use by any unit that needs help in identifying an NSN or PN item. Units needing assistance must obtain a password through command channels to CDA to gain terminal access. Additionally, CDA operates a telephonic hot line service (DSN 977-7431) affording units quicker response. Coding requirements for a DIC AOB/AO2 request or requisition are in paragraph E-2.

d. *Marking the request documents.* Add the recoverability code (RC) in block I of DA Form 2765-1 or in the remarks block of DD Form 1348-6. If the request item is not in the AMDF, leave blank. (A sample DA Form 2765-1 with proper marking is shown at fig 5-4.) It will not be necessary to check the AMDF for RC if the—

(1) Item can be determined as nonrecoverable from the item description on the request and disposal at the organizational level is authorized.

(2) Unit provided a turn-in document number or reason for the request without a turn-in. (A sample DD Form 1348-6 with proper markings is shown at fig 5-5.)

e. *Posting the records.* As a result of a valid availability edit, the following was done: all of the quantity requested was issued; or part was issued and either a passing action or due out was created; or nothing was issued and either a passing action or due out was created. Regardless of the action taken, don't change the document number on a unit's request. Post the stock records to show the results of the availability edit.

(1) If the decision was to issue supplies, post the DA Form 1296. Go to the DA Form 1296 for the stock number being issued. Record the action on the next available line under chapter 3.

(2) If the decision was to backorder the request until stock is available, post the DA Form 1296 and the DA Form 1298 for the NSN being backordered. Complete the forms on the next available lines of DA Form 1296 and DA Form 1298 under chapter 3.

(3) If the decision was to pass the customer's request to another supply source and the item requested is NSL, record the demand on the correct DA Form 1296 in the NSL demand history file. Also, record the demand on the due-in and due-out record.

(4) If the decision was to pass the customer's request to another supply source and the item requested is ASL, post the transaction to the correct DA Form 1296 in the active stock record file. Also, record the demand on the due-out and due-in record.

f. *Supply status.* Having decided to reject the request, or how to satisfy the request, the customer must be told the results of the decision.

(1) If the request is rejected, provide status as shown below. (An example is shown in fig 5-6.)

(a) If using DA Form 2765-1 enter DIC AE1 in block D. If using DD Form 1348-6 enter DIC AE1 in cc 1-3.

(b) Enter the proper reject code in block 22. If using DD Form 1348-6 enter the proper reject code in cc 65-66. If reject code CA is used, also enter a reason for the rejection in any available space.

(c) Send all copies of the request back to the customer.

(2) If the materiel is released with a materiel release order (MRO), BA status is not normally provided the customer. However, if provided take the following actions:

(a) Before preparing the MRO, pull one tissue copy of the DA Form 2765-1 or one copy of the DD Form 1348-6. (Provide supply status as shown at fig 5-7.)

(b) Enter the following: status code BA in cc 65-66 of block 22 and the current Julian date in columns 70-73 of block 23, if using DA Form 2765-1; or cc 65-66 and block 10, respectively, if using DD Form 1348-6.

(c) Enter DIC AE1 in block D.

(d) Send it to the customer.

(3) If the materiel was backordered for the customer, provide status as shown below. (An example is shown at fig 5-8.)

(a) Remove one tissue copy of the DA Form 2765-1 or one copy

of the DD Form 1348-6. Enter DIC AE1 in block D. Enter supply status code BB in cc 65-66 of block 22 of the request and the standard delivery date (SDD) of expected shipment in columns 70-73 of block 23 if using DA Form 2765-1. (If using DD Form 1348-6 insert this data in cc 65-66 and block 10 respectively.) Paragraph 24-7 contains SDD computation data. Return the copy to the customer.

(b) File the remaining copies of the request in the due-out file.

(4) If the customer's request was split (an MRO was released for a partial quantity and the remaining quantity was backordered or passed), prepare two supply status documents, DIC AE1.

g. *MROs*. When supplies are issued an MRO must be prepared. Most requests from customers will be on a DA Form 2765-1. If a DD Form 1348-6 is used, at least three copies of the request should be available to work with. Prepare the MRO as shown below. (See fig 5-9.)

(1) Enter the quantity to be issued to the customer in block Q.

(2) If the SSA is operating under prepost procedures, enter date posted to the DA Form 1296 and the clerk's initials in block T. If the SSA is operating under post-post conditions, enter the clerk's initials in block T, but leave the date blank.

(3) If issuing the full requested quantity, enter a zero in block R. If this is only a partial issue, enter the quantity backordered in block R and enter the estimated availability date and initials in block U.

(4) Enter DIC A5A in block D.

(5) Remove one tissue copy of the DA Form 2765-1 (or one copy of the DD Form 1348-6) and file it in the suspense file.

(6) Send the remaining two hard copies of the DA Form 2765-1 (or two copies of DD Form 1348-6) to the issue point or storage location.

(7) The second tissue copy of the DA Form 2765-1 (or one copy of the DD Form 1348-6) is returned to the requisitioner with status if applicable.

h. *Materiel release denials (MRDs)*. If the issue section was unable to make an issue, issue section personnel will respond with an MRD denying all or part of the requested quantity. The issue section will mark the MRO (DIC A5A) with the denied quantity in block 8. The DIC A5A will be changed to DIC A6A. When an MRD is received, take action to obtain the denied quantity for the customer. Process the MRD for the denied quantity as if it were an original request. Start at paragraph 5-7. Post the stock accounting records under chapter 3. (See chap 9 for required inventory actions.)

i. *Documents from receiving*. The receiving section provides documents to the stock control section for items received. Check these documents to see if the items are for stock or for a customer. Most of the documents will be DD Form 1348-1A (Issue Release/Receipt Document) or DD Form 1348-2 (DOD Issue Release/Receipt Document With Address Label). Check each document as follows:

(1) If the receipt has a customer unit document number, make a clearing entry on the due-in record. Check the due-out file to make sure the supplies have not been already issued.

Date:	(A0B) DD Form 1348-6	PCN-AWA208	
PART NUMBER/NI IN:		BUMP NO:	
DOCUMENT NUMBER	DSU CODE:	EIC:	
FSC/FSCM:	UNIT OF ISSUE:	QUANTITY:	PRICE:
NOUN:	DEMAND CODE:	PROJ CODE:	TOTAL:
PRIORITY:	RDD:	ADVICE CD:	
MFR NAME:		MFR CATALOG ID:	
TECH ORDER NO:		FIGURE:	SIZE:
TECH MANUAL NO:		PAGE:	MAKE:
DESCRIPTION:			
SERIAL #:		MODEL:	
Unit:	Address:	Phone:	
REMARKS:	-----		
	-----		
	-----		

Figure 5-3. Sample of DD Form 1348-6 created by an automated supply account



(2) If all of the requested quantity is still due out to the customer, take the following actions:

(a) Make sure DIC A5A is entered in cc 1–3 of DD Form 1348–1A or DD Form 1348–2.

(b) If the item has a CIIC of N, enter CIIC=N in block 27 of DD Form 1348–1A or DD Form 1348–2.

(c) If the requested item was for an ASL item, post the transaction under chapter 3.

(d) Make clearing entry on the due-out record. Pull and destroy suspense copies. File a copy of the document in the completed voucher files under chapter 3.

(e) Send remaining copies to the issue section.

(3) If part of the quantity is still due out to the customer, take the following actions:

(a) Make sure DIC A5A is entered in cc 1–3.

(b) Mark the DD Form 1348–1A or DD Form 1348–2 with the words *Qty to be issued* in block 27 and quantity in block 26.

(c) If the item has a CIIC of N, enter CIIC=N in block 27.

(d) Post the transaction under chapter 3.

(e) Make clearing entries on the due-out record. Post the quantity for stock to the correct records under chapter 3. Pull and destroy suspense copies. File copies in the completed voucher files. Send remaining copies to the issue section.

(4) If the total quantity already has been issued to the customer, take the actions shown below. (See fig 5–10.)

(a) Mark the DD Form 1348–1A or DD Form 1348–2 with the words *put in stock* in block 27 and the quantity in block 26.

(b) Enter the CIIC in block 27.

(c) Post the receipt to the correct stock accounting record under chapter 3. Pull and destroy the suspense copy.

(d) File a copy in the completed voucher file. Send remaining copies to the storage section.

(5) If the receipt contains the SSA's document number, take the following actions:

(a) Post the receipt to the stock accounting record under chapter 3. Make a clearing entry to the due-in record. Pull the suspense copy of the due in and destroy it.

(b) Check the due-out record. If supplies are due out, prepare an MRO under *g* above. Send the MRO to the issue section.

(c) File a copy of the receipt in the completed voucher file.

(6) Copies of materiel receipt acknowledgement cards (DIC D6S) also will be provided to stock control for MILSTRIP shipments. Enter the date posted to the stock accounting record in cc 73–75. After entering the date, send the cards to the activity that will transceive the cards to LCA.

### 5–8. Document modifiers (DIC AM-series)

Customers may submit a document modifier to modify the priority or required delivery date (RDD). Customers also may initiate a DIC AM1 to change the media and status, distribution, project, or advice code. The document will have the correct AM-series DIC entered in DD Form 2765–1, block 1. AM-series DICs are listed in AR 725–50. Other entries must be the same as on the original request including the end item code (EIC) except for priority, RDD, distribution code, media and status (M&S), and advice code (if entered). (See fig 5–11.)

*a. Availability edit.* Compare the original request from the due-out file with the modifier transaction. Make sure all entries, except priority (block 20), RDD (block 21), M&S code (block 3), or distribution code (block 18), are the same as the original request. If not, make them the same as the original request. Mark the original request to show any revised information (priority, RDD, and so forth) and process the modifier request through the availability edit. (See para 5–7b.)

*b. Posting to stock records.* Stock records now may be posted to show the results of the availability edit. If the decision is the same as when the original request was processed, no new posting is needed. If a new decision results, post the new information and correct the original postings under chapter 3.

(1) When the original request was passed to the supply source, and the modifier transaction also is to be passed, correct the PD on the due-out and due-in records.

(2) When the original request was backordered, and the result of the availability edit of the modified request is to keep the request on backorder, correct the PD on the due-out and due-in records.

*c. Supply status.* Each time a change is made to the request, or to the way it is to be satisfied, let the customer know. Use the procedures at paragraph 5–7f.

*d. Materiel release orders.* When a decision is made to issue the materiel requested, prepare the MRO directing the storage activity to release the materiel to the customer. Use the procedures shown in paragraph 5–7g.

*e. Requisition modification.*

(1) When a customer modifies a request that has been sent to the supply source, prepare a DIC AM document and send it to the supply source using AR 725–50, chapter 3, section I.

(2) If the review of the customer's modified request resulted in the issue of a request already passed to a supply source, cancel the passed requisition. Prepare a request for cancellation under AR 725–50, chapter 3, section VIII.

*f. Purchase request modifications.* When the customer modifies a request that has been given to a procurement activity for local purchase action, notify the contracting officer of any new RDD.

### 5–9. Cancellation requests from the customer (DIC AC1)

The customer may request cancellation of all or part of a request when supplies that are due-in are no longer needed. The cancellation request can be identified by the DIC AC1 in block 1 of the DA Form 2765–1. The quantity the customer wants canceled will be in block 8. Processing depends on whether or not the request to be canceled is on backorder or has been passed to another supply source. (See fig 5–12.)

*a. Canceling back-orders.* To cancel a customer's request that has been backordered, take the following actions:

(1) Post the records under chapter 3.

(2) Enter the DIC AE1 in block 1 and supply status code BQ in block 22 of the customer's request.

(3) Return a copy of the confirmed cancellation to the customer.

*b. Canceling requests.* Canceling requests that have been passed to another supply source. To cancel a customer's request that has been passed to another supply source, take action under AR 725–50, chapter 3, section VIII. The customer will be provided supply status code B9 following guidance outlined in *a* above.

*c. Purchase request cancellation.* When a customer cancels all or part of a request that is being satisfied through local purchase procedures, notify the purchasing activity.

### 5–10. Processing followup requests from customers (DIC AF1, AFC, AK1, AT1, TM1)

Customers submit followup for the following: to get information on earlier requests; to request a better estimated shipment date (ESD); or to request tracer action on a past-due shipment. The document received from the customer usually is the latest status card with a new DIC entered in block 1. The DIC used will show what the customer is asking.

*a. Requesting status DIC AF1 and AT1.* A customer document with a DIC AF1 and AT1 in block 1 is a request for the current status of that document. Review the stock records for any record of the original request. (Fig 5–13 is a sample request for followup.)

(1) If no record of the document number is found and—

(a) The DIC is AF1, return the followup request with status code BF.

(b) The DIC is AT1, treat the followup document as if it were the original request for issue and continue to process under paragraph 5–7.

(2) If a record of the original request is found and current supply or shipment status is available:

(a) Make an AE1 (supply status) or AS1 (shipment status) card duplicating the information from the file.

- (b) Send the copy of the AE1 or AS1 status card to the customer.
- (3) If a record of the original request is available, but no current status is available, and the request was sent to a supply source:
- (a) Make a followup transaction under AR 725-50, chapter 3, section VII and send it to the supply source.
- (b) Make a status card, DIC AE1, with a status code B5.
- (c) Provide the status card to the customer.
- (d) File the customer's followup document and the followup transaction that was sent to the supply source.
- (4) If a record of the original request is available, but no current status is shown, and the request has been backordered:
- (a) Find the latest status on replenishment requisitions.
- (b) Make a status card, DIC AE1, with the latest status.
- (c) Provide a copy of the status card to the customer.
- (5) If the original request is in the process of being issued, ignore the followup transaction. Destroy the DIC AF1 document.
- (6) If a record of the original request is available, but it has no current status, the request should be treated for followup as a customer request and be processed under paragraph 5-7, when the request has no record of being passed, on backorder, or satisfied. If the results of the availability edit indicate that the request will be satisfied by passing to another supply source, send a request for followup DIC AT-series to the supply source.
- b. Requesting improved ESD, DIC AFC. Documents from customers with a DIC AFC in block 1 are requests for an improved ESD. Customers can only send DIC AFC for requests with PD 01-08. (A sample request for improved ESD is at fig 5-14.) Process as shown below.
- (1) If status is newer than that shown on the DIC AFC document:
- (a) Make a new status card (DIC AE1 or AS1) showing the newer status.
- (b) Send the new status card to the customer.
- (2) If no better status is shown and the original request was passed to a higher source of supply, the following will apply:
- (a) Make a DIC AE1 card with status code B5.
- (b) Send a copy of the new status card to the customer.
- (c) Make a DIC AFC transaction duplicating the entries on the customer's AFC document and send to the supply source under AR 725-50, chapter 3, section VII.
- (d) File a copy of the customer's AFC card, the AFC document that was created, and the AE1 status card.

(3) If a better status is not available and the original request was backordered, respond to the customer using the procedures in a(4) above.

(4) If the customer's request is in the process of being issued, disregard and destroy the DIC AFC document.

c. *Requesting cancellation followup, DIC AK1.* A customer followup on a cancellation request is identified by the DIC AK1 in block 1 of the card. (A sample request for followup on a cancellation is at fig 5-15.) Process these followups under paragraph 5-9a. Provide supply status.

d. *Requesting shipment tracing, DIC TM1.* A request for shipment tracing may be sent when a customer does not receive supplies that were shipped. These tracing requests are identified by DIC TM1 in block 1 of the shipment status card. (A sample request for shipment tracing is at fig 5-16.) They are processed under AR 725-50, chapter 3, section VII. Provide supply status.

#### 5-11. Use of DA Form 2063-R

a. Customer units list repair parts and class 2 and 4 basic load items authorized for stockage on DA Form 2063-R (Prescribed Load List). A copy of the DA Form 2063-R is provided to the SSA. (A sample DA Form 2063-R is shown at fig 5-17.)

b. On receipt of DA Form 2063-R or changes thereto, the following actions will be taken:

(1) Verify the stock number and unit of issue of each item on the list. Do this by using proper supply publications. Mark the list to correct any errors found.

(2) For maintenance parts list (MPL) items on the list that are not presently on the ASL, take the following actions:

(a) Add the items to the ASL if any of the unit's authorized stockage is entered in the basic column. Use the procedures in chapter 4.

(b) If the unit's total authorized stockage of any item is operational, the SRO will decide if the item is to be added to the ASL.

(3) Notify the customer unit of any errors found on the list. This can be done by voice or by providing the unit with a copy of the list.

(4) File a copy of the DA Form 2063-R in the SRA's files.

**Table 5-1**  
**Accuracy edit**

Answer this question	Answer	Take this action
1. Is there enough information to identify the item?	No Yes	Reject to customer unit with reject code CG. Continue processing and go to question 2.
2. Is a quantity shown?	No Yes	Enter a quantity of 1. Continue processing and go to question 3. Continue processing and go to question 3.
3. Is a priority shown?	No Yes	Assign the lowest PD authorized for the requesting unit. Use the units FAD to determine this PD. Continue processing and go to question 4. Continue processing and go to question 4.
4. Is a unit of issue shown?	No Yes	Get the UI from the AMDF, and correct document. If unable to find, reject to customer with code CA and reason. Continue processing and go to question 5.
5. Is a demand code shown?	No Yes	Process as recurring. Go to question 6. Continue processing and go to question 6.
6. Is a document number shown?	No Yes	Reject to customer. Use reject code CA and reason. Continue processing and go to question 7.
7. Are there any obvious errors such as document dated in future?	No Yes	Continue processing and go to question 8 or 9. Correct if possible. Continue processing and go to question 8 or 9. If not able to correct, return with reject code CA and reason.

**Table 5-1**  
**Accuracy edit—Continued**

Answer this question	Answer	Take this action
8. If the requested item has a Recoverability Code of A, D, F, H, or L or is managed under Selected Item Management System- Expanded (SIMS-X) or Automatic Return Item programs, and the Demand Code is R, has the customer made a turn-in of a like item?	No	Check with the section chief to see what arrangements have been made. If there are none, reject to customer with reject code CA and reason. Automated systems will use internal recoverable item control checks to verify issues versus turn-ins. In a manual system, a statement signed by the commander or accountable officer, indicating the reasons for non-availability for turn-in will accompany the request when— a. There is no unserviceable item available for turn-in because of loss, destruction, or initial requirement. b. An operational requirement exists to retain the item until the new item is received. The Director of Logistics (DOL)/G4 or equivalent will establish item retention authority. In this case, the recoverable item will be turned in to Ssa within 10 working days (30 days for USAR) after receipt of the new item. c. A Quality Deficiency Report (QDR), SF 368, has been submitted and the unserviceable item has to be retained as an exhibit in accordance with DA Pam 738-750.
	Yes	Continue processing.
9. If the requested item has a Recoverability Code of D, F, H, or L or is managed under the SIMS-X or ARI programs, and the Demand Code is N, has the customer unit commander made a statement explaining why there is no turn-in?	No	Reject with reject code CA and reason.
	Yes	Continue processing.
10. If the requested item is a major item, has the customer entered TRC in the 2d and 3d positions of the DA Form 2765-1, or cc 55-56 of the DD Form 1348-6 (app E)?	No	Reject with reject code CA and reason.
	Yes	Continue processing.

**Table 5-2**  
**Availability decision edit**

Answer this question	Answer	Take this action
1. Is requested item in stock?	No	Continue processing and go to question 3.
	Yes	Continue processing and go to question 2.
2. Are there enough items in stock to issue the total quantity requested?	No	Prepare an MRO for the available quantity and go to question 3.
	Yes	Prepare an MRO for the full quantity. Stop.
3. Does the advice code permit substitution? If blank, consider as yes.	No	Continue processing and go to question 6.
	Yes	Continue processing and go to question 4.
4. Does I&S file identify a substitute item?	No	Continue processing and go to question 6.
	Yes	Continue processing and go to question 5.
5. Is substitute item in stock?	No	Continue processing and go to question 6.
	Yes	Continue processing and go to question 2.
6. Does advice code allow backorder? If blank, consider as yes.	No	Reject request back to customer.
	Yes	Continue processing and go to question 7.
7. Is request for NSL item?	No	Continue processing and go to question 8.
	Yes	Prepare status to customer and take acquisition action.
8. Is request NMCS or ANMCS?	No	Continue processing and go to question 9.
	Yes	Prepare status to customer and take acquisition action.
9. Is request UND A or B?	No	Establish due-out to customer.
	Yes	Continue processing and go to question 10.
10. Is item due in on a replenishment requisition?	No	Prepare status to customer and take acquisition action.
	Yes	Continue processing and go to question 11.
11. Is the ESD on the due in earlier than the RDD/SDD of the request?	No	Prepare status to customer and take acquisition action.
	Yes	Establish due-out to customer. Stop.

**Table 5-3**  
**Identification of requests for PN items**

Request	Answer	Take this action
1a. Is part number found in a TM, TO, SB, SC, or other military publication, or General Services Administration (GSA) supply catalog?	No	See question b.
	Yes	DIC AOE/AO5 with maximum exception data.
b. Are combined CAGE and MPN less than or equal to 15 positions?	No	See question c.
	Yes	DIC AOE/AO5.
c. Is reference data element requirement (identification element A below) less than or equal to 10 positions?	No	DIC A02/A0B.
	Yes	DIC A0E/A05.
2. All part-numbered requests for items found in military publications or GSA catalogs will contain one of the identification or reference data below. They are in order of performance.		
Element	Identification	
A	Number of the TM, TD, SB, SC, GSA supply catalog, or other military publication. Omit dashes between numbers. Omit the words such as TM, TO, and SB, if inclusion would preclude fitting the publication number in cc 71-80. Example: TM 9-2320-266-20P would be placed in cc 71-80 as "9232026620."	
B	End item identification (end item model number, serial number, or nomenclature).	
C	Repair part or support item nomenclature.	
D	Drawing or specification number. Omit dashes between numbers.	
3. DIC AOB/AO2 requests will have the identification code in cc 70 and the data entry in cc 71-80. DIC AOE/AO5 will have the data entry in the proper block of DD Form 1348-6. This reference data should not preclude a part-numbered request from going DIC AOB/AO2. For example, if the publication number cannot be accommodated in cc 71-80, try the end item model or serial number, and so forth. Note: Requisitions submitted to the supply source using DIC AOB/AO2 which are returned with cancellation status "CG" will be resubmitted using DIC AOE/AO5.		
4. When the part number is not in an appropriate military publication or GSA supply catalog, to ensure that higher supply levels can identify item, furnish maximum exception data. These data should include as much of the following information, and any other information that would help to identify the item, as possible: Publication number, page number, and date of publication; size, shape, color, and purpose of item; manufacturer's name; end item identification.		
5. PNs identified only in a commercial equipment manufacturer's catalog will always use DIC AOE/AO5 with maximum exception data.		

Figure 5-4. Sample DA Form 2765-1, marking the request for issue

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSM, FSCM, Part No. Other)																								UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER							
			FSCM												PART NUMBER														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		
A	O	B	A	K	Z	M	8	6	4	0	3	4	0	3	3	6	3	1						E	A	0	0	0	0	1	W	K	4	A	E	L
DOCUMENT NO. (Cont)		DATE		SERIAL		D E M A N D	S U P P L E M E N T A R Y ADDRESS	S I G N A L	FUND CODE	DISTRIBU-TION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVISE CODE	BLANK	IDENTIFICATION DATA																				
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
1	3	3	1	1	0	0	2	R	W	k	4	L	E	A	K																					
REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)								1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns B thru 22)																												
70	71	72	73	74	75	76	77	78	79	80	65		65		2. MANUFACTURER'S NAME																					
A	9	2	3	2	0	2	6	5	2	0					3. MANUFACTURER'S CATALOG IDENTIFICATION																					
4. DATE (YYMMDD)								5. TECHNICAL ORDER NUMBER																												
6. TECHNICAL MANUAL NUMBER TM 9-2320-266-20P Page 210, Feb 78								7. NAME OF ITEM REQUESTED HOOD																												
8. DESCRIPTION OF ITEM REQUESTED												8a. COLOR																								
												8b. SIZE																								
9. END ITEM APPLICATION TRUCK UTILITY 1/4 TON M151A1												9a. SOURCE OF SUPPLY																								
9b. MAKE						9c. MODEL NUMBER						9d. SERIES						9e. SERIAL NUMBER																		
10. REQUISITIONER (Clear text name and address) 416th Maint Co (DS) Ft. Knox, KY												11. REMARKS RCZ																								

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)

Figure 5-5. Sample DD Form 1348-6, marking the request for issue

DOC IDENT	ROUTING IDENT	FSC	NUM STOCK NUMBER	ADD	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU-TION	PROJECT	PRI	REQ DEL DATE	ADV				
SEND TO: HQ 4 Co A, 708th Maint Bn APO 09701					REQUEST IS FROM: NHB, DIARY 310 APO 09701														
DOC IDENT		ROUTING IDENT		STOCK NUMBER		UNIT OF ISSUE		QUANTITY											
REI				3540 00 08724CS		EA 00001													
DOCUMENT NUMBER: 0X4FBC1068										DISTRIBU-TION CODE: R		COST DETAIL ACCOUNT NUMBER				UNIT PRICE		TOTAL PRICE	
FUND DISTRIBUTION										PROJECT		PRIORITY		REQ DEL DATE		PUBLICATION DATA			
										05				2		Adapter, Winterizing TM 9-2320-209-20P Oct 72, Pg 505			
ISSUED										DATE FORWARDED		INIT							
DUPLICATE										DATE AVAILABLE		INIT							
RECEIVED										DATE RECEIVED		SIGNATURE							

Figure 5-6. Sample DA Form 2765-1, showing rejection status

DOC IDENT	ROUT IDENT	FSC	MIN	ADD	UNIT	QUANTITY	REQUESTOR	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTR	PROJECT	PRI	REQ DEL	ADV	POSTING	TRANSACTION	DOLLARS	CENTS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105

SEND TO: HQ & Co "A", 703rd MAINT BN  
APO 09701

REQUEST IS FROM: HNB, DIVARTY 3ID  
APO 09701

EDITING DATA: DOC IDENT: AEI

STOCK NUMBER: 2540 000873463 EA 00001

DOCUMENT NUMBER: WK4FB610680303R

ITEM DESCRIPTION: ADAPTER, WINTERIZING

PUBLICATION DATA: TM 9-2320-209-20P OCT 73 P-503

ADVICE 23: BMC 55

ISSUED: 2 DATE POSTED: 1068 NEDR

DUE OUT: 1 DATE AVAILABLE: 1100 NEDR

RECEIVED: 1 DATE RECEIVED: NEDR

Figure 5-7. Sample of a completed DA Form 2765-1, showing BA status

DOC IDENT	ROUT IDENT	FSC	MIN	ADD	UNIT	QUANTITY	REQUESTOR	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTR	PROJECT	PRI	REQ DEL	ADV	POSTING	TRANSACTION	DOLLARS	CENTS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105

SEND TO: HQ & Co "A", 703rd MAINT BN  
APO 09701

REQUEST IS FROM: HNB, DIVARTY, 3ID  
APO 09701

EDITING DATA: DOC IDENT: AEI

STOCK NUMBER: 2540 000873463 EA 00003

DOCUMENT NUMBER: WK4FB610680303R

ITEM DESCRIPTION: ADAPTER, WINTERIZING

PUBLICATION DATA: TM 9-2320-209-20P OCT 73 P-503

ADVICE 23: BMC 55

ISSUED: 2 DATE POSTED: 1068 NEDR

DUE OUT: 1 DATE AVAILABLE: 1100 NEDR

RECEIVED: 1 DATE RECEIVED: NEDR

Figure 5-8. Sample of a completed DA Form 2765-1, showing BM status



SEND TO <b>HQ + Co A, 705<sup>th</sup> Maint Bn APO 09701</b>										REQUEST IS FROM <b>HNB, DIARITY SID APO 09701</b>									
DOC IDENT <b>(AM1)</b>										STOCK NUMBER <b>2540 00 0873463</b>									
DOC IDENT <b>(AM1)</b>										UNIT OF ISSUE <b>EA 00001</b>									
DOCUMENT NUMBER <b>K4FBC 10680308 R</b>										ITEM DESCRIPTION <b>Adaptor, Winterizing</b>									
FUND DISTRIBUTION PROJECT PRIORITY REG DEL DATE <b>B7 05 18</b>										PUBLICATION DATA <b>FM 9-3330-309-30P Oct 73, Pg 508</b>									
ADVISE 23 <b>BB 1090</b>										SIGNATURE									

The information listed on this form is to be used as a general guide only.

Figure 5-11. Sample DA Form 2765-1, request for modification

SEND TO <b>HQ + Co A, 705<sup>th</sup> Maint Bn APO 09701</b>										REQUEST IS FROM <b>HNB, DIARITY SID APO 09701</b>									
DOC IDENT <b>(AM1)</b>										STOCK NUMBER <b>2540 00 0873463</b>									
DOC IDENT <b>(AM1)</b>										UNIT OF ISSUE <b>EA 00001</b>									
DOCUMENT NUMBER <b>K4FBC 10680308 R</b>										ITEM DESCRIPTION <b>Adaptor, Winterizing</b>									
FUND DISTRIBUTION PROJECT PRIORITY REG DEL DATE <b>B7 18</b>										PUBLICATION DATA <b>FM 9-3330-309-30P Oct 73, Pg 508</b>									
ADVISE 23 <b>BB KZ</b>										SIGNATURE									

The information listed on this form is to be used as a general guide only.

Figure 5-12. Sample DA Form 2765-1, request for cancellation



SEND TO: HQ 4 Co R, 705 <sup>th</sup> Maint Bn APO 09701										REQUEST IS FROM: HNB, DIARYY 31D APO 09701									
DOC IDENT: AEI STOCK NUMBER: 9540000873463 UNIT OF ISSUE: EA 00001 QUANTITY:										DOC IDENT: AFI STOCK NUMBER: 9540000873463 UNIT OF ISSUE: EA 00001 QUANTITY:									
DOCUMENT NUMBER: WXYFBC10680505 R DATE: 13 FUND: 13 DISTRIBUTION: 13 PROJECT: 13 PRIORITY: 13 REQ DEL DATE: 13 FUNDED: 13 NON FUNDED: 13 EXP: 13 NON EXP: 13										ITEM DESCRIPTION: Adapter, Winterizing PUBLICATION DATA: FM 9-2390-309-30P Oct 79, Pg 503									
ADVICE 33: BBAKZ										MCS CODE: 1090									
ISSUED: 1090										DATE POSTED: 1090									
DUE OUT: 1090										DATE AVAILABLE: 1090									
RECEIVED: 1090										DATE RECEIVED: 1090									
SIGNATURE: 1090										SIGNATURE: 1090									

The information listed on this form is to be used as a general guide only.

Figure 5-13. Sample DA Form 2765-1, request for followup

SEND TO: HQ 4 Co R, 705 <sup>th</sup> Maint Bn APO 09701										REQUEST IS FROM: HNB, DIARYY 31D APO 09701									
DOC IDENT: AEI STOCK NUMBER: 9540000873463 UNIT OF ISSUE: EA 00001 QUANTITY:										DOC IDENT: AFI STOCK NUMBER: 9540000873463 UNIT OF ISSUE: EA 00001 QUANTITY:									
DOCUMENT NUMBER: WXYFBC10680505 R DATE: 13 FUND: 13 DISTRIBUTION: 13 PROJECT: 13 PRIORITY: 13 REQ DEL DATE: 13 FUNDED: 13 NON FUNDED: 13 EXP: 13 NON EXP: 13										ITEM DESCRIPTION: Adapter, Winterizing PUBLICATION DATA: FM 9-2390-309-30P Oct 79, Pg 503									
ADVICE 33: 1090										MCS CODE: 1090									
ISSUED: 1090										DATE POSTED: 1090									
DUE OUT: 1090										DATE AVAILABLE: 1090									
RECEIVED: 1090										DATE RECEIVED: 1090									
SIGNATURE: 1090										SIGNATURE: 1090									

Figure 5-14. Sample DA Form 2765-1, request for improved ESD

DOC IDENT	ROUT IDENT	FSC	FINN	ADDT'L	QUANTITY	REQ	DATE	SERIAL	SUPPLY	FUND	DISTR	PROJECT	PRI	REQ DEL	ADV
REQUESTER TO: HQ & Co A, 703RD MAINT BN APO 09701										REQUEST IS FROM: H4B, DIVARTY 31D APO 09701					
EDITING DATA: DOC IDENT 1, 2, 3, 4, 5, 6, 44										STOCK NUMBER: 2540000873463		UNIT OF ISSUE: EA000001			
DOCUMENT NUMBER: UNK4FB610680303R										COST DETAIL ACCOUNT NUMBER		ITEM DESCRIPTION: ADAPTER, WINTERIZING			
FUND DISTRIBUTION PROJECT PRIORITY REQ DEL DATE FUNDED										PUBLICATION DATA: TM9-2320-209-20P OCT 72 PG 503					
ADVISE 23										ISSUED		DATE POSTED			
28										DUE OUT		DATE AVAILABLE			
										RECEIVED		DATE RECEIVED			

Figure 5-15. Sample DA Form 2765-1, followup on request for cancellation

DOC IDENT	ROUT IDENT	FSC	FINN	ADDT'L	QUANTITY	REQ	DATE	SERIAL	SUPPLY	FUND	DISTR	PROJECT	PRI	REQ DEL	ADV
ORG DOC NUMBER: AS1AKZ12320001779258										STOCK NUMBER: EA00001UKABC12050003		UNIT OF ISSUE: UNK44XY2264			
CONTROL NUMBER										COST DETAIL ACCOUNT NUMBER		ITEM DESCRIPTION: END ITEM DESCRIPTION			
FUND DISTRIBUTION PROJECT PRIORITY REQ DEL DATE FUNDED										PUBLICATION DATA		UND			
ADVISE 23										ISSUED		DATE POSTED			
										DUE OUT		DATE AVAILABLE			
										RECEIVED		DATE RECEIVED			

The information listed on this form is to be used as a general guide only.

Figure 5-16. Sample DA Form 2765-1, request for shipment tracing



## Chapter 6 Acquisition

### 6-1. Purpose

This chapter tells an SSA how to acquire supplies. It governs how SSAs prepare and process supply documents that are sent to supply sources.

### 6-2. Documents

Three types of supply documents that an SSA can prepare and send to a supply source are listed below.

- a. Military Standard Requisitioning and Issue Procedures documents governed by AR 725-50.
- b. Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) documents governed by AR 725-50.
- c. Non-military standard documents.

### 6-3. Document numbers

Supply documents sent to a supply source must be assigned a document number. Document numbers are constructed using AR 725-50, chapter 3, section II.

- a. The document number becomes the voucher number when the document is vouchered in an SRA.
- b. DODAACs are assigned under AR 725-50, chapter 9. The DODAAC assigned to the SRA is the account's serial number (see chap 3) and must be used as its document number DODAAC. The only exception to the use of DODAACs is for communication security (COMSEC) accounts which use the COMSEC account number to construct their document numbers per TB 380-41.
- c. Document serial numbers 0001 through 9999 will be assigned by the SRO. Stock record officers will not duplicate assignments of document serial numbers for the same Julian date.
- d. Document serial numbers with an alphabetic first position are limited to assignment as shown in AR 725-50, appendix C.

### 6-4. Acquiring supplies

An SSA can use five methods to obtain items from a supply source. These methods are MILSTRIP requisitioning, local purchase, cannibalization, and contractor-operated parts store (COPARS) and Defense Reutilization and Marketing Office (DRMO). (Note: Fabrication may be considered based on the circumstances of the request.) The initial method to be used depends on the commodity, the situation, or the cataloging status of the needed item. All supplies will be acquired through the following:

- a. Two commodities are specially managed. Their acquisition is controlled by the managing agency. Therefore, all SSAs will use the procedures shown below.
  - (1) AR 210-130, to obtain laundry and dry cleaning equipment and supplies.
  - (2) AR 700-81, to obtain dogs.
- b. Three commodities must be obtained by local purchase. These items are excluded from the Federal Catalog System. They are listed below.
  - (1) Awards (including trophies).
  - (2) Postage stamps.
  - (3) Toll tickets and tokens.
- c. Three situations require the local purchase of cataloged and noncataloged supplies. These situations occur when—
  - (1) Routine purchases are made using a U.S. Government credit card.
  - (2) Emergency purchases of supplies including repair parts are made, using a U.S. Government credit card, for roadside repair of commercial vehicles.
  - (3) Headquarters, Department of the Army, specifically directs the local purchase of an item under special overseas programs; an example is a program for Buy U.S. Here (BUSH) contract items.
- d. Cataloged items will be acquired under the AAC. The AAC tells the SSA how and under what restrictions a cataloged item can be obtained. AACs are defined in AR 708-1. All SSAs will use

AACs to determine the initial method of obtaining supplies cataloged in the ARMS Monthly AMDF.

e. Noncataloged items listed in AR 710-2, paragraph 4-20, will be obtained by automatic local purchase. Units that are OCONUS will use AR 710-2, paragraph 3-23.

f. Submit MILSTRIP requisitions for noncataloged items not listed in paragraph e above as follows:

(1) Noncataloged items without an identifying number can be requisitioned by FSC. Direct support units (DSUs) and GSUs will determine under which FSC the item will be cataloged. Send requisitions to the supporting MMC, installation, or USPFO.

(2) The MMC, installation, or USPFO verifies the FSC selection and submits the requisition to the class manager shown in AR 708-1, table 5-1.

### 6-5. Types and sources of COMSEC materiel

a. *Accountable COMSEC materiel.* Classified COMSEC materiel and all COMSEC keying materiel is "accountable" within a special Army system known as the COMSEC Materiel Control System (CMCS) managed USACSLA per AR 380-40(O) and TB 380-41. Classified COMSEC equipment is identified in the AMDF with a CIIC other than U, O, Z or 9; with materiel category (MATCAT) U; and with a Source Of Supply Code (SOS) of B56. Authorized customers can obtain this materiel only through COMSEC logistics channels (COMSEC accounts) using DA Form 2765/2765-1, or DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)/1348M (DOD Single Line Item Requisition System Document (Mechanical)).

b. *Unclassified COMSEC materiel.* Unclassified COMSEC materiel (less Key), to include CCIs, are not accountable within the CMCS. Unclassified COMSEC equipment is listed in the Army Master Data File (AMDF) with a Controlled Items Inventory Code (CIIC) of "U," "7," or "9." Account for unclassified COMSEC items, including CCI, using standard accounting policy and procedures provided by this publication. Unkeyed CCI sensitive items require special handling and storage procedures as specified in DA Pam 25-380-2(O). Keyed CCI equipment assumes the same security classification of the key being used and must be safeguarded accordingly.

c. *USACSLA.* USACSLA (B56) as the Army National Inventory Control Point (NICP) for all COMSEC materiel is the wholesale source of supply for retail activities requisitioning COMSEC materiel directly from the wholesale level. All wholesale level stocks are stored at and shipped from the COMSEC Directorate at Tobyhanna Army Depot, Tobyhanna, PA (RIC BL4).

d. *Requisitioning COMSEC materiel.*

(1) Unclassified CCI will be requisitioned using standard procedures provided in this publication. Requisitions will be submitted through standard supporting SSAs.

(2) Classified COMSEC equipment, software, publications, and cryptographic keying materiel are accountable within the COMSEC Materiel Control System (CMCS), and may only be requisitioned, stored, and accounted for by a COMSEC account established per AR 380-40(O) and TB 380-41.

(a) Within CONUS, units will request classified/accountable COMSEC materiel from their designated COMSEC support element using the procedures contained in TB 380-41. Requisitions will be submitted by COMSEC accounts via AUTODIN directly to SOS B56 or mailed to: Director, USACSLA (SELCL-EP) (for equipment and components), SELCL-KP (for key software and publications), Fort Huachuca, AZ 85613-7090.

(b) Units that are OCONUS will request classified/accountable COMSEC materiel from their designated COMSEC logistics support unit using the procedures contained in TB 380-41. Requisitions for classified COMSEC materiel which cannot be locally satisfied will be processed as specified in paragraph (a) above.

(c) When appropriate, requisitions may be submitted by message or U.S. Postal Service (USPS) addressed as follows:

1. Mail address: Director, U.S. Army Communications-Electronics Command, Communications Security Logistics Activity, Fort Huachuca, AZ 85613-7090.

2. Message address: DIRUSACCSLA FT HUACHUCA AZ

#### 6-6. MILSTRIP requisitions and their related documents

MILSTRIP, as prescribed in AR 725-50, is mandatory for use between all SSAs, MMCs, installations, and USPFOs supporting direct support units (DSUs) and general support units (GSUs) must use MILSTRIP to permit these supported SSAs to comply with AR 725-50. SSAs will use the following MILSTRIP documents:

a. Requisition documents (DIC AO-series) prepared using section I and submitted using AR 725-50, chapter 3, section V. Special requisitioning instructions are found in AR 725-50, chapter 3, section IV.

b. Document modifiers (DIC AM-series) prepared using section I and submitted using AR 725-50, chapter 3, section V.

c. Cancellation documents (DIC AC1 and AC2) prepared and submitted using AR 725-50, chapter 3, section VIII.

d. Followup documents (DIC AF1, AF2, AFC, AFT, AK1, AK2, and AT-series).

(1) Prepare and submit followups requesting status (DIC AF1 and AF2), improved ESD (DIC AFC) or shipment tracing (AFT) and those processed as requisitions (DIC AT-series) by using AR 725-50, chapter 3, section VII.

(2) Followups requesting cancellation (DIC AK1 and AK2) are prepared and submitted using AR 725-50, chapter 3, section VII.

e. Demand Report Transactions, DIC BAH, prepare using table 18-3.

#### 6-7. Fabrication

a. On receipt of a customer request for which SSA personnel determine that fabrication is required, take posting action under chapter 3. Additionally, the SSA will prepare a DA Form 2407 (Maintenance Request) under DA Pam 738-750 to request fabrication. Perpetuate the customer's document number in the DA Form 2407 block entitled "Work Order Number." The DA Form 2407 will be submitted to the maintenance activity supporting the SSA that has the ability to fabricate the item. When the requirement for an item having AAC F cannot be satisfied by fabrication or cannibalization (see para 8-4b(1)), it will be MILSTRIP requisitioned citing advice code 2A.

b. The production, modification or fabrication of COMSEC materiel is prohibited unless specifically approved by the National Security Agency (NSA) and authorized by the Army COMSEC Commodity Manager (B56). Submit requests to modify or fabricate COMSEC items through command channels with full justification to the Director, USACSLA (SELCL-EP), Fort Huachuca, AZ 85613-7090. Requests will include—

(1) Identification and serial numbers of equipment affected.

(2) Description of installation and usage.

(3) Reasons why fabrication/modification is required.

c. Fabricated COMSEC materiel must have new identification plates issued and installed with inscribed serial numbers. Modified COMSEC equipment in some instances may require a new identification plate; however serial number will not be changed. AR 750-10 provides additional guidance for the alteration of COMSEC materiel.

d. Replacement identification plates. To obtain replacement for lost or damaged identification plates for COMSEC equipment, send a memorandum or message to Director, USACSLA (SELCL-EP), Fort Huachuca, AZ 85613-7090. Include the following information:

(1) Short title (or other identification) serial numbers, and quantity of COMSEC equipment requiring identification plates.

(2) If the original serial number is not known, the request for a new number should contain a statement as follows; "A complete check of records maintained by this account have been made and there is no record of the original serial number available for this equipment."

(3) A certification statement as follows; "I certify that none of

the COMSEC equipment requiring ID plates were fabricated, or if any items were fabricated, it was done with prior written approval of USACSLA." (Cite authorization if applicable.) Upon receiving a request for identification plates, USACSLA will make a replacement issue with original or new serial number permanently inscribed.

#### 6-8. Local purchase

The SRO will use this chapter to determine when supplies are to be purchased locally.

a. The local purchase method of acquiring supplies may be used provided the requirements of AR 710-2, paragraphs 3-23 and 4-20 are met.

b. The SRO is responsible for the following:

(1) Submitting the DA Form 3953 (Purchase Request and Commitment) or DA Form 5289-R (Traveling Purchase Request (TPR)) to the contracting officer. A copy of DA Form 5289-R is located at the back of this pamphlet; it will be locally reproduced on 8 1/2- by 11-inch paper.

(2) Making sure the complete item description and end item application, as a minimum, are on the request form.

(3) Making sure the commander (or designee) of the requesting activity has reviewed the request to ensure that a requirement exists for the item.

(4) Making sure that non-cataloged items are not purchased locally if an acceptable cataloged item is available by MILSTRIP requisitioning.

(5) Making sure that a requirement is not split to avoid a local purchase dollar limitation.

(6) Making sure that demand data is recorded.

(7) Making sure that "Hazardous Material" and "Material Safety Data Sheet (MSDS) required" are entered in the remarks block of the purchase request when purchasing hazardous material.

(8) Making sure that no more than 10,000 gallons of fuel are purchased using local purchase procedures.

(9) Use the following sources and publications in descending order before initiating local procurement action. On-hand inventories, excess from other military services or Federal agencies, Federal Prison Industries, Inc., procurement lists of supplies available from the Committee for Purchase from the Blind and other Severely Handicapped, wholesale supply sources such as stock programs of the General Services Administration (GSA), The Defense Logistics Agency (DLA), The Department of Veterans Affairs, military Inventory Control Points, Mandatory Federal Supply Schedules, and commercial sources (including educational and nonprofit institutions).

(10) Ensure that commanders or appointed representative reviewed the local purchase request and the request contains the appropriate hazardous material (HAZMAT) code.

c. When a local purchase acquisition cannot be made for any reason, the requirement will be MILSTRIP requisitioned citing advice code 2A.

d. To initiate a local purchase request, prepare a DA Form 3953 or DA Form 5289-R (shown in app B) as appropriate. (See figs 6-1 and 6-2, respectively.)

(1) Prepare DA Form 3953 using the procedures in AR 37-108, chapter 3, section IV. (Fig 6-1 gives an example of DA Form 3953.) A DA Form 3953 may be submitted periodically for situations requiring continuous local purchase. In this case, submit the specific request or requisition document (as specified by the contracting officer) for items needed to the purchasing and contracting activity.

(2) Prepare DA Form 5289-R using procedures shown below. (Fig 6-2 shows a sample DA Form 5289-R.)

(a) *Block 1.* Enter current NSN, MPN, or MCN.

(b) *Block 2.* Enter unit of issue.

(c) *Block 3.* Enter unit price.

(d) *Block 4.* Enter MATCAT or SCMC as appropriate.

(e) *Block 5.* Enter fund code as applicable.

(f) *Block 6.* Enter procurement lead time if known.

(g) *Block 7.* Enter name and telephone number for person to be contacted for additional information.

(h) Block 8. Enter complete item description.

(i) Block 9. Enter names and addresses of all known vendors. Add new sources as they become available.

(j) Block 10. Enter appropriate data. This data will include purchase authority, specifications, interchangeability and packaging data, open end contract numbers, and general schedule data.

(k) Block 11. Enter requisition data as follows: requisition document number; quantity to be purchased; appropriation fund code to which the purchase will be charged; RDD; and date supplies were received from the vendor.

(l) Hazardous material. Enter "Hazardous Material" and "Material Safety Data Sheet Required" if purchasing hazardous material.

**6-9. Cannibalization**

Cannibalization is a supply source of opportunity. Cannibalization support is provided by a cannibalization point (CP). (See chap 18 for procedures for CP operations.)

**6-10. Contractor-operated parts stores (COPARS) and Contractor-operated parts depots (COPAD)**

See AR 710-2, paragraphs 3-20, 3-21, and 4-21 for policy guidance.

**6-11. Defense Reutilization and Marketing Office (DRMO) transactions**

a. Requests for property from DRMO will be processed through the SSA that normally supplies the property.

b. The SSA will provide to the DRMO, and the individuals concerned, a memorandum containing the names and individual serial numbers assigned by the SRO of those authorized to withdraw property from the DRMO utilizing the SSA's DODAAC. The memorandum will indicate the SSA's DODAAC and will include the following statement: "Named individuals are authorized to receipt for property from the disposal system using this DODAAC." The memorandum will reflect the typed name, title, and signature of the SRO.

c. The SSA SRO is responsible for notifying the DRMO of all changes, additions, or deletions of individuals authorized to withdraw property from the DRMO.

**6-12. Noncataloged item demand data transmittal**

Each time an SSA takes acquisition action for a noncataloged item the wholesaler must be told. This is done as follows:

a. Prepare a DA Form 1988 as shown in AR 708-1, chapter 4. The SSA taking the acquisition action sends the form direct to the class manager shown in AR 708-1, table 5-1. If the SSA is unable to determine the class manager, the form will be sent to the U.S. Army General Materiel and Petroleum Activity (STSGP-T), New Cumberland Army Depot, New Cumberland, PA 17070.

b. Times when a DA Form 1988 does not have to be submitted to the class manager are outlined in AR 708-1, chapter 4.

<b>PURCHASE REQUEST AND COMMITMENT</b> <small>For use of this form, see AR 37-1, the proponent agency is OASA(FM)</small>		1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO. WK4LEA 3277-0003	3. DATE 21 May 93	PAGE 1 OF 1 PAGES
4. TO: Purchasing and Contracting Officer		5. THRU: F & AO Ft. Knox, KY 12345-0000		6. FROM: 295th Supply & Service Co Ft. Knox, KY 12345-0001	
It is requested that the supplies and services enumerated below or on attached list be					
7. PURCHASED FOR Maintenance Requirements			8. DELIVERED TO 156th Maint Co (DS) Bldg 310 Ft. Knox, KY 12345-0002		9. NOT LATER THAN (Date)
<small>The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason. (Check appropriate box and complete item.)</small>				10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION Robert E. Wilson, CW2	11. TELEPHONE NUMBER 725-3456
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY AR 710-2		FUND CERTIFICATION <small>The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</small>	
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM					
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED	
				UNIT PRICE a	TOTAL COST b
1.	5910-01-055-4100 Gadget, Right Hand	7	EA	\$50.00	\$350.00
2.	5910-01-55-4101	7	EA	\$50.00	\$350.00
	LAST ITEM				
19. ACCOUNTING CLASSIFICATION AND AMOUNT				20. TYPED NAME AND TITLE OF CERTIFYING OFFICER	
				21. SIGNATURE	
				22. DATE	
23. DISCOUNT TERMS					
24. PURCHASE ORDER NUMBER					
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE					
26. DELIVERY REQUIREMENTS ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES NUMBER OF DAYS REQUIRED					
27. TYPED NAME AND GRADE OF INITIATING OFFICER Robert E. Wilson, CW2		28. SIGNATURE		29. DATE 21 May 93	34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE Wilson E. Peters LTC, QM Commanding
30. TELEPHONE NUMBER 725-3456					35. SIGNATURE
31. TYPED NAME AND GRADE OF SUPPLY OFFICER Peter C. Mann 1LT, QM		32. SIGNATURE		33. DATE 21 May 93	36. DATE 21 May 93

DA FORM 3953, MAR 91

EDITION OF AUG 76 IS OBSOLETE

Figure 6-1. Sample of a completed DA Form 3953



a. *Supply status cards (DIC AE).* Supply status cards are identified by a DIC in cc 1–3 and the status or rejection code in cc 65–66. An ESD may be in cc 70–73.

(1) A supply status card DIC AE1 (fig 7–1 (see card 7–1)) is addressed to the requisitioner (cc 30–35).

(2) A supply status card DIC AE2 (fig 7–1 (see card 7–2)) is addressed to the supplementary address (cc 45–50).

(3) A supply status card, created by DAAS, DIC AE9 (fig 7–1 (see card 7–3)) is addressed to the requisitioner.

b. *Shipment status cards (DIC AS).* Shipment status cards are identified by a DIC in cc 1–3 and the date shipped in cc 57–59.

(1) A shipment status card DIC AS1 (fig 7–1 (see card 7–4)) is addressed to the requisitioner (cc 30–35).

(2) A shipment status card DIC AS2 (fig 7–1 (see card 7–5)) is addressed to the supplementary address (cc 45–50).

c. *Reply to cancellation document — shipment status card (DIC AU).* Reply to cancellation document — shipment status cards are identified by a DIC in cc 1–3 and the date shipped or ESD in cc 57–59.

(1) A reply to cancellation document — shipment status card DIC AU1 (fig 7–1 (see card 7–6)) is addressed to the requisitioner (cc 30–35).

(2) A reply to cancellation document — shipment status card DIC AU2 (fig 7–1 (see card 7–7)) is addressed to the supplementary address (cc 45–50).

### 7–6. Processing supply status received

When status cards are received, the SSA must take one of the specific actions required by the status or rejection code or shipping data. Table 7–1 gives an explanation of status or rejection codes and actions required to be taken at the SSA.

**Table 7–1**  
**Processing status cards cc 30–35 Is**

Status code received is	Meaning is	Customer			SSAs actions	Send customer an AE1 with
		SSA	ASL	NSL		
BA	ICP has accepted and processed the requisition. An MRO has been sent to the storage activity.	X			File in suspense voucher file.	
				X	X	File in suspense voucher file.
BB, BP, BV and B3	An ESD for the requisition is provided.	X			File in suspense voucher file.	
				X	X	File in suspense voucher file.
BD	Requisition is delayed. An ESD may be provided.	X			File in suspense voucher file.	
				X	X	File in suspense voucher file.
BF	No record of requisition for which AF_ or AC_ was submitted.	X			(1) Cancel requisition. Adjust stock record/set suspense voucher file. (2) If item is still required, prepare new requisition and post stock record set/suspense voucher file.	
				X	X	Cancel requisition. Adjust stock record/set suspense voucher file.
BG, BH, BJ, and B7	FSC, NIIN, part number, UI, quantity, and/or unit price may be changed.	X			Examine status card for any change. Adjust stock record set/suspense voucher file. File in suspense voucher file.	
				X	X	Examine status card for any change. Adjust stock record set/suspense voucher file. File in suspense voucher file.
BM	Different supply source processing the requisition.	X	X	X	Adjust stock record set/suspense voucher file. File in suspense voucher file.	
BN	Requisition is free issue.	X			File in suspense voucher file.	
				X	X	File in suspense voucher file.
BQ, B4, and B6	Requisition is canceled as a result of AC_ submitted.	X			Adjust stock record set/suspense voucher file.	
				X	X	Adjust stock record set/suspense voucher file.
BR and BS	Requisition is canceled as a result of Materiel Obligation Validation (MOV).	X			Adjust stock record set/suspense voucher file.	
				X	X	Adjust stock record set/suspense voucher file.
B5	Receipt of AF_ is acknowledged. Status and/or ESD will be furnished.	X			File in suspense voucher file.	
				X	X	File in suspense voucher file.
B8	Quantity requested for cancellation not accomplished.	X			File in suspense voucher file.	



**Table 7-1**  
**Processing status cards cc 30-35 Is—Continued**

Status code received is	Meaning is	Customer			SSAs actions	Send customer an AE1 with
		SSA	ASL	NSL		
			X	X	File in suspense voucher file.	B8 status.
B9	Receipt of AC_ is acknowledged. Status will be provided.	X			File in suspense voucher file.	
			X	X	File in suspense voucher file.	B9 status.
CA	Rejected. This code will not be used when other status or reject codes have been established to convey a specific condition.  (1) Initial provision of this status will be by narrative teletype message containing reasons for rejection. (2) When provided in response to a follow-up this status is sent via AUTODIN. Reason for rejection is not provided.	X			Take proper action on receipt of message.  If status was received in response to a follow-up, submit request for reason for rejection off-line (by mail, message, or telephone). Provide reason for rejection to the customer in the remarks block or provide a copy of message.	CA status.
			X			
			X	X		
CB	Rejected. Requisition requested rejection of quantity not available by SDD/RDD. Quantity field indicated quantity not filled.	X			Cancel requisition. Adjust stock record set. Clear suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set. Clear suspense voucher file.	CB status
CC	Rejected. NSN is for FSC 5510 or 5530. (1) End-use application as indicated by unique wood products advice code is not compatible with item ordered.  (2) Advice code contains other than a unique products advice code or is blank.	X			Cancel requisition. Adjust stock record set/suspense voucher file. (1) Review NSN requisitioned to find correct item required which is compatible with the intended end use application and submit a new requisition. If it is found that the original NSN is correct and no unique wood products advice code applies, submit a new requisition using DD Form 1348-6 with DIC AO5 or AOE identifying species/grade required and/or end use application. (2) If new requisition is submitted, post stock record set/suspense voucher file.	
					Cancel requisition. Adjust stock record set/suspense voucher file.	CC status.
CD	Rejected. Errors in quantity, date, serial number field.	X			Cancel requisition/ACI. Adjust stock record set/suspense voucher file. (1) If still required, submit a new requisition with correct data. (2) If received on response to an AC_ and materiel is not required, submit a new AC_ with correct data. (3) If new requisition of AC_ is submitted, post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CD status
CE	Rejected. UI does not agree with ICP UI and cannot be converted. Check cc 72-73 of status card for correct UI.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If still required, submit a new requisition with incorrect UI and quantity. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CE status.

**Table 7-1**  
**Processing status cards cc 30-35 Is—Continued**

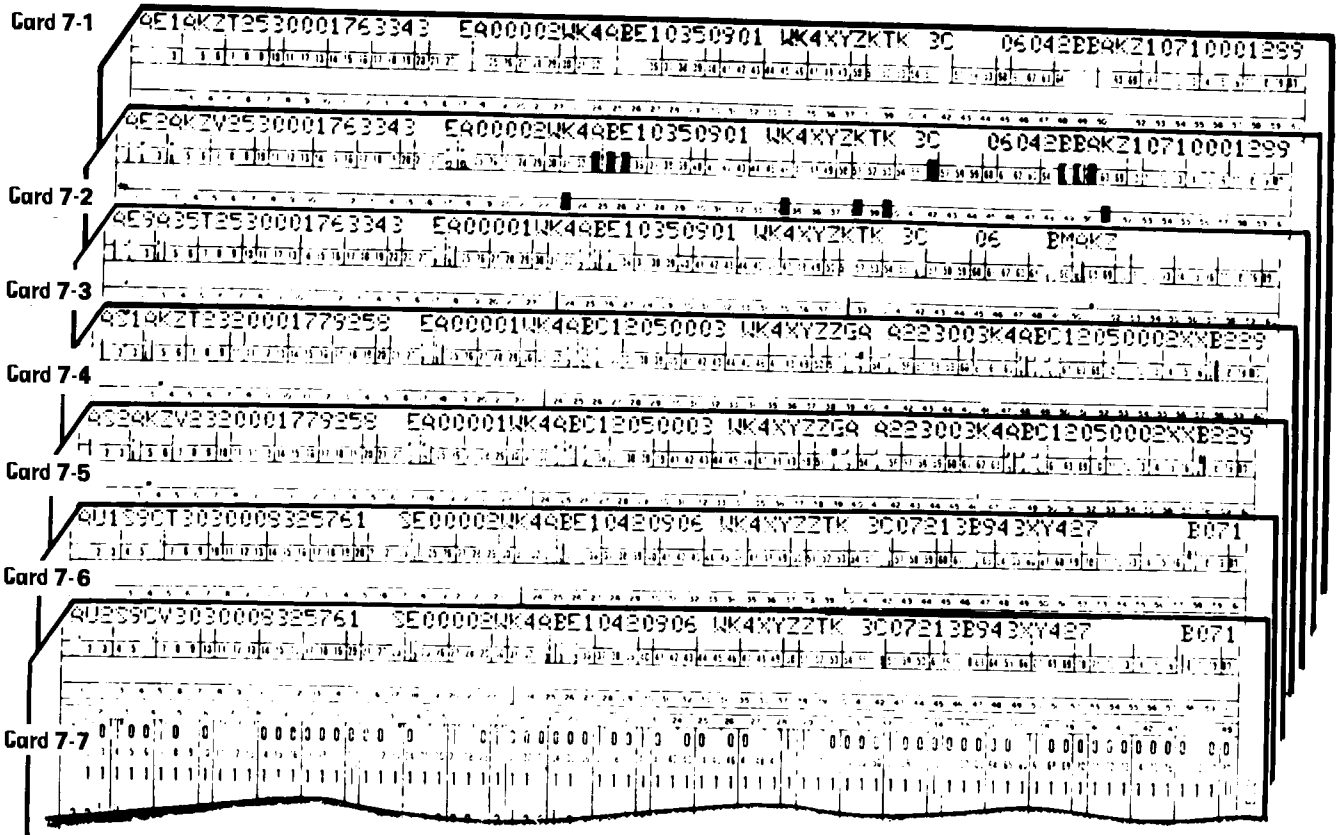
Status code received is	Meaning is	Customer			SSAs actions	Send customer an AE1 with
		SSA	ASL	NSL		
CG	Rejected. Unable to identify requested item.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If still required, submit a new requisition with correct NSN or part number. If correct NSN or part number is unknown or if part number is incorrect, submit a new requisition on DD Form 1348-6 with exception data. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CG status.
CH	Rejected. Requisition submitted to incorrect SOS and correct source cannot be found.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If still required, research for correct source and submit a new requisition. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CH status.
CJ	Rejected. Item obsolete or inactivated. Item in stock number field, if different than item requested, can be furnished as a substitute.	X	X	X	Check cannibalization point for the item. If available, prepare a request with original document number and process. (If request is for customer, send customer an AE1 with new status/ESD.)	
		X			Cancel requisition. Adjust stock record set/suspense voucher file. (1) If offered substitute is desired, submit new requisition. Post stock record set/suspense voucher file. (2) If original item is still desired, submit new requisition on DD Form 1348-6 with exception data. Use advice code 2B. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CJ status.
CK	Rejected. Unable to procure. No substitute/interchangeable item available.	X	X	X	(1) Check cannibalization point for the item. If available, prepare a request with original document number and process. (If request is for customer, send customer an AE1 with new status/ESD.) (2) Prepare DA Form 2407 for fabrication. Use original document number. (If request is for customer, send customer an AE1 with new status/ESD.) (3) Research for NSN of higher assembly, kit, or component. If available, make the issue. Post stock record set. Clear suspense voucher file.	
		X			Cancel requisition. Adjust stock record set/suspense voucher file. Submit new requisition for next higher assembly, kit, or component. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CK status.
CP	Rejected. SOS is local manufacture, fabrication, or procurement.	X	X	X	(1) Prepare DA Form 2407 for fabrication. Use original document number. (If request is for customer, send customer an AE1 with new status/ESD.) Adjust suspense voucher file.	

**Table 7-1**  
**Processing status cards cc 30-35 Is—Continued**

Status code received is	Meaning is	Customer			SSAs actions	Send customer an AE1 with
		SSA	ASL	NSL		
	(2) Prepare DA Form 3953 for local purchase. Use original document number. Adjust suspense voucher file. (If request is for a customer, send customer an AE1 with new status/ESD.) If item is not available locally, or local purchase is not available for the SSA, cancel requisition. Adjust stock record set/suspense voucher file. Submit new requisition. Use advice code 2A. Post stock record set/suspense voucher file.		X	X	If item is not available locally, or local purchase is not available for the SSA, cancel requisition. Adjust stock record set/suspense voucher file.	CP status.
CR	Rejected. Requisition is for Government Furnished Materiel (GFM) and (1) item is not authorized by terms of contract, (2) contractor is not authorized to requisition GFM, and (3) contract identified in requisition is not registered at the Management Control Activity (MCA).	X			Cancel requisition. Adjust stock record set/suspense voucher file. If item is GFM, and is still required, submit new requisition with exception data in accordance with the reasons noted. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CR status.
CS	Rejected. Quantity requisitioned is suspect of error or indicates excessive quantity. Partial quantity supplied. Quantity field in this transaction shows quantity rejected.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If rejected quantity still required, submit new requisition using advice code 2L. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CS status.
CV	Rejected. Item prematurely requisitioned. Effective date for requisitioning is in cc 70-73.	X			Cancel requisition. Adjust stock record set. Enter effective date for requisitioning on DA Form 1297. Clear suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CV status.
CW	Rejected. Item not available or is nonmailable item for which transportation costs are uneconomical. Local purchase is authorized for this requisition only.	X	X	X	Prepare DA Form 3953 for local purchase. Use original document number. Adjust suspense voucher file. (If request is for a customer, send customer an AE1 with new status/ESD.) If item is not available locally, or local purchase is not available for the SSA, cancel requisition. Adjust stock record set/suspense voucher file. Submit new requisition. Use advice code 2A. Post stock record set/suspense voucher file.	
		X			If item is not available locally, or local purchase is not available for the SSA, cancel requisition. Adjust stock record set/suspense voucher file.	CW status.
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file. If still required, submit new requisition with correct signal code. Post stock record set/suspense voucher file.	
CX	Rejected. Unable to identify the "bill to" and/or "ship to" address as designated by the signal code, or the signal code is invalid.	X			Cancel requisition. Adjust stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	CX status.
C5	Rejected. Generated by DPDO when requisitioner refuses acceptance of DPDO item.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If item is still required, submit new requisition to proper SOS. Post stock record set/suspense voucher file.	

**Table 7-1**  
**Processing status cards cc 30-35 Is—Continued**

Status code received is	Meaning is	Customer			SSAs actions	Send customer an AE1 with
		SSA	ASL	NSL		
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	C5 status.
C7	Rejected. DIC indicates an exception data document. SOS has no record of exception data.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If item is still required, submit new requisition with exception data. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	C7 status.
C8	Rejected. Vendor will not accept order for quantity less than that in cc 76-80.	X			Cancel requisition. Adjust stock record set/suspense voucher file. If item is still required, submit new requisition for a quantity not less than that in cc 76-80. Post stock record set/suspense voucher file.	
			X	X	Cancel requisition. Adjust stock record set/suspense voucher file.	C8 status.



**Figure 7-1. Examples of supply, shipment, and cancellation status cards, DIC AE-series, AS-series, and AU-series**

## Chapter 8 Receipts from Supply Sources

### 8-1. Materiel receipts

Materiel receipts are supplies that are received from higher supply sources, other SSAs, or directly from civilian sources. Receipt and shipping documents normally accompany the supplies. This chapter gives procedures for processing materiel receipts and receipt and shipping documents.

### 8-2. Times for processing receipts

The times for processing receipts are as follows:

#### a. MILSTRIP receipts.

(1) PD 01-08 receipts must be processed by the receiving section within 24 hours from the time the supplies are received. Process these receipts on a 7-day workweek, 24-hour workday basis.

(2) PD 09-15 receipts must be processed by the receiving section within 2 workdays from the date supplies are received. Process these receipts on a regular workweek, regular-shift workday basis.

b. *Non-MILSTRIP receipts.* Receipts of supplies from non-MILSTRIP sources may not have a PD. These receipts will be processed by the receiving section within 2 workdays from the date the supplies are received. Base this on a regular workweek, regular shift workday. When a non-MILSTRIP receipt has been assigned a PD, process it under a above.

c. *Supplies without receipt and shipping documents.* Supplies are sometimes received without receipt and shipping documents. (See para 8-7.) These receipts must be processed by the receiving section within 5 workdays from the time they are received. Base this on a regular workweek, regular-shift workday.

### 8-3. Processing direct support system receipts

a. In CONUS, SSAs receive direct support system (DSS) shipments from the installation central receiving point (CRP). Overseas, SSAs receive DSS shipments of supplies from the distribution drop point (DDP). A transportation shipping document listing the number of packages or multipack containers is received with the DSS shipment. Check the packages or containers actually received against this transportation shipping document. Enter discrepancies on the transportation shipping document. Document the discrepancy under paragraph 8-7. Date and sign the transportation shipping document and return it to the carrier.

(1) A materiel receipt acknowledgement card (DIC D6S) (shown in fig 8-1) and a DD Form 1348-1A or DD Form 1348-2 (shown in fig 8-2) should be received with each package or container. If a supply source combines shipments into one container, a D6S and an A5-series document should be with each document number in the shipment. Check incoming shipments for these documents.

(2) If the D6S document for a line is missing, the receiving section clerk will enter NO D6S on the DD Form 1348-1A or DD Form 1348-2 and forward that document to the stock control section. Receiving section personnel will continue to process the supplies. Stock control personnel will manually prepare a D6S document (use DA Form 2765-1) in the D6S format established in AR 725-50, appendix E, and shown in figure 8-1. The manually prepared D6S document will be forwarded to the next highest supply element having automatic data processing equipment (ADPE) support for keypunch; it will be transmitted via AUTODIN or mail to DAAS.

(3) If a DD Form 1348-1A or DD Form 1348-2 for an item is missing, another one will be made. Data on the D6S document will be used to make this DD Form 1348-1A or DD Form 1348-2.

(4) When shipments are received, and no documentation comes with the shipment, process under paragraph 8-6.

b. Check supplies actually received against the D6S card and the DD Form 1348-1A or DD Form 1348-2. Verify the stock number, quantity, condition of the item, and serial/registration number (when applicable). For weapon receipts, visually match the serial number on the weapon to the serial number on the receipt document and

follow procedures in paragraph 18-11. Record any discrepancy on the applicable D6S card and the DD Form 1348-1A or DD Form 1348-2. Document the discrepancy under paragraph 8-7. Sign and date blocks 22 and 23. Write "RECD" on the D6S card. Under the "RECD" entry, write "73-75" and underline it. Immediately under the line, write the Julian day (001-366) the item was received.

c. If the document number (cc 30-43) on the D6S/A5\_ is for the SSA, the receipt is ASL. These supplies are for storage. Before sending the supplies and a copy of DD Form 1348-1A or DD Form 1348-2 to the storage section, receiving section personnel will verify the storage location data on the D6S/DD Form 1348-1A or DD Form 1348-2 (cc 46-50) against the locator card deck. File locator cards in NIIN sequence. Use the NIIN (cc 14-20) on the D6S/A5\_ to find the locator card.

(1) When the location on the D6S/A5\_ matches the location on the locator card, send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send the other copies of A5\_ and the D6S card to the stock control section.

(2) If the location on the D6S/A5\_ is different from the location on the locator card, change the location on the D6S/A5\_. Line through the location on the D6S/A5\_ and enter the location from the locator card. Also, mark the D6S/A5\_ LOC CHG. Send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send the other copies of the A5\_ and the D6S to the stock control section.

(3) When a location on the D6S/A5\_ is available, but no locator card is on file, notify locator section personnel. They will set up a location for the item. Line out the location on the D6S/A5\_ and enter the new location. Also mark the D6S/A5\_ "LOC NEW." Send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send all other copies of the A5\_ and the D6S to the stock control section.

(4) When the location data is not preprinted in cc 46-50 on the D6S/A5\_ receiving section personnel will review the locator card deck and insert the location into block 27 of DD Form 1348-1A or DD Form 1348-2. Send the supplies and a copy of the DD Form 1348-1A or DD Form 1348-2 to the storage section. Send the other copies of A5\_ and the D6S card to the stock control section.

d. If the document number (cc 30-43) is for a unit, the receipt is for issue to that unit. A copy of DD Form 1348-1A or DD Form 1348-2 and the supplies are sent to the issue or shipping section. Send the D6S card and all other copies of the A5\_ to the stock control section.

e. The stock control section sends the D6S card to the supporting SAILS activity and posts the DD Form 1348-1A or DD Form 1348-2 to applicable portions of the stock record. If the SSA has a keypunch machine, keypunch the date received in cc 73-75 of the D6S card and send it to the supporting SAILS activity.

### 8-4. Processing non-DSS receipts

a. *MILSTRIP.* Process non-DSS MILSTRIP receipts using the method in paragraphs 8-3b through d.

#### b. *Non-MILSTRIP.*

(1) *Fabrication.* Fabricated items are received from a maintenance support activity. The blue (number 4) copy of a DA Form 2407 is received with the items. Prepare a DD Form 1348-1A or DD Form 1348-2 for the item from the data on the DA Form 2407; take required posting action under chapter 3. Remove one copy of the item from the data on the DA Form 2407. Remove one copy of the DD Form 1348-1A or DD Form 1348-2 and send it with the items to the issue or shipping section. Send the blue copy of the DA Form 2407 and all other copies of the DD Form 1348-1A or DD Form 1348-2 to the stock control section.

(2) *Receipts from commercial sources.* Supplies received from commercial sources should come with a commercial invoice, a DD Form 250 (Materiel Inspection and Receiving Report), as shown in figure 8-3, or DD Form 1155 (Order for Supplies or Services/Request for Quotations), as shown in figure 8-4. These documents may or may not have enough data to process the receipt. If the receipt document has enough data to process the receipt, prepare a

DD Form 1348-1A. If the receipt document does not have enough data to make a DD Form 1348-1A, contact the stock control section for the data required to prepare a DD Form 1348-1A. When the DD Form 1348-1A is prepared, use the method in paragraphs 8-3*b* through *d* to process these receipts. Disregard instructions for the D6S card. Send the commercial invoice (DD Form 250 or DD Form 1155) to the stock control section. Stock control personnel will forward a signed copy of local purchase receipt documents to the supporting Finance and Accounting Office (FAO).

#### **8-5. Receiving supplies**

*a.* Receipt of ASL items requires detailed accounting. On receipt—

(1) The receipt documents will be posted to the applicable stock record.

(2) A clearing entry will be made to the due-in record.

(3) The receipt documents will be filed as debit vouchers.

*b.* Receipt of non-ASL passing actions does not require detailed accounting.

(1) Unfilled requirements will be immediately released to the customer.

(2) Receipt documents may be used to release non-ASL items received at the SSA.

(3) A clearing entry will be made to the due-in record.

(4) A clearing entry will be made to the due-out record.

*c.* Receipt of shipments for ASL passing actions will be handled as non-ASL items of *b* above.

*d.* Assets not picked up by the customer within 15 days of notification of availability will be posted to the account unless other arrangements have been made.

*e.* Procedures will be developed to ensure controls are applied that prevent the release of passing action receipts when the demand has already been satisfied (for example, early receipt of a replenishment requisition; turn-ins by another activity and the subsequent issue of this materiel). These receipts will be picked up and accounted for as an asset of the SSA.

#### **8-6. Misrouted shipments**

Sometimes supplies are received at one SSA, but should have been shipped to another SSA. When this happens, check the documents received with the supplies. Determine the SSA to which the supplies should have been sent. Document the discrepancy under paragraph 8-7. Send the supplies and the documents to the shipping section with instructions to reshipe to the correct SSA.

#### **8-7. Undocumented receipts**

*a.* Supplies sometimes arrive at the SSA without documentation. Do not process these supplies until they are identified and receipt documents (DD Form 1348-1A or 1348-2 and D6S documentation) are prepared. For identification purposes, get as much of the following information about the item as possible:

- (1) Stock number.
- (2) Nomenclature.
- (3) Unit of issue.
- (4) Quantity.
- (5) Document number.
- (6) Source of supply.
- (7) Condition code.
- (8) Transportation control number.

*b.* Check with stock control section personnel. They may have an advance copy of the receipt document or other information to help identify the item. If so, use it to prepare a DD Form 1348-1A or 1348-2A and process the receipt.

*c.* If no information is available at the stock control section, check the package or container in which the item was received. Prepare a DD Form 1348-1A or 1348-2A from these package markings. Process the receipt to the storage section.

#### **8-8. Documenting discrepancies**

Discrepancies noted during the process of receiving supplies must be reviewed by the SRO or a designated representative. When the discrepancy has been verified, explain it on the receipt document.

*a.* Report shipping type (item) discrepancies, packaging discrepancies, and discrepancies in parcel post shipments on an SF 364 (Report of Discrepancy), under AR 735-11-2. The purpose of reporting discrepancies is to find the cause, take corrective action, and prevent a recurrence.

*b.* Report transportation-type discrepancies in shipments under AR 55-38. Shortages of CCI will require an incident report per AR 380-40(O) and DA Pam 25-380-2(O).

#### **8-9. CBS-X reportable items**

RICC 2 items are CBS-X reportable items per AR 710-3. Manual SSAs report all transactions that change the on-hand balance of CBS-X reportable items when the transactions are not receipts or shipments processed through a standard Army intermediate level supply subsystem (SAILS) activity. Report the transaction by sending a copy of the transaction document to the CBS-X central collection activity (CCA). The LIN and RICC of the item and the UICs of the customer unit and SSA are recorded on the transaction document in addition to all other required data. Examples of transactions that apply to the SSA level are inventory adjustment reports, receipts of found on installation property, forced issue transactions from NICPs, issues from ASL or NSL stocks to customer units including ORF issues, and receipts from customer units or other SSAs when the receipts are posted as gains to the stock records for later reissue to fill dues-out or as an ORF receipt. Do not report turn-in transactions when they are checked through the SSA but the customer turn-in document is perpetuated to the SAILS activity.



MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248	
Public reporting burden for this collection of information is estimated to average 35 minutes 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 Department of Defense, 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 (0704-0248), Washington, DC 20503. <b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.</b>							
1. PROC. INSTRUMENT IDEN. (CONTRACT) DABC03-93-00001-00001		(ORDER) NO.		6. INVOICE NO. / DATE B-9482		7. PAGE OF	8. ACCEPTANCE POINT
2. SHIPMENT NO. S023	3. DATE SHIPPED 19 May 93	4. B/L TCN CB/L #X9-4007		5. DISCOUNT TERMS NET			
9. PRIME CONTRACTOR CODE Red River Ind. 203 Waterfront Dr. Natchitoches, LA 70156			10. ADMINISTERED BY CODE Purchasing and Contracting Office BLDG 1000 Ft Infantry, LA 70120				
11. SHIPPED FROM (If other than 9) CODE Fabricated Inc. SW Division Sunshine, AZ 85999			FOB:		12. PAYMENT WILL BE MADE BY CODE Finance and Accounting Office Bldg 54 Ft Infantry, LA 70120		
13. SHIPPED TO CODE 105th Maint Bn Bldg 3005 Ft Infantry, LA 70120			14. MARKED FOR CODE				
15. ITEM NO.	16. STOCK/PART NO. <small>(Indicate number of shipping containers - type of container - container number.)</small>	DESCRIPTION		17. QUANTITY SHIP / REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT
1	5940-00-168-3366 Widget 3.5" X .5" (100 pr bx)			6	BX	\$120.00	\$720.00
21. CONTRACT QUALITY ASSURANCE				22. RECEIVER'S USE			
<input type="checkbox"/> CQA <input type="checkbox"/> 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.		<input type="checkbox"/> CQA <input type="checkbox"/> 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 _____ SIGNATURE OF AUTH GOVT REP _____		DATE _____ SIGNATURE OF AUTH GOVT REP _____		19 May 93 DATE RECEIVED _____ SIGNATURE OF AUTH GOVT REP _____ TYPED NAME AND OFFICE John H. Traylor, SSG 105th Maint Bn			
TYPED NAME AND OFFICE		TYPED NAME AND TITLE		* 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.			
23. CONTRACTOR USE ONLY							

DD Form 250, NOV 92

Previous editions are obsolete.

\* U.S.GPO: 1993-0-342-027/70393

Figure 8-3. Sample of a completed DD Form 250



<b>ORDER FOR SUPPLIES OR SERVICES</b> <i>(Contractor must submit four copies of invoice.)</i>				Form Approved OMB No. 0704-0187	PAGE 1 OF  1												
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 Department of Defense, 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.																	
<b>PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES.</b> <b>SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.</b>																	
1. CONTRACT / PURCH ORDER NO.		2. DELIVERY ORDER NO. DABC-03-93-2001A		3. DATE OF ORDER (YYMMDD) 15 Jan 93													
				4. REQUISITION / PURCH REQUEST NO. 316500001													
6. ISSUED BY Purchasing and Contracting Office Bldg 222 Fort Artillery, NM 84111		7. ADMINISTERED BY (If other than 6)		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i>													
9. CONTRACTOR NAME AND ADDRESS Whimsey Gadget Co 800 Petrified Blvd Burnt Sands, NM 84116		10. DELIVER TO FOB POINT BY (Date) (YYMMDD) 15 May 93		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED													
				12. DISCOUNT TERMS Net													
				13. MAIL INVOICES TO See Block 15													
14. SHIP TO 109th Supply & Services Co Bldg 1000 Fort Artillery, NM 84111		15. PAYMENT WILL BE MADE BY Finance and Accounting Office Bldg 444 Fort Artillery, NM 84111		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER													
16. TYPE OF ORDER DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/> This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein: <b>ACCEPTANCE.</b> 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.																	
17. ACCOUNTING AND APPROPRIATION DATA / LOCAL USE																	
18. ITEM NO.      19. SCHEDULE OF SUPPLIES / SERVICE      20. QUANTITY ORDERED / ACCEPTED *      21. UNIT      22. UNIT PRICE      23. AMOUNT																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1</td> <td style="width: 60%;">5910-00-252-4104 Gadget, right hand</td> <td style="width: 10%;">6</td> <td style="width: 5%;">EA</td> <td style="width: 10%;">150.00</td> <td style="width: 5%;">900.00</td> </tr> <tr> <td>2</td> <td>5905-00-252-4210 Gadget, left hand</td> <td>6</td> <td>EA</td> <td>160.00</td> <td>960.00</td> </tr> </table>						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
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												
* 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. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				25. TOTAL      1860.00													
DATE      SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				29. DIFFERENCES													
36. I certify this account is correct and proper for payment. DATE      SIGNATURE AND TITLE OF CERTIFYING OFFICER				30. INITIALS													
37. RECEIVED AT				31. AMOUNT VERIFIED CORRECT FOR													
38. RECEIVED BY (Print)				34. CHECK NUMBER													
39. DATE RECEIVED (YYMMDD)				35. BILL OF LADING NO.													
40. TOTAL CONTAINERS				42. S/R VOUCHER NO.													
41. S/R ACCOUNT NUMBER																	

DD Form 1155, APR 93

Previous editions are obsolete.

460/361

Figure 8-4. Sample of a completed DD Form 1155

## Chapter 9 Adjustments and Inventories

### 9-1. Adjustments

An adjustment is any change to the recorded balance that is not the result of any of the following: a correction (chap 3); receipt (chap 8); issue (chap 10); turn in (chap 14); or shipment (chap 16).

*a.* Correct posting errors when discovered as shown in chapter 3. These posting errors are not adjustments; they are corrections.

*b.* Four adjustments that need not be the result of an inventory are shown below. They can be made as the result of an inventory; however, this is not mandatory. These adjustments normally are made as they occur. The reasons are as follows:

- (1) Assembly or disassembly.
- (2) Stock number or unit of issue change.
- (3) Condition changes due to acts of God, enemy action, fire, major disaster, repair, shelf-life, or suspension. Adjust condition changes due to other causes using AR 735-5.
- (4) Reidentification of an improperly identified item.

*c.* Two adjustments that can only be the result of an inventory are listed below.

- (1) Correction of undiscovered posting errors.
  - (2) Correction of operational gains and losses.
- d.* Special inventory, reporting and adjustment procedures for classified COMSEC equipment and keying materiel are contained in AR 380-40(O) and TB 380-41.

### 9-2. Assembly or disassembly

When an end item is assembled or disassembled, a DA Form 444 (Inventory Adjustment Report (IAR)) is used as the voucher recording the change. The end item being assembled or disassembled will be the first item listed. An end item being assembled is posted as a gain. An end item being disassembled is posted as a loss. List all components, regardless of unit price, after the end item being assembled or disassembled. Components being assembled are posted as losses. Components being disassembled are posted as gains. Cite the publication controlling the configuration of the end item being assembled or disassembled on the reverse side of the form. Also, cite the document authorizing the assembly or disassembly on the reverse side of the form. DA Form 444 will also be referenced as IAR throughout this manual.

*a.* When assembly or disassembly is authorized by HQDA, the Army class manager, or the MACOM commander, approval of the IAR by the SSA commander is not needed. Prepare only one copy of the DA Form 444. After this copy is signed by the SRO, post it to the accounting record and file it in the completed voucher file.

*b.* Detailed instructions for preparing DA Form 444 are found in paragraph 9-13. (A sample assembly IAR (DA Form 444) is shown in fig 9-1. A sample disassembly IAR (DA Form 444) is shown in fig 9-2.)

### 9-3. Stock number or unit of issue changes that affect the balance on hand

When the stock number or unit of issue of an item changes, use an IAR as the voucher recording the change. List the item as it is now recorded using an odd item number. (Item number refers to the IAR column title.) Post odd numbered items as losses. List the item as it is to be recorded using the sequential even item number. Post even numbered items as gains. Cite the cataloging publication authorizing the change on the reverse side of DA Form 444.

*a.* Inventory Adjustment Reports recording stock number or unit of issue changes are authorized by cataloging publications. Because of this, approval of the SSA commander is not needed. Prepare only one copy of the DA Form 444. After this, the SRO signs the copy. Post it to the accounting record and file in the complete voucher file.

*b.* Detailed instructions for preparing DA Form 444 are in paragraph 9-13. (A sample stock number or unit of issue change IAR (DA Form 444) is shown in fig 9-3.)

### 9-4. Condition changes

When the condition of an item changes due to an act of God, enemy action, fire, major disaster, shelf-life, or suspension use an IAR as the voucher recording the change. As an exception to this, a DA Form 2407 is used as the voucher recording condition changes for repairables repaired by the maintenance activity for return to stock. Adjust condition changes due to other causes using AR 735-5.

*a.* When inspection of stock on hand reveals a change in the condition of supplies and immediate reclassification is—

(1) Possible, the storage section will use an IAR to report the change to the stock control section.

(2) Not possible, the storage section will send an IAR, transferring the stock into supply condition code J (suspended-in stock), to the stock control section. Reclassification or repair is requested by the storage section on a DA Form 2407 prepared under DA Pam 738-750 as directed by stock control section personnel. As maintenance actions are completed, the storage section personnel will use other IARs to report results to the stock control section.

*b.* List the item as it is now recorded using an odd item number. Post odd-numbered items as losses. List the item as it is to be recorded using the sequential even item number. Post even-numbered items as gains. Do not use the IAR's recorded balance and quantity inventoried columns for condition changes. AR 710-2 authorizes condition changes; it will be cited on the reverse side of DA Form 444.

*c.* IARs recording condition changes are authorized by AR 710-2; therefore, SSA commander approval is not needed. Prepare only one copy of the DA Form 444. After this copy is signed by the SRO, post it to the accounting records and file in the completed voucher file.

*d.* Detailed instructions for preparing DA Form 444 are in paragraph 9-13. (A sample condition change IAR (DA Form 444) is shown in fig 9-4.)

*e.* In the ARNGUS, when an item's condition changes from serviceable to unserviceable, procedures in paragraph 9-4 above will not be used. Instead, the following procedures apply:

(1) Prepare DA Form 444 in four copies.

(2) Send three copies of the DA Form 444 to the senior Army advisor (SAA) of the State ARNG or designated representative. The designated representative must be an Active Army commissioned officer.

(3) The SAA or designated representative must make a final fair wear and tear (FWT) determination of the items on the DA Form 444.

(*a*) When the items are determined to be unserviceable because of FWT, enter the following statement on the DA Form 444: "The items listed were rendered unserviceable due to fair wear and tear." This statement will be signed by the SAA or designated representative.

(*b*) When any or all of the items are determined to be unserviceable because of other than FWT, enter the following statement on the DA Form 444: "The (items listed on this form) (items listed below) were rendered unserviceable due to other than fair wear and tear." This statement will be signed by the SAA or designated representative.

(4) The SAA or representative retains one copy of the DA Form 444. The other copies are used to support corrective postings or AR 735-5 actions.

INVENTORY ADJUSTMENT REPORT (IAR)				SSA		MATCAT		VOUCHER NUMBER					
FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPRIETARY AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.				124th S & S Company				DODAAC	DATE	SERIAL			
				ATTN: Stock Control Section				WK4453	2057	0001			
TOTAL NUMBER OF ITEMS	IAR REASON	STATION		COUNT CARD LOCATION									
6	Assembly	APO New York 09169											
ITEM	STOCK NUMBER	ITEM NOUN	C O N D	S E C	R I C C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		U	UNIT PRICE	EXTENDED PRICE	
								GAIN	LOSS			GAIN	LOSS
1	8340-00-237-8752	Screen, Latrine S58674	A	U	2	0	1	1		EA	\$201.51	\$201.51	
2	8340-00-237-8749	Screen, Latrine	A	U	0	1	0		1	EA	\$144.38		\$144.38
3	8340-00-261-9750	Pin, Tent, Wood,	A	U	0	8	0		8	EA	\$ .28		\$ 2.24
4	8340-00-188-8393	Pole, Tent, Ridge, 7 Ft	A	U	0	1	0		1	EA	\$ 12.13		\$ 12.13
5	8340-00-188-8394	Pole, Tent, Ridge, 9 Ft	A	U	0	2	0		2	EA	\$ 12.53		\$ 25.06
6	8340-00-188-8407	Pole, Tent, Upright, 7 Ft	A	U	0	7	0		7	EA	\$ 2.53		\$ 17.71

STOCK RECORD OFFICER		SSA COMMANDER		ASSET REPORT COPY SENT		GAIN	TOTAL DOLLARS	LOSS
THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN. IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SSA COMMANDER'S APPROVAL.		I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED. THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER (CIRCLE ONE) AR 15-B AR 735-11		DATE	INITIALS		\$201.51	\$201.52
DATE	SIGNATURE	DATE	SIGNATURE	IAR REVIEWED		GAIN	NET DOLLARS	LOSS
2057	<i>Michael Martin</i>			DATE	INITIALS			

DA FORM 444 JAN 82 EDITION OF JUN 78 IS OBSOLETE. U.S. GOVERNMENT PRINTING OFFICE: 1982 - 355-244

Figure 9-1. Sample of a completed DA Form 444, assembly IAR

INVENTORY ADJUSTMENT REPORT (IAR)				SSA		MATCAT		VOUCHER NUMBER					
FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPRIETARY AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.				124th S & S Company				DODAAC	DATE	SERIAL			
				ATTN: Stock Control Section				WK4453	2064	0006			
TOTAL NUMBER OF ITEMS	IAR REASON	STATION		COUNT CARD LOCATION									
6	Disassembly	APO New York 09169											
ITEM	STOCK NUMBER	ITEM NOUN	C O N D	S E C	R I C C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		U	UNIT PRICE	EXTENDED PRICE	
								GAIN	LOSS			GAIN	LOSS
1	8340-00-470-2335	Tent, GP Small Complete	A	U	2	1	0		1	EA	\$793.82		\$793.82
2	8340-00-753-6570	Tent, GP Small w/covers	A	U	2	0	1	1		EA	\$406.06		\$406.06
3	8340-00-261-9749	Pin, 9 in, al	A	U	0	0	79	29		EA	\$ .54		\$ 13.66
4	8340-00-753-6574	Pole, 8' 6" to 10' 6"	A	U	0	0	1	1		EA	\$ 52.14		\$ 52.14
5	8340-00-753-6575	Pole, 3 to 7 Ft	A	U	0	0	8	8		EA	\$ 22.76		\$182.08
6	8340-00-262-3698	Liner	A	U	0	0	1	1		EA	\$ 91.24		\$ 91.24

STOCK RECORD OFFICER		SSA COMMANDER		ASSET REPORT COPY SENT		GAIN	TOTAL DOLLARS	LOSS
THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN. IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SSA COMMANDER'S APPROVAL.		I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED. THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER (CIRCLE ONE) AR 15-B AR 735-11		DATE	INITIALS		\$747.18	\$793.82
DATE	SIGNATURE	DATE	SIGNATURE	IAR REVIEWED		GAIN	NET DOLLARS	LOSS
2054	<i>Michael Martin</i>			DATE	INITIALS			

DA FORM 444 JAN 82 EDITION OF JUN 78 IS OBSOLETE. U.S. GOVERNMENT PRINTING OFFICE: 1982 - 355-244

Figure 9-2. Sample of a completed DA Form 444, disassembly IAR

INVENTORY ADJUSTMENT REPORT (IAR)				SSA Installation Supply Division ATTN: Stock Control Section				MAT/DATE		VOUCHER NUMBER			
FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.										BUHBAAC	DATE	SERIAL	
										WS4XYZ	2202	0002	
TOTAL NUMBER OF ITEMS		IAR REASON		STATION				COUNT CARD LOCATION					
4		SN/III Changes		Ft. Knox, KY									
ITEM	STOCK NUMBER	ITEM NOUN	C O N D	S I C	R J C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		UI	UNIT PRICE	EXTENDED PRICE	
								GAIN	LOSS			GAIN	LOSS
1	3805-00-466-0084	Grader, Cat, Md1 120	A	U	0	2	0		2	EA	\$24375.00		\$48748.00
2	3805-00-029-0139	Grader, Cat 120 W/ROPS	A	U	1	0	2	2		EA	\$48064.00	\$96128.00	
3	7105-00-633-8720	Chair, Str, WO A Lad BK	A	U	0	100	0		100	EA	\$ 15.00		\$1500.00
4	7105-00-633-8720	Chair, Str, WO A Lad BK	A	U	0	0	25	25		BX	\$ 60.00	\$1500.00	

STOCK RECORD OFFICER <small>THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN. IF THE REASON IS "INVENTORY" IT MUST HAVE BEEN MADE DEPENDING ON THE SSA COMMANDER'S APPROVAL.</small>		SSA COMMANDER <small>APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED. THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER: (SINGLE ONE) AR 15-6 AR 736-11</small>		ASSET REPORT COPY SENT		GAIN	TOTAL DOLLARS	LOSS
DATE	SIGNATURE	DATE	SIGNATURE	DATE	INITIALS		\$97628.00	\$50248.00
2202	<i>Michael Martin</i>				<i>SM</i>			
				IAR REVIEWED		GAIN	NET DOLLARS	LOSS

DA FORM 444 JAN 82 EDITION OF JUN 78 IS OBSOLETE. U. S. GOVERNMENT PRINTING OFFICE: 1982-335-941

Figure 9-3. Sample of a completed DA Form 444, stock number as unit of issue IAR

### 9-5. Reidentification

When inspection reveals that an item has been misidentified, storage section personnel will use an IAR to report the change to stock control section personnel. The stock control section uses this IAR as the voucher recording the change. List the item as it is now recorded using an odd item number. Post odd-numbered items as losses. List the item as it is to be recorded using the sequential even item number. Post even-numbered items as gains. The IAR's recorded balance and quantity inventoried columns are not used for reidentification. AR 710-2 authorizes reidentification; cite it on the reverse side of the DA Form 444.

a. IARs recording reidentification are authorized by AR 710-2. Because of this, SSA commander approval is not needed. Prepare only one copy of the DA Form 444. After this copy is signed by the SRO, post it to the accounting records and file in the completed voucher file.

b. Detailed instructions for preparing DA Form 444 are in paragraph 9-13. (A sample reidentification IAR (DA Form 444) is shown in fig 9-5.)

### 9-6. Inventories

Perform inventories in a systematic and thorough manner. Otherwise, undiscovered posting errors and operational gains and losses will be compounded. Inventories correct these mistakes by bringing the stock accounting records into line with the true stock position. Inventories will be conducted in a manner that ensures each item is verified at least annually. Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory.

### 9-7. Inventory types

Inventory types are identified as follows: Closed: scheduled wall-to-wall; Open: scheduled cyclic; or special.

a. A scheduled wall-to-wall inventory (closed) is the counting of all items located within an account as of a scheduled date. During the counting period, close the SSA for routine business. Process

only PD 01-03 and NMCS transactions during the count. Hold UND B and C transactions and process after completing the inventory. The SSA commander may close the SSA for not more than 5 work days to conduct the count. The support command or installation commander may selectively authorize additional count days. In the ARNGUS/USAR, 10 work days are allowed to complete the count. A 10-day extension may be approved by the State Adjutant General (AG)/MUSARC. This time does not include preinventory and postinventory actions which must be completed while the SSA remains operational.

b. A scheduled cyclic inventory (open), is the counting of some part of an account's assets during a given period of time. Each group of items must be scheduled so that all of the account's assets are inventoried in their prescribed frequency. During the counting period, the SSA is open for business. Transactions for all items not under inventory are processed normally. PD 01-03 and NMCS transactions for the items in inventory also are processed. Hold UND B and C transactions for the items in inventory and process after completing the inventory.

c. A special inventory is the counting of selected items for a specific reason. All SSAs may be required to conduct special inventories. During the counting period, the SSA remains operational. Hold and process all transactions for the lines under inventory until after the inventory has been completed. Process all other transactions normally. Special inventories are not scheduled. They are conducted when—

- (1) A credit balance is recorded (negative balance).
- (2) An MRD or disposal release denial (DRD) is processed.
- (3) A location survey finds an item in an unrecorded location.
- (4) A location survey finds an item in the wrong location.
- (5) Evidence shows an illegal forced entry into a warehouse.

When this occurs, all items stored in the warehouse must be inventoried. The SSA commander will decide, according to the situation, which transactions the SSA will process and the period during which the SSA may be nonoperational.

(6) Directed by the SRO, SSA commander, or other commander in the SSA's chain of command.

*d.* Regardless of the type of inventory method selected, inventory quarterly by serial number (or monthly under AR 40-61 for CIIC Q and R items) all sensitive and pilferable items (CIIC 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, and night vision devices with a CIIC of Y (including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104 ). The physical count of these items conducted when key custody is transferred between individuals does not qualify as a quarterly sensitive items inventory.

*e.* A location survey (a verification of the recorded location data with the physical location of the assets), will be conducted before a wall to wall inventory. SSA conducting cyclic inventories in lieu of shut down inventories will conduct a location survey annually.

(1) A perpetual location survey may be used in lieu of the surveys described above. In a perpetual survey, each location is surveyed at least once a year and the surveys are spread throughout the 12 months of the year instead of being done in one month.

(2) The DA standard location accuracy will be maintained as prescribed by AR 710-2, paragraph 1-19*h* and table 1-7. A plan will be developed prior to the start of the location survey. This plan should contain the following details; Cutoff, starting and completion dates, mutually agreed upon by the warehousing, inventory and stock control activities. Review and updating of SOP if necessary. Designation of a survey control activity. Preparation of distribution of survey work cards and location survey listings. Reporting, verification and control requirements.

*f.* Sample inventories are not permitted.

*g.* Each SSA will publish an annual inventory schedule. It will show inventory dates and the date items are to be inventoried.

*h.* Results of inventories will be recorded on the stock accounting records within 3 workdays after completion of the inventory.

## **9-8. Preinventory procedures**

Before an inventory is conducted, complete the following actions:

*a.* SRO sets an inventory cutoff date and assigns a voucher number. The cutoff date is the day the count begins. The voucher number's document date must be the inventory cutoff date.

*b.* For wall-to-wall inventories, notify customer units of the following:

(1) Dates of the inventory.

(2) Transactions that will or will not be routinely processed.

*c.* Establish cutoff controls for receipts. Receiving section personnel mark the receipt document for each shipment or turn-in received before the cutoff BEFORE INVENTORY and processes the receipt. After cutoff, all shipments and turn-ins received are frozen. Their receipt documents are marked AFTER INVENTORY and held. Completely all receipts marked BEFORE INVENTORY will be processed before the inventory. SRO will specify the period during which receipt documents either can be marked or receipt processing becomes frozen for lines in inventory.

*d.* Cutoff controls for MRO will be set up. Stock control section personnel will not make MROs after the cutoff except for PD 01-03 and NMCS transactions. Storage section personnel must complete processing of all MROs that were issued by the cutoff before the count begins.

*e.* Do not process any DA Form 2407 to or from maintenance until the inventory is completed.

*f.* If receipts and issues of items under inventory are not tightly controlled, the inventory may be in error. Therefore, SRO must make sure that stock control section and storage section personnel coordinate to accurately process PD 01-03 and NMCS receipts and requests during the inventory.

*g.* Prepare inventory count cards. Stock control section personnel will make a DA Form 2000-3 (Installation Inventory Count Card) for each line to be inventoried including zero balances. Prepare additional serially numbered cards for inventory of unrecorded assets. Assign each card a serial number from 0001 through 9999. (A sample DA Form 2000-3 is shown in fig 9-6.) Prepare DA Form 2000-3 as follows:

(1) Document identifier in cc 1-3 is not used manually.

(2) Location in cc 8-12 is left blank by stock control section personnel.

(3) Enter stock number in cc 14-28; (leave blank in additional cards for unrecorded assets).

(4) Enter supply condition in cc 32; "S" —is serviceable, "U" — is unserviceable. Leave blank in cards for unrecorded assets.

(5) Enter unit of issue in cc 33-34; leave blank in cards for unrecorded assets.

(6) Enter item noun in cc 38-47; leave blank in cards for unrecorded assets.

(7) Enter count card serial number in cc 51-54.

(8) Enter count number in cc 55.

(9) Enter inventory voucher number in cc 57-70.

*h.* Prepare inventory count card control lists. Make two copies of the list. SRO uses one copy and inventory supervisor uses the other.

(1) Listings show voucher number, inventory count card number, item noun, stock number, location, unit price, SEC, and recorded balance.

(2) Leave unit price and recorded balance blank on second copy. This is for use by the inventory supervisor.

(3) Sample inventory count card control list is shown in figure 9-7.

*i.* Send count card deck and both copies of count card control list to the storage section so that storage section personnel may prepare for the inventory. Locator clerk enters location data in cc 8-12 of each card and in location column of both lists. Also, locator clerk checks for locator cards showing valid multiple locations for which count cards had not been prepared. When one is found, complete the next serially numbered blank count card with stock number, supply condition code, unit of issue, item noun, and location.

*j.* Storage section personnel return the count card deck and both copies of count card control list to SRO. SRO keeps original count card control list (with unit price and recorded balance shown); the SRO gives copy count card control list (with unit price and recorded balance blank) and count card deck to inventory supervisor. The count may now begin. (A sample count card is shown in fig 9-6. A sample count card control list is shown in fig 9-7. Both are shown as they look before the count begins.)

## **9-9. Conducting the count**

After completing preinventory actions, stock is physically counted by count teams under direction of the inventory supervisor. The inventory supervisor, assigned by the SRO, assigns personnel to the count teams and distributes and controls the count cards.

*a.* Inventory supervisor gives count cards to the count teams. Names of team members assigned specific blocks of serial numbers are recorded on the count card control listing.

*b.* Two people are assigned to each count team. The counter orally states the location, stock number, unit of issue, and the count. The recorder records the entries on the DA Form 2000-3. Counter and recorder sign and date the DA Form 2000-3 in the space provided when the count is complete. (This is shown in fig 9-8.) Count team personnel notify inventory supervisor when all counts have been made. Count team returns count card to inventory supervisor.

*c.* The inventory supervisor accounts for all count cards by serial number and reviews them to make sure that they are complete. If a count card is missing and cannot be found, a duplicate will be made from the count card control list data; then the item will be counted. After the inventory supervisor accounts for all count cards and is sure that they are correct, the count card deck and the count card control list will be sent to the SRO.

## **9-10. Accepting counts and recounts**

SROs receive count cards and check off serial numbers received on their count card control list. Enter the unit price and recorded quantity from the count card control list in the space provided on the count card. Compute and enter quantity and value over or short on the count card. (This is shown in fig 9-9.)

*a.* The SRO will resolve differences between counted quantity

and recorded quantity, if possible. The SRO must review all DA Forms 2407 to account for the following:

- (1) Items sent to maintenance for repair.
  - (2) Items not returned by maintenance for NSNs under inventory.
- b. The SRO accepts the first count when—
- (1) Counted quantity and recorded quantity agree.
  - (2) Adjustment value is \$50 or less and the item's CIIC is other than 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or the item is a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104.
  - c. If adjustment is greater than \$50 or has a CIIC of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R or the item is a night vision device with an CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104, the item must be recounted by a count team other than the one that made the previous count. Record each recount on a new DA Form 2000-3. Prepare and furnish the necessary forms and listings to the inventory supervisor for each recount. Recount count cards are controlled under the same count card serial number assigned during the first count. However, each recount is consecutively numbered 2, 3, 4, and so forth.
  - d. The SRO accepts a recount when—
- (1) Counted quantity agrees with recorded quantity.
  - (2) Adjustment value is \$50 or less and the items CIIC is other than 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or the item is a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104.
  - (3) Any two counts agree.

### 9-11. Inventory adjustment

After a count has been accepted for each item inventoried, the following actions will be completed:

- a. Post inventory from the DA Form 2000-3 to the DA Form 1296 (as shown in fig 9-10).
- (1) Use the next available line.
  - (2) Enter Julian date in the posting date column.
  - (3) Enter inventory voucher number in the DODAAC and date/serial columns.
  - (4) Enter abbreviation "INV" above DODAAC in the DODAAC column.
  - (5) Leave demand columns blank.
  - (6) Enter inventory overage in the gain column or inventory shortage in the loss column. If no overage or shortage is shown, leave blank.
  - (7) Compute new balance by adding a gain to, or subtracting a loss from, the previous balance. Record the result in the balance column. Note that it must agree with the accepted count.

b. Prepare an IAR (DA Form 444) in three copies. Automated stock record accounts may use the computer-generated adjustment report in lieu of DA Form 444 as long as all necessary data elements are contained therein. The following adjustments are reportable:

- (1) All adjustments greater than \$50 in value.
- (2) All adjustments to any NSN having a CIIC of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or for a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, and Y03104. Shortages of CCI will also be reported per DA PAM 25-380-2(O).

c. After the IAR Form is prepared, file all accepted inventory count cards in the completed voucher file.

### 9-12. Preparing DA Form 444

Prepare DA Form 444 (shown in figs 9-1 through 9-5 and 9-11). Essential elements of data for the IAR are shown in the table 9-1. These elements must be included in automated IAR forms.

- a. *SSA*. Enter the SSA's title, operating organization, and UIC.
- b. *MATCAT*. Stock funded SSAs enter the MATCAT code. All other SSAs leave blank.
- c. *Voucher number*. Enter the document number assigned to the IAR.

(1) *DODAAC*. Enter the DODAAC assigned as the stock record account serial number.

(2) *Date*. Enter the Julian date.

(3) *Serial*. Enter the next unused serial number for the date.

d. *Total number of items*. Enter the last item number listed in the item column.

e. *IAR reason*. Enter the reason why the IAR was made, as follows:

(1) *Assembly*. Enter if an item is being assembled.

(2) *Disassembly*. Enter if an item is being disassembled.

(3) *Stock number or UI change*. Enter if either a stock number or UI or both are being changed.

(4) *Condition change*. Enter if a supply condition is being changed. Also, enter either act of God, fire, major disaster, repair, shelf life, or suspense as appropriate.

(5) *Reidentification*. Enter if an improperly identified item is being reidentified.

(6) *Inventory*. Enter if the IAR is the result of an inventory.

f. *Station*. Enter the SSA's physical location.

g. *Count card location*. If the IAR reason (see e above) is "inventory" enter the name and place where the count cards are filed. If the IAR reason is other than "inventory" leave this block blank.

h. *Item column*. Number each item sequentially starting with 1.

i. *Stock number column*. Enter the stock number of the item. If the item is RICC 2 (and 3 in the USAR), enter the LIN on the next line under the item stock number.

j. *Item noun*. Self-explanatory.

k. *COND column*. Enter the item's supply condition code.

l. *CIIC*. Enter the CIIC found in the ARMS Monthly AMDF.

m. *RICC*. Enter the RICC found in the ARMS Monthly AMDF.

n. *Recorded balance column*. Enter quantity recorded in the balance column of the stock accounting record. (Leave blank if the IAR reason is condition change or reidentification.)

o. *Quantity inventoried*. Enter the quantity counted. (Leave blank if the IAR reason is condition change or reidentification.)

p. *Post columns*. Enter quantity to be posted to the stock accounting record. Use either the gain or loss column, but not both.

(1) *Gain*. If quantity inventoried is greater than recorded balance, post a gain. Subtract recorded balance from quantity inventoried, enter the result.

(2) *Loss*. If recorded balance is greater than quantity inventoried, post a loss. Subtract quantity inventoried from recorded balance; enter the result.

q. *UI column*. Enter the UI recorded on the DA Form 1297.

r. *Unit price*. Enter unit price found in the ARMS Monthly AMDF.

s. *Extended price*. Enter total dollar value of the line. Use either gain or loss column corresponding to the post column, but not both. Multiply unit price by posted gain or loss; enter the result in the extended price gain or loss column. After the last line entry, enter the following data:

(1) *Total gains FY to date*. Enter the total dollar value of all gains reported on all IARs for the fiscal year, including the IAR being prepared (do not include AARs).

(2) *Total losses FY to date*. Enter the total dollar value of all losses reported on all IARs for the fiscal year to date, including the IAR being prepared (do not include AARs).

(3) *Total*. Enter the sum of (1) and (2), above. This is the total adjustment FY to date used to determine if the total dollar value of the RO has been exceeded.

(4) *Dollar value of stockage allowance*. Enter the dollar value of the stockage allowance computed as of the last day of the first month of the fiscal year. For Corps or TAACOM GSSB, the most recent four quarters, "Quarterly Stratification Report" will be used to determine the average RO dollar value of all IARs during the fiscal year.

(5) *2 1/2 percent of stockage allowance value*. Enter the result of the stockage allowance value multiplied by .025.

t. *SRO*. SRO signs and dates the IAR.

u. *SSA commander*. Leave blank.

v. *Asset report copy sent*. This block allows—

(1) The SSA to record the date an asset report was sent to the central data collection point.

(2) The initials of the person sending the report.

w. *IAR reviewed.* This block allows a commander, in the SSA commander's chain of command, to record review of the IAR. This may be done if commanders wish to review adjustments made within their command.

x. *Total dollars.* Enter total dollar value of the IAR. Use both columns.

(1) *Gain.* Add all entries in the extended price gain column; enter the result.

(2) *Loss.* Add all entries in the extended price loss column; enter the result.

y. *Net dollars.* Enter the difference between total dollars gain or loss in either gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars.

z. *Reverse side.* Enter required remarks and any others desired by the SRO or SSA commander.

**Table 9-1**  
**Inventory adjustment report**

**Use:** To document adjustments resulting from an inventory. Used in conjunction with inventory count cards or listings.

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications

**File:** Voucher Files

**Title:** In-the-clear SSA address

**Title:** Account number

**Explanation:** N/A

**Title:** Date prepared

**Explanation:** Explanation: N/A

**Title:** Item number

**Explanation:** Consecutive number assigned to each item listed.

**Title:** Total items on IAR

**Explanation:** N/A

**Title:** Stock Number

**Explanation:** N/A

**Title:** Physical security/Arms, ammunition and explosives security risk/pilferage code

**Explanation:** N/A

**Title:** Item description

**Explanation:** N/A

**Title:** Reportable item control code

**Explanation:** N/A

**Title:** Unit of issue

**Explanation:** N/A

**Title:** Recorded balance

**Explanation:** N/A

**Title:** Inventory balance

**Explanation:** N/A

**Title:** Quantitative adjustment

**Explanation:** N/A

**Title:** Unit prices

**Explanation:** N/A

**Title:** Extended price adjustment and totals

**Explanation:** N/A

**Title:** Voucher number

**Explanation:** N/A

**Title:** Count card location

**Explanation:** N/A

**Title:** Last page under subtotal

**Explanation:** Additional elements of essential information. Total dollar value of gains FY to date. Total dollar value of losses FY to date. Total dollar value of gains and losses FY to date. Value of RO. Dollar value of 21/2 percent of RO.

**Title:** Signature of accountable officer and date

**Table 9-1**  
**Inventory adjustment report—Continued**

**Explanation:** N/A

**Title:** Signature of approving authority and date approved

**Explanation:** N/A

**9-13. Causative research**

Causative research is an internal investigation done by the SRO to find what caused a specific inventory adjustment. Results of this research must document the reason for adjustment or conclude that the cause could not be found.

a. SRO must conduct causative research on IARs when adjustments are for the following:

(1) Items having CIIC of 1-9, \$, N, P-R, and Y (night vision devices).

(2) Items listed having an extended price greater than \$500.

(3) When the SRO suspects negligence was the cause.

(4) When directed by the approving authority.

b. When negligence is determined to be the cause, or for adjustments which no cause could be found, the IAR will be supported by action taken under AR 15-6 or AR 735-5.

c. Results of the causative research will be recorded on the reverse side of the IAR form; this will be continued on a separate sheet of paper when needed. Final approval of causative research results rests with the SSA commander. Shortages of COMSEC materiel will be reported as physical insecurities per TB 380-41 or DA PAM 25-380-2(O), as applicable.

d. When an IAR is returned by the approving authority for further research, complete the research within 15 days unless the approving authority grants an extension. The approving authority may grant extensions of up to 30 days.

e. When conducting causative research:

(1) Identify all documents which relate directly to the variance (receipts, issues, dues in, dues out, and adjustments) and obtain copies of the document(s). Use date of last inventory as a starting point for this process.

(2) Use these documents to build a temporary research file for each item.

(3) Compare the documents to actual postings to see if posting errors exist. Check status on due in and due out transactions to find out if actions were completed, but not posted.

(4) Identify the section, department, or branch (that is, break bulk, receipt, issue) responsible for the area where the variance most likely occurred.

(5) Determine at what point the actual administrative error possibly occurred.

(6) Document the circumstances that caused the variance and the procedure used to resolve the error. Make changes in operating procedures to prevent errors responsible for the variance from recurring.

(7) Record a condensed version of the above on the reverse side of the IAR form.

(8) Remove the documents from the temporary research file and refile them in their original location after completing the research.

(9) Causative research will be completed within 30 calendar days following completion of the inventory. Causative research will be conducted at the direction of the accountable officer. The research ends when the cause of variance has been determined or no specific cause can be identified. The accountable officer will decide if action under AR 735-5 is required.

**9-14. Processing reportable adjustments (Inventory Adjustment Reports)**

Prepare DA Form 444 in an original plus two copies. Automated stock record accounts may use the computer-generated Adjustment Report in lieu of DA Form 444 as long as all necessary data/information is contained therein. For RICC 2 items prepare an original plus three copies. Process the IARs follows:

a. SRO sends original and first copy to the approving authority within 5 workdays after the date adjustments are posted to the accounting record. For RICC 2 items, send the third copy to the CBS-X central collection activity (CCA) and enter the date the copy was sent to the CCA in the "Asset Report Copy Sent" block. Hold the last copy in the suspense voucher file.

b. Approving authority for IARs is prescribed in AR 735-5.

c. Approving authority will take one of the following actions on the IAR:

(1) Require further research. Approving authority returns original copy of the IAR form unsigned to the SRO. The first copy is put in the approving authority suspense file. Normally only 15 days will be allowed for the SRO to do further research. Approving authority may grant an exception of up to 30 additional days. The IAR form will be returned to the approving authority. The approving authority will take one of the actions in (2), (3), or (4) below.

(2) Approve the adjustment. Approving authority signs and dates the IAR Form in the SSA commander block. The original is returned to the SRO and the first copy is placed in the SSA commander's file. SRO files the original in the completed voucher file and destroys the second copy.

(3) Require a 15-6 investigation. Approving authority circles the items requiring a 15-6 investigation. He or she will date and sign in the SSA commander's block and check the block marked 15-6. Return original to the SRO for filing in the suspense file pending

completion of the investigation. Approving authority initiates the investigation under AR 15-6. The first copy will be placed in the approving authority's suspense file pending completion of the investigation.

(4) Require a report of survey. Approving authority circles items requiring a report of survey. Approving authority will date and sign the IAR in the SSA commander's block and check the block marked report of survey. Original will be returned to the SRO and the first copy placed in approving authority's suspense file pending completion of report of survey. Approving authority will initiate the report of survey and use the original as an enclosure. The second copy will be retained in the SRO's suspense file pending completion of the report of survey. Note: in those cases, where AMC SRO and approval authority are in the same building, only one copy of the IAR need be filed, and that will be in the SRO's completed voucher file.

(5) Assign DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) or DA Form 4697 (Department of the Army Report of Survey) the same voucher number as was assigned to the IAR. When completed, send a copy of proceedings or survey to the SRO for filing in the completed voucher file to support the IAR. When the completed investigation is received, SRO will destroy the second copy of the IAR. Report NSN, quantity and serial number adjustments for weapons and CCI to the DODSASP/CCISP, as applicable, per AR 710-3.

INVENTORY ADJUSTMENT REPORT (IAR)				SSA		MATCAT		VOUCHER NUMBER					
FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2, THE PROPONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.				124th S & S Company ATTN: Stock Control				DODAAC	DATE	SERIAL			
								WK4453	2068	0002			
TOTAL NUMBER OF ITEMS	IAR REASON			STATION		COUNT CARD LOCATION							
2	Condition Change - Shelf Life			APO New York 09169									
ITEM	STOCK NUMBER	ITEM NOUN	D O N O	S E C	R I C C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		UI	UNIT PRICE	EXTENDED PRICE	
								GAIN	LOSS			GAIN	LOSS
1	9150-00-407-0973	Lube Oil	A	U	0				10	DR	\$296.82		\$2968.20
2	9150-00-407-0973	Lube Oil	J	U	0			10		DR	\$296.82	\$2968.20	

<b>STOCK RECORD OFFICER</b> THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN. IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SRO COMMANDER'S APPROVAL.		<b>SSA COMMANDER</b> I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED. THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER (CIRCLE ONE) AR 15-6 AR 735-11		<b>ASSET REPORT COPY SENT</b> GAIN TOTAL DOLLARS LOSS DATE INITIALS \$2968.20 \$2968.20	
DATE 2008	SIGNATURE <i>Michael Hartin</i>	DATE	SIGNATURE	<b>IAR REVIEWED</b> GAIN NET DOLLARS LOSS DATE INITIALS	

DA FORM 444 JAN 82 EDITION OF JUN 78 IS OBSOLETE. U.S. GOVERNMENT PRINTING OFFICE: 1982-335-344

Figure 9-4. Sample of a completed DA Form 444, condition change IAR



INVENTORY ADJUSTMENT REPORT (IAR)				SSA 124th S & S Company ATTN: Stock Control Section				MATCAT		VOUCHER NUMBER				
FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS										DODAAC	DATE	SERIAL		
TOTAL NUMBER OF ITEMS				IAR REASON				STATION				COUNT CARD LOCATION		
2				Reidentification				APO New York 09169						
ITEM	STOCK NUMBER	ITEM NOUN	C O D E	S E C	R I C C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		UI	UNIT PRICE	EXTENDED PRICE		
								GAIN	LOSS			GAIN	LOSS	
1	7240-00-222-3088	Can, Gas, 5 Gal		A	U	0			12	EA	\$10.56		\$126.72	
2	7240-00-242-6153	Can, Water, Mil, 5 Gal						12		EA	\$13.78	\$165.36		

STOCK RECORD OFFICER		SSA COMMANDER		ASSET REPORT COPY SENT		GAIN	TOTAL DOLLARS	LOSS
THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SSA COMMANDER'S APPROVAL		I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER		DATE		INITIALS		
DATE		SIGNATURE		DATE		INITIALS	GAIN	NET DOLLARS
2/38		Michael Martin					\$165.36	\$126.72

DA FORM 444  
JAN 82

EDITION OF JUN 78 IS OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1982 - 353-946

Figure 9-5. Sample of a completed DA Form 444, reidentification IAR

DOC IDENT		LOCATION	FSC	STOCK NUMBER	ADDY	ACCY	DEPT/	NOUN	INC	LOT	SERIAL	DSI	DEPT/	COUNT	QUANTITY
00271															
NUMBER OF PALLETS		PACKAGE PER PALLET	QUANTITY PER PACKAGE	TOTAL QUANTITY	COUNTER AND DATE			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0							
					RECORDER AND DATE			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
					ACCEPTED RECOUNT SUSPEND			2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2							
					RECORDED BALANCE UNIT PRICE			3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3							
					OVER QUANTITY SHORT			4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4							
					OVER VALUE SHORT			5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5							
								6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6							
								7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7							
								8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8							
								9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9							

DA FORM 2000-3, 1 OCT 63

INC. NO. 00271

DA FORM 2000-3, 1 OCT 63

INC. NO. 00271

HPT 15745

The information listed on this form is to be used as a general guide only.

Figure 9-6. Sample DA Form 2000-3

**115TH MAINTENANCE COMPAY  
SPECIAL INVENTORY  
VOUCHER NUMBER: WK4ABC10850004  
TOTAL COUNT CARDS: 75**

COUNT CARD NO.	STOCK NO.	NOUN	SEC	LOCATION	RECORD	BAL	U/P
0001	1040000100047	SPRING	U	T0125		42	1.82
0002	4720000100280	HOSE	U	L0248		31	6.36
0003	2930000100490	PARTS KIT	U	K1253		27	8.76
0004	5930000141987	SWITCH	U	D1436		18	19.87
~~~~~							
0071	2590006799202	CABLE ASSY	U	B1142		2	8.66
0072	4720007013920	HOSE	U	L0256		15	5.22
0073	4720007282042	HOSE	U	L0268		2	4.79
0074	5930007320651	SWITCH	U	D1341		3	3.23
0075	4720007819866	HOSE	U	L0290		12	14.36

The information listed on this form is to be used as a general guide only.

Figure 9-7. Sample DA Form 2000-3, count card control list

DA FORM 2000-3, OCT 63				COUNT CARD (AR 74-16)	
INC NO	LOT NO	SERIAL NUMBER	EXT	RECORDED BALANCE	UNIT PRICE
00271			1		
			20		
			1		
			13		
			TOTAL		33
RECORDED BALANCE				UNIT PRICE	
OVER				QUANTITY	SHORT
OVER				VALUE	SHORT

Recorder: *Mark Wilson* 26 MAR 81  
 Recorder: *Paul Williams* 26 MAR 81

The information listed on this form is to be used as a general guide only.

Figure 9-8. Sample DA Form 2000-3, after the count

STOCK NUMBER		SCC		STOCK NUMBER		SCC	
6140 00 057 3558		A		6140 00 057 3558		A	
DATE	DODAAC	DATE	DEMAND RECUR	NON RECUR	GAIN	LOSS	BALANCE
1006							41
BALANCE BROUGHT FORWARD							
1008	W82AR	1007	6			6	35
1018	W89PR6	1018	3			3	32
1021	W89PR6	1021	1			1	31
1030	W89AS	1030	2			2	29
1033	W89PR6	1033			3		31
1035	W89PR6	1035	7			7	24
1043	W89PR6	1043		2		2	22
1050	W82AR	1050	5			5	17
1065	W89ABC	1065			25		42
1065	W89PR6	1065	6			6	36
1076	W89PR6	1076	1			1	35
1083	W89PR6	1083	2			2	33
1085	W89ABC	1085					33
BALANCE CARRIED FORWARD							
SUMMARY OF DEMANDS							
MONTH	JAN	FEB	MAR				
RECUR	4	3	1				
NON-RECUR		1	2				
STOCK ACCOUNTING RECORD				STOCK ACCOUNTING RECORD			

The information listed on this form is to be used as a general guide only.

Figure 9-9. Sample DA Form 2000-3, completed

STOCK NUMBER		SCC		STOCK NUMBER		SCC	
6140 00 057 3558		A		6140 00 057 3558		A	
DATE	DODAAC	DATE	DEMAND RECUR	NON RECUR	GAIN	LOSS	BALANCE
1006							41
BALANCE BROUGHT FORWARD							
1008	W82AR	1007	6			6	35
1018	W89PR6	1018	3			3	32
1021	W89PR6	1021	1			1	31
1030	W89AS	1030	2			2	29
1033	W89PR6	1033			3		31
1035	W89PR6	1035	7			7	24
1043	W89PR6	1043		2		2	22
1050	W82AR	1050	5			5	17
1065	W89ABC	1065			25		42
1065	W89PR6	1065	6			6	36
1076	W89PR6	1076	1			1	35
1083	W89PR6	1083	2			2	33
1085	W89ABC	1085					33
BALANCE CARRIED FORWARD							
SUMMARY OF DEMANDS							
MONTH	JAN	FEB	MAR				
RECUR	4	3	1				
NON-RECUR		1	2				
STOCK ACCOUNTING RECORD				STOCK ACCOUNTING RECORD			

The information listed on this form is to be used as a general guide only.

Figure 9-10. Sample DA Form 1296, posting the inventory

INVENTORY ADJUSTMENT REPORT (IAR)				SSA		MATCAT		VOUCHER NUMBER							
FOR THE USE OF THIS FORM, SEE DA PAM 710-2.2. THE PROFORM AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.				115th Maintenance Co ATTN: Stock Control Section				DDPAAC	DATE	SERIAL					
								WK4ABC	3068	0001					
TOTAL NUMBER OF ITEMS		IAR REASON		STATION		COUNT CARD LOCATION									
5		Inventory		APO New York 09039		Stock Control Office File Cabinet #3, Drawer 2									
ITEM	STOCK NUMBER	ITEM NOUN	C O N D	S E L E C T	R E L E A S E	RECORDED BALANCE	QUANTITY INVENTORIED	POST		U	UNIT PRICE	EXTENDED PRICE			
								GAIN	LOSS			GAIN	LOSS		
1	2815-00-055-1583	Shaft Assembly	A	U	0	0	15	15		EA	\$ 4.59	\$ 68.85			
2	5930-00-069-2390	Switch Toggle	A	U	0	5	10	5		EA	\$ 18.03	\$ 90.15			
3	5950-00-063-8339	Coil Assembly	A	U	0	6	4		2	EA	\$ 46.32		\$ 92.64		
4	6220-00-055-1663	Circuit Card Assembly	A	U	0	2	3	1		EA	\$135.51	\$135.51			
5	4810-00-069-2317	Valve Solenoid	A	U	0	1	0		1	EA	\$ 55.78		\$ 55.78		
Total Gains FY to date: \$ 292.51 Total Losses FY to date: \$ 148.42 Total: \$ 440.93 Dollar value of stockage allowances: \$13,159,780.00 2 1/2% of stockage allowance value: \$ 78,995.00															
STOCK RECORD OFFICER				SSA COMMANDER				ASSET REPORT COPY SENT		GAIN		TOTAL DOLLARS		LOSS	
THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SSA COMMANDER'S APPROVAL.				I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER (CIRCLE ONE) AR 15-6 AR 735-11				DATE		INITIALS		\$292.51		\$148.42	
DATE				SIGNATURE				DATE		INITIALS		GAIN		NET DOLLARS	
3068				Michael Martin											

Figure 9-11. Sample DA Form 444

## Chapter 10 Issuing

### 10-1. Issues

Supplies are issued by an SSA in response to a valid request for issue from a customer unit. An SSA may have four sections authorized to issue supplies. They are listed below.

- Warehouse.* Procedures are outlined in this chapter.
- Reparable exchange activity.* Reparable exchange activity (RXA) issue procedures are in chapter 11.
- Quick supply store.* Quick supply store issue procedures are in chapter 12.
- Self-service supply center.* Self-service supply center (SSSC) issue procedures are in chapter 13.

### 10-2. Warehouse issue methods

Warehouse issues of items in stock are processed in one of two ways. These are shown below.

- Prepost.* Prepost transactions are those where the stock accounting record is credited (posted) before on hand stocks are made available for issue.
- Postpost.* Postpost transactions are those where on hand stocks are issued before the stock accounting record is credited (posted).

### 10-3. Processing MROs—DIC A5-series

MROs are received from the stock control section. Three MRO documents are used, as follows: DA Form 2765-1 (shown in fig 10-1). DD Form 1348-1A (shown in fig 10-2); and DD Form 1348-6 (shown in fig 10-3). Form 2765-1 or DD Form 1348-6 are used as an MRO to issue items in stock. DD Form 1348-1A or 1348-2 is used as an MRO to issue items that were not available when the request was processed; this does not apply to release of items back-ordered. On receipt of an MRO take the following actions:

- For items in stock do the following:
  - Post the location data.* Obtain storage locations from the locator file kept in the storage section. Enter all locations on the

MRO in block C of DA Form 2765-1. (If DD Form 1348-6 is used, enter locations on the reverse side.)

- Post the issue (released) quantity.* Quantity to be issued (released) will be inserted in block Q of DA Form 2765-1. (If DD Form 1348-6 is used, enter quantity issued in block 10 or on the reverse side.)

- Pick the stock.* Compare the MRO data with the data shown on the bin or stock tag and the actual materiel in the location. Make sure the correct item is selected. Remove the quantity shown in block Q of DA Form 2765-1 (block 10 of DD 1348-6 or reverse side if not sufficient space in block 10) from the location and move it to the issue area. Pick stock from as many locations as necessary to fill the MRO. When the MRO is filled, take the action in (4) below. When all locations annotated on the MRO have been checked and only a part of the MRO quantity is available for issue, process the MRO quantity for the available quantity and an MRD (see para 10-5) for the quantity not available. For a partial MRO, line out the quantity released in block Q of DA Form 2765-1 (block 10 or reverse side of DD Form 1348-6) and enter quantity actually issued. Quantity denied (due-out quantity) is entered in block R of DA Form 2765-1. (Quantity denied is entered on the reverse side of DD Form 1348-6.)

- Make the issue.* Julian date and initials of the person making the supplies available for issue are placed in block U of DA Form 2765-1 (reverse side of DD Form 1348-6). (This is shown in fig 10-4.) Move the posted MRO and materiel to be issued to the customer pickup point. For bulk, sensitive, or pilferable items, only the posted MRO may be placed at the customer pickup point. Bulk, sensitive, or pilferable items will be brought to the pickup point only when the customer is at the pickup point.

- Items not available when the request was processed (items from the receiving section with a copy of DD Form 1348-1A or 1348-2), will be placed in a temporary holding area at the issue section until an MRO is received from the stock control section. When the MRO is received, process the issue. Julian date and signature of the person receiving the supplies are placed in block I of DD Form 1348-1A or 1348-2 (as shown in fig 10-5). Move

posted MRO and materiel issued to the customer pickup point. For bulk, sensitive, or pilferable items, only the posted MRO may be placed at the customer pickup point. When the customer arrives, issue the bulk, sensitive, or pilferable items.

c. For items requiring a signature, two copies of an MRO will be received from the stock control section. For CIIC N items, the CIIC will be in block H of DA Form 2765-1 or block 27 of DD Form 1348-1A or 1348-2. Serial numbers for CIIC N and 9 end items are written in ink on the back of the MRO by the person picking the items. The customer's signature is required on both copies of the MRO. The customer will mark the quantity received and the Julian date and will sign both copies of the MRO; these will be put in blocks S and V of DA Form 2765-1 (as shown in fig 10-6, or in block 22 and 23 of DD Form 1348-1A or 1348-2 (as shown in fig 10-7). The customer's signature shows that the serial numbers recorded on the back of the MRO are correct. Return one copy of the signed MRO to the stock control section. Before sending the MRO to the stock control section, change the DIC A5-series (MRO) to DIC AR0 (MRC).

#### 10-4. Times for processing MROs

The time for processing MROs depends on the PD of the request. The time begins when the MRO is received from the stock control section.

a. Process PD 01 through 08 MROs within 24 hours from the time they are received. Process these MROs on a 7-day workweek, 24-hour workday basis.

b. Process PD 09-15 MROs within 2 work days from the date they are received. Process these MROs on a regular workweek, regular shift workday basis.

#### 10-5. Processing MRDs—DIC A6-series

MRDs are used when the quantity on hand is too low to satisfy the quantity needed for release. The MRD may be for part or for all of the released quantity. Send MRDs to the stock control section.

a. When part of the released quantity is not available for issue, prepare an MRD for the quantity denied (see AR 725-50). Continue processing the MRO for the quantity available for issue under paragraph 10-3.

b. When total quantity released is not available for issue, convert the MRO to an MRD. Line through the DIC A5-series. Enter DIC A6 in block D, DA Form 2765-1 (as shown in fig 10-8).

#### 10-6. Stock selection methods

Stock is selected for issue in one of the two ways discussed below.

a. *Progressive (first in/first out)*. Select stock on the basis that the first item to enter the warehouse is the first item to leave the warehouse. Use this method for all items with a shelf-life item code of zero.

b. *Selective (oldest items first)*. Select stock on the basis that the oldest date of pack is the first to leave the warehouse. Issue items with an expiration date closest to the date of selection first. Use this method for all items with a shelf-life item code other than zero, unless the MRO has advice code 2G in the advice block (cc 65-66). Advice code 2G requests that items with the newest date of pack be issued.

c. *Selecting stock*. When selecting stock for issue, the condition of an item may have changed or an item may have been improperly identified. These are reasons for adjustments to the stock accounting records. (See chap 9.) If the MRO is for an item that needs adjustment action, an MRD will be prepared. Notify the storage supervisor of the reason for the denial. Make the MRO an MRD. Enter one of the following management codes in cc 72 (or reverse side of DD Form 1348-6) of the MRD:

(1) Management code 2 for materiel not available in condition requested.

(2) Management code 3 for materiel not available in proper shelf-life.

(3) Management code 5 for materiel being reidentified.

#### 10-7. Customer notification

The SRO notifies customers when materiel is available for issue. Customer units will be notified promptly when supplies requested on a PD 01-03 or NMCS are available for issue.

#### 10-8. Customer identification

Personnel of each issue point must keep a file of current assumption of command order or property book officer (PBO) appointment for each customer unit. Note: Customers may elect to use the DA Form 5977. See DA Pam 710-2-1, paragraph 2-32, for information concerning the card. File current copies of DA Form 1687 for each customer unit. Storage activities will use this file to verify authority and identity of each person picking up supplies. Valid identification is a U.S. Government identification card or other card with picture and signature. This verification will be made before the supplies are issued. The signature of the customer representative will be obtained for items with CIIC of 1-9, \$, N, P, Q, R, or Y (night vision devices) and all items requiring property book accountability.

DOC IDENT	ROUT IDENT	STOCK NUMBER	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY MARKING	FUND	DISTRIBUCTION	PROJECT	REQ DLT DATE	ADV STAT
SEND TO: HQ6 Co A, 703 MAINT BN APO 09701				REQUEST IS FROM: HMB, DIVARTY 31D APO 09701								
EDITING DATA				STOCK NUMBER				UNIT OF ISSUE				
A5A				254000873463				EA 00001				
DOCUMENT NUMBER				COST DETAIL ACCOUNT NUMBER				UNIT PRICE				
WK4FB610680303R												
FUND				ITEM DESCRIPTION				TOTAL PRICE				
12				ADAPTER, WINTERIZING								
PRIORITY				PUBLICATION DATA				DATE RECEIVED				
12				TM 9-2320-209-20P OCT 72 96-503				1069 NCDR				
ADVISE				DATE POSTED				SIGNATURE				
2B				1								

Figure 10-1. Sample DA Form 2765-1, MRO received from stock control

DD FORM 1348-1A, JUL 81 ISSUE RELEASE/RECEIPT DOCUMENT																	
24 DOCUMENT NUMBER																	
1. TOTAL PRICE										2. SHIP FROM		3. SHIP TO					
419.00										NEW CUMBERLAND ARMY DEPOI		W6LPKJ 19th SIG CO					
4. MARK FOR INSTALL CLASS IX WHSE																	
5. DOC DATE					6. NMFC					7. FRT RATE		8. TYPE CARGO		9. PS			
7092																	
10. QTY. RECD										11. UP		12. UNIT WEIGHT		13. UNIT CUBE	14. UFC		15. SL
W6LPKJ70922501												11.25		.001			
16. FREIGHT CLASSIFICATION NOMENCLATURE																	
17. ITEM NOMENCLATURE HEATER, VEHICLE																	
18. TY CONT					19. NO CONT					20. TOTAL WEIGHT			21. TOTAL CUBE				
22. RECEIVED BY										23. DATE RECEIVED							
25 NATIONAL STOCK NUMBER & SUPPLY (1344)																	
2540010130846																	
26 (46) (1733) (1734) (1735) (1736) (1737) (1738) (1739) (1740)																	
AN5 EA 00001 A 0041900																	

Figure 10-2. Sample DD Form 1348-1, MRO received from stock control

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER			M & S	ITEM IDENTIFICATION* (NSN, FSCM Part No., Other)															UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER																						
							FSCM							PART NUMBER															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																	
A5A							25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
EA 00001 WK4ABL																																																			
DOCUMENT NO. (Cont.)																																																			
DATE SERIAL DEMAND PART SUPPLEMENTARY ADDRESS SIGNATURE FUND CODE DISTRIBUTION CODE PROJECT CODE PRIORITY REQUIRED DELIVERY DAY OF YEAR ADVICE CODE BLANK																																																			
32 45 00 02 R WK4A LEA																																																			
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)																																																			
2. MANUFACTURER'S NAME																																																			
3. MANUFACTURER'S, CATALOG IDENTIFICATION																																																			
4. DATE (YYMMDD)																																																			
5. TECHNICAL ORDER NUMBER																																																			
6. TECHNICAL MANUAL NUMBER P 2-90																																																			
7. NAME OF ITEM REQUESTED TO																																																			
8. DESCRIPTION OF ITEM REQUESTED TM 9-2320-260-34P FEB 70 CABLE, W/CORE, SPEEDOMETER TRANSMITTER																																																			
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																																																			
416 TH MAINT CO (DS) FT KNOX, KY																																																			
LOC 25C13120A POSTED 1 - NCDR 3245 PICKED 1 - LCDR 3246 ISSUED 1 -																																																			

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)

Figure 10-3. Sample DD Form 1348-6, MRO received from stock control

DOC IDENT	ROUT IDENT	M & S	FSC	NIN	ADD	UNIT	QUANTITY	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	PR	REQ DEL DATE	ADV STAT																		
SEND TO: HQFA Co, 703RD MAINT BN APO 09701																		REQUEST IS FROM: HHD, DIVARTY 31D APO 09701																	
G 1543																		2540000873463 EA 00001																	
WK4FB610680303R																		ADAPTER, WINTERIZING																	
12																		TM 9-2320-209-20P OCT 72 P 6503																	
1069																		NCDR																	
1070																		DW																	

Figure 10-4. Sample DA Form 2765-1, issue document

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
DI	RI	IM	UI	QUANTITY	SUPPLE-	IS	F	DIS-	PRO-	P	RDD	A	RI	O	C	M	UNIT PRICE	DOLLARS	CTS	2	SHIP FROM	3	SHIP TO																																																																												
OD	FROM	M	NS	IS	MENTARY	IS	UN	TR-	JECT	R	EA	D					DOLLARS	CTS			19th SIGNAL CO	W61PKJ																																																																													
CR	S	S	T	ADDRESS	IG	U	D	BU-			QT	V									SSA CL IX																																																																														
Z											D										4. MARK FOR																																																																														
T											E																																																																																								
	ASA	AQ4	EA	00001	YSARSS				02								00042	94	0000042	94																																																																															
	24. DOCUMENT NUMBER W61PKJ70920005																			5	DOC DATE	6	NMFC	7	FRT RATE	8	TYPE CARGO	9	PS																																																																						
	25. NATIONAL STOCK NO. & SUFFIX (24-41) 2530008327123																			10	ID. QTY. RECD	11	UP	12	UNIT WEIGHT	13	UNIT CUBE	14	UFC	15	SL																																																																				
	26. RIC (4-8) UIC (2-4) CON CODE (1-1) UIC (1-4-80) AQ4 EA 00001 A 0004294																			16. FREIGHT CLASSIFICATION NOMENCLATURE																																																																															
	27. ADDITIONAL DATA																			17. ITEM NOMENCLATURE BOOT RBR																																																																															
																				18	TY CONT	19	NO CONT	20	TOTAL WEIGHT	21	TOTAL CUBE																																																																								
																				22. RECEIVED BY <i>Amelia M. Rogers</i>					23. DATE RECEIVED 7093																																																																										

PREVIOUS EDITION MAY BE USED

Figure 10-5. Sample DD Form 1348-1, issue document

DOC	ADVT	PK	QUANTITY	PROVISIONS	DATE	SERIAL	ISSUE	DATE	PR	RESID	ADV		
SEND TO:	15D FT KNOX, KY 40130					REQUEST IS FROM: 1651 Avty BN FT KNOX, KY 40130							
DOC	ADVT	PK	QUANTITY	PROVISIONS	DATE	SERIAL	ISSUE	DATE	PR	RESID	ADV		
A1D35	ASA												
1005 00 073 9421	EA 00006												
DOCUMENT NUMBER	W 92 ABC 1205 0009												
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUNDED	NON-FUNDED	ITEM DESCRIPTION RIFLE, M16A1					REQUISITION DATA MHOE 06 1533 00100 FEB 81, P 25	
			06		7M	-							
ISSUED	6					DATE POSTED	1205					UNIT	400
DATE DUE						DATE AVAILABLE	1206					INIT	HC
RECEIVED	6					DATE RECEIVED	1207					<i>Michael Murphy</i>	

The information listed on this form is to be used as a general guide only.

Figure 10-6. Sample DA Form 2765-1, SEC "N" issue document



DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO	
UNIT PRICE	DOLLARS	CTS	19th SIGNAL CO		W61PKJ
DOLLARS	CTS	SSA CL IX		4 MARK FOR	
00042	94	0000042	94		
5 DOC DATE 7092			6 NMFC		9 PS
10 QTY REC'D 1			12 UNIT WEIGHT 0.56		15 SL
13 UNIT CUBE .45			14 UFC		
16. FREIGHT CLASSIFICATION NOMENCLATURE					
17. ITEM NOMENCLATURE BOOT RBR					
18 TY CONT		19 NO CONT		21 TOTAL CUBE	
22. RECEIVED BY <i>Angela M. Rogers</i>			23. DATE RECEIVED 7093		

24. ADDITIONAL DATA  
W61PKJ70920005

25. ADDITIONAL DATA  
2530008327123

26. ADDITIONAL DATA  
AQ4 EA 00001 A 0004294

27. ADDITIONAL DATA  
CIIN = " N " (Serial number written on the back of this form)

Figure 10-7. Sample of a completed DD Form 1348-1, SEC "N" issue document

1. STOCK NUMBER				2. QUANTITY				3. REQUESTOR'S DATA				4. ISSUE DATA				5. DELIVERY DATA			
SEND TO HQ & Co A, 703d MAINT BN APO 09701								REQUEST IS FROM HNB, DIVARTY 31D APO 09071											
1. STOCK NUMBER G 1543		2. QUANTITY A6A A5A		3. REQUESTOR'S DATA W61PKJ70920005				4. ISSUE DATA 2540000873463				5. DELIVERY DATA EA00001							
DOCUMENT NUMBER WK4FB610680303R								6. COST DETAIL ACCOUNT NUMBER				7. ITEM DESCRIPTION ADAPTER, WINTERIZING							
8. FUND DISTRIBUTION				9. PROJECT 12				10. PUBLICATION DATA TM 9-2320-209-20P OCA 72, P6 503				11. SIGNATURE 1069 NCDR							
12. RECEIVED DATE 28				13. RECEIVED SIGNATURE				14. DATE RECEIVED				15. SIGNATURE							

Figure 10-8. Sample DA Form 2765-1, materiel release denial

## Chapter 11 Reparable Management

### 11-1. General

a. This chapter applies to supply and maintenance activities that manage reparable assets (MR D, F, H, and L) that are job ordered by the SSA to a maintenance unit or activity, repaired or washed out, and returned to the SSA for stock or disposition. Repairables are part of the SSA's ASL, accounted for on stock records and, when applicable, included in asset reports under AR 710-3. Customers turn-in unserviceable repairables to the SSA and request serviceable replacements. Supply support activities receive, store, and issue these assets from a specific reparable exchange activity.

b. Controlled Cryptographic Items components or other hardware items which perform a critical function are unclassified but controlled and will be designated as CCI. Documentation concerning these items must be clearly marked with the identifier of CCI when transactions are made. Designated CCI end items must be accounted for by serial number.

c. Classified COMSEC repairables will be managed as specified in this chapter. All exchanges will be through COMSEC channels. Formal accountability will be maintained per AR 380-40(O) and TB 380-41.

### 11-2. Stockage criteria

a. The SRO and maintenance shop officer jointly select DS-repair items based on demand history and maintenance data. Repairables may be selected for stockage if they—

(1) Are authorized for removal or replacement at support maintenance level or lower per technical publications.

(2) Are authorized for repair at the DS level and the maintenance unit is authorized the personnel and tools to do the repair.

b. Use EOQ procedures in paragraph 4-9 to compute stockage levels. The RO will be the sum of the following:

(1) Repair cycle level (RCL) is based upon average annual repairs accomplished. (See app D.)

(2) Operating level requirements will be based upon average annual washouts only using EOQ techniques.

(3) Order ship time level requirements will be based on the average OST for washout replenishment only.

(4) Stockage level quantity will be 5 days of supply based upon average washouts only.

(5) After computing the above increments, compute the ROP as the sum of the RCL, OST level, and SL. Compute the RO as the sum of the ROP and the OL.

### 11-3. Procedures

a. The SSA moves items selected for repair to a DSU. The SSA maintains stock records for the items and assigns SLC Q3 to the DA Forms 1297 for the items.

b. Customers use DA Form 2765-1 (DIC D6) to turn in unserviceable repairables and another DA Form 2765-1 (DIC A0) to request serviceable replacements. When an SSA exchanges items with another SSA, use DD Form 1348-series shipping documents and requests. DSU personnel ensure unserviceables are clean and complete before accepting them. When serviceable stock is available, DSU personnel fill the request and send the receipt and issue documents to the stock record clerk for posting (exchanges are post-post transactions). For Controlled Cryptographic Items, CCI must be clearly annotated on all transaction documents.

c. Job order unserviceables within 3 working days of receipt; use DA Form 2407. Army National Guard of the U.S. DSUs not collocated with combined support maintenance shops (CSMS) will job order unserviceables within 3 working days of receipt or twice weekly. The ARNGUS commanders supported units and activities (Army aviation support facilities (AASFs), CSMS, organizational maintenance shops, and unit training equipment sites) evacuate unserviceable repairables to the RXA within 3 working days or at the next delivery cycle, as applicable. Use the blue copy of DA Form

2407 to report return of repaired items or washouts to the stock record clerk. The SSA turns in all washouts and any excess repairables to the next higher SSA. When a qualified inspector has verified that materiel is in scrap condition, the supply level authorized by the recoverability code in the AMDF to determine final disposition of materiel may authorize direct turn-in to DRMO.

d. When serviceable or substitute repairables aren't available for issue to fill a low priority request, process the request as a due-out and fill the request when stock becomes available.

e. When no stock is on hand and returns from repair or dues-in won't meet the customer's RDD from a NMCS request, then determine the quickest means to satisfy the demand. Either work order the unserviceable reparable to maintenance as a high priority or process a high priority request.

f. The DSU processes requests from customers who have no unserviceable turn-in provided the customer request includes a valid explanation why an unserviceable isn't available. Some valid reasons are initial issue, increased stock levels, temporary loan (so customer can use packing material from serviceable to repack and protect unserviceable for return), and lost or destroyed items (explanation must specify that action under AR 735-5 is being taken to account for the item). The requesting commander, PBO, maintenance officer, or DA Form 1687-issuing authority signs the explanation, as applicable. Maintain a suspense file when issuing a temporary loan pending return of an unserviceable asset. Notify the SRO when customers don't clear the loan with an unserviceable turn-in within the suspense date.

g. When the condition of an unserviceable is caused by other than FWT, the customer's commander must certify, in writing, that action under AR 735-5 has been taken.

### 11-4. Records and computations Use stock record procedures

For stockage level computations, use EOQ procedures in paragraph 4-9.

### 11-5. Excess stock

Do not retain excess stocks of Selected Item Management System-Expanded (SIMS-X), ARI, or RC D, F, H, and L items. For other items, the retention limit (RL) is twice the RO. When stocks exceed the RL, turn-in within 10 days all stocks above the RO.

### 11-6. Inventory

Procedures in chapter 9 apply.

## Chapter 12 Quick Supply Stores

### 12-1. Quick supply

The purpose of quick supply stores (QSSs) is to simplify accounting for low-dollar-value expendable items. QSS will be the only customer unit supply source for the items it stocks.

### 12-2. ASL reviews

Review the ASL at 6-month intervals (for example, during May and November of each year), to select items for movement into or out of the QSS.

a. Use the following QSS criteria for the ASL review:

(1) Stockage list (SLC) must be Q, except for EC G items; see (9) below.

(2) Unit price must be \$10 or less except where the unit of issue contains more than one item. However, the cost of an item (in unit of measurement quantity) must not exceed \$10.

(3) CIIC Code must be U.

(4) Accounting requirements code (ARC) must be X.

(5) Recoverability code (RC) must be Z.0

(6) MATCAT code position 2 must be 2.

(7) The fund code must be either 1 or blank.

(8) Reportable item control code (RICC) must be 0.

(9) Essentially code (EC) must be J, except that, where a QSS is established, EC G items receive 9 demands in the control period and meet all other QSS criteria will be transferred to QSS accounting.

(10) Supply categories of materiel code (SCMC) position 1 is 9. Note: All criteria except 1 are found in the ARMS Monthly AMDF. Criterion 1 is found in the stock record account.

b. Review each non-QSS ASL item for movement into the QSS.

(1) Start with the first criterion. Check the NSN against each criterion.

(2) If the NSN does not meet a criterion, stop. Do not move the item into QSS. It will remain a non-QSS ASL item.

(3) If the NSN meets all criteria, move it into the QSS.

c. Review each QSS ASL item for movement out of the QSS.

(1) If the NSN has been reordered at least once during the most recent 12 whole months, a Q stockage list code is valid. Start with the second criterion. Check the NSN against each criterion. If the NSN does not meet a criterion, stop. Move the item out of the QSS. It will become a non-QSS ASL item. If the NSN meets all criteria, keep it in the QSS.

(2) If the NSN has not been reordered at least once during the past 12 whole months, it will revert to detail accounting. In this case, delete the NSN from the QSS and the ASL.

### 12-3. Moving items into the QSS

Information in this paragraph will apply after items to be moved into the QSS have been selected.

a. Stock control section personnel will do the following:

(1) Flag the stock record by placing a green-colored signal over the DA Form 1297 SUM block. This provides rapid visual identification of items in summary accounting.

(2) Immediately post all unposted vouchers to the stock record for the selected NSN.

(3) Post the Julian date in the posting date column, the abbreviation QSS in the DODAAC column, and the balance in the balance column of the next available line on the DA Form 1296. (This is shown in fig 12-1.)

(4) Customers are not billed when QSS items are issued. Because of this, an adjustment now may be necessary in financial channels supporting the SSA. The supply staff officer at battalion on installation levels will provide instructions which the SSA must follow to comply with financial procedures.

(5) Compute control period demands. Summarize demands recorded on the DA Form 1296 for the most recent 12 months. These are the actual control period demands. If 12 whole months of demand history are not recorded, count the number of whole months recorded and summarize their demands. (Use table G-1 to estimate control period demands.)

(6) Post actual or estimated control period demands to line 2, DA Form 1300-2. Compute a new EOQ RO and ROP under chapter 4.

(7) SSAs with multiple storage activities operating more than one QSS will take one additional step. Stock control section personnel will compute an operating level and an ROP for each QSS; the sum of these must not exceed the SSA's operating level and ROP for the NSN. Base these QSS operating levels and ROP on the percentage of control period demands received from each storage activity. Record them on DA Form 1297, remarks block.

(8) Prepare a DA Form 1300-3 (Summary Accounting Transfer/Record of Supply Form). This form transfers the item from detail accounting to summary accounting. (Make two copies as shown in fig 12-2.) Send the original to the storage section with the DA Form 1300-4 (Reorder Point Record) (see (9) below). Send the duplicate to the editing section. Essential elements of data required for the Summary Accounting Transfer Record are contained in the table 12-1.

(9) Prepare DA Form 1300-4. This form requests resupply when stock on hand is reduced to or below the reorder point quantity. Make one copy (as shown in fig 12-3). Send it to the storage section with the DA Form 1300-3.

**Table 12-1**

#### Summary accounting transfer record

**Use:** To document transfers from summary to detail accounting and vice versa

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications

**File:** Voucher Files

**Title:** Editing and QSS File

**Title:**Type of transfer

**Explanation:** From detailed accounting to summary accounting and vice versa

**Title:** Stock Number

**Explanation:** N/A

**Title:** Unit of issue

**Explanation:** Includes unit of measure and measurement quantity for nondefinitive unit of issues.

**Title:** Balance

**Explanation:** N/A

**Title:** Date of transfer

**Explanation:** N/A

**Title:** New location

**Explanation:** N/A

b. Editing section personnel will receive the duplicate copy of the DA Form 1300-3; they will do the following:

(1) File the DA Form 1300-3 in NIIN sequence in the QSS editing file. This file lets the editors know which items are in the QSS.

(2) Send requests for QSS items that are erroneously received at the stock control section to the QSS. Mark these requests QSS.

c. Storage section personnel will receive the DA Form 1300-3 and DA Form 1300-4; they then will take the following actions:

(1) Enter current location in the remarks block of the DA Form 1300-3.

(2) Select a QSS location.

(3) Mark locator card QSS.

(4) Post QSS location in the new location block of the DA Form 1300-3 (fig 12-4) and location block of DA Form 1300-4.

(5) Move the item with the DA Form 1300-3 and DA Form 1300-4 to the QSS.

d. The QSS will receive the stock accompanied by the DA Form 1300-3 and DA Form 1300-4; the following actions then will be taken:

(1) Separate ROP quantity from total stock. Bags, boxes, tape, or string on the DA Form 1300-4 may be used. Attach the DA Form 1300-4 to the ROP quantity or to the bulk container of items that are not suited to ROP quantity separation.

(2) Place the stock in its new location.

(3) Complete the DA Form 1300-3 by posting the remarks block with COMPLETED, Julian date, and QSS clerk's initials. (See fig 12-4.)

(4) Send the completed DA Form 1300-3 to the stock control section.

### 12-4. QSS catalog

The stock control section will receive completed DA Forms 1300-3 from the QSS and file them in NIIN sequence in the QSS control file. This file provides the data base for the QSS catalog.

a. Stock control section personnel will publish a semiannual QSS catalog after each ASL review.

b. The cover or introduction will show the location of the QSS and its hours of operation.

c. The catalog will list each item in the QSS in NIIN sequence, showing the NSN and nomenclature.

d. One copy of the QSS catalog will be provided to each of the SSA's customer units. Additional and replacement copies will be available for pickup at the QSS.

## 12-5. Customer accounts

Customer units will set up QSS accounts by sending one copy of DA Form 1687 along with one copy of the commander's assumption of command or the PBO's appointment to the QSS.

a. File the DA Form 1687, with assumption of command or PBO appointment attached, in DODAAC sequence in the customer account file. Note: The customer may elect to use DA Form 5977 in lieu of DA Form 1687.

b. Customer units will terminate QSS accounts by withdrawing the DA Form 1687 and the assumption of command or PBO appointment from the QSS.

## 12-6. Making QSS issues

QSS issues normally are made over-the-counter to authorized customer unit representatives without paperwork.

a. Before making an over-the-counter issue the QSS clerk will identify the customer unit representative. Use the customer account file and personal identification provided by the customer unit representative. Do not make issues to unauthorized personnel.

b. Requests sent to the QSS by the editing section (para 12-3b(2)) will be issued by putting the requested items in the customer unit's issue section pickup bin. Attach the request form to the items to let the customer know that they:

- (1) Are issued at the QSS.
- (2) May be picked up there in the future.

c. Always issue QSS items in the quantity actually needed. This may or may not be the standard unit of issue. The SRO must approve requests for excessive quantities (greater than 50 percent of the RO quantity) before issue.

d. The ROP quantity will not be issued until all other stock of the NSN has been issued.

## 12-7. QSS want slips

If not enough stock is available to fill a customer's request, the QSS clerk will make a want slip on DD Form 1348M. Enter stock number, unit of issue, quantity, DODAAC, date, and the phrase QSS want slip (as shown in fig 12-5).

a. If the request was sent to the QSS by the editing section, use the request form (or a duplicate made to take care of partial issues) as the want slip. Mark clearly the phrase QSS want slip on the face of the form.

b. Keep the want slip in the storage location for the NSN.

c. Issue want slip needs in sequence, by oldest date first, immediately on receipt of stock. Make the issue by attaching the want slip to the items and then putting the items in the customer unit's issue pickup bin.

## 12-8. Reordering stock

Reorder QSS stocks when the on-hand quantity is reduced to or below the ROP quantity. Reorder stock in the standard unit of issue. Essential elements of data for the reorder point record are in table 12-2.

**Table 12-2**  
**Reorder point record**

**Use:** To Trigger Submission of Replenishment Requests for Items in Summary Accounting

**Preparation:** Manual or Automated

**Format:** As prescribed in manual or automated procedural publications

**File:** QSS File

**Title:** Stock Number

**Title:** Item noun

**Explanation:** N/A

**Title:** Unit of issue

**Explanation:** Includes unit of measure and measurement quantity for nondefinitive unit of issue.

**Title:** Location

**Explanation:** N/A

**Title:** Computation date

**Table 12-2**  
**Reorder point record—Continued**

**Explanation:** N/A

**Title:** Reorder point quantity

**Explanation:** N/A

**Title:** Requisition objective

**Explanation:** N/A

**Title:** Count date

**Explanation:** N/A

**Title:** On-hand count

**Explanation:** N/A

a. The QSS section will reorder stock by posting the Julian date and the on-hand count in the to stock control column of the DA Form 1300-4 attached to the ROP quantity (as shown in fig 12-6). The DA Form 1300-4 then is sent to the stock control section.

b. Stock control section personnel will receive the ROP record and post it to the stock accounting record as follows:

(1) Transcribe the Julian date in the to stock control column of the DA Form 1300-4 to the posting date column and the on-hand count to the balance column of the DA Form 1296.

(2) Enter the word *ISSUES* in the DODAAC column of the DA Form 1296.

(3) Compute quantity issued by subtracting current balance on hand from previous balance on hand. Post quantity issued to the recurring demand column and the loss column of the DA Form 1296.

(4) Examples of posting made in (1) through (3) above are shown in figure 12-7.

c. Stock control section personnel will complete postings to the stock record set as follows:

(1) Compute control period demands using table G-1. Do not use summary of demands recorded before the item was moved to QSS.

(2) Post control period demands to line 2, DA Form 1300-2.

(3) Compute a new EOQ RO and ROP under chapter 4.

(4) Obtain stock under chapter 6.

(5) Post Julian date of the RO and ROP computation and the new RO and ROP in the to warehouse column of the DA Form 1300-4 (as shown in fig 12-3). The DA Form 1300-4 is then sent to the QSS.

d. The QSS will receive the DA Form 1300-4. This form will be kept in the location for the NSN pending receipt of stock.

## 12-9. Receipt processing

QSS stock initially is received at the SSA's storing activity by the receiving section. Receiving section personnel will process the receipt under chapter 8. Stock then will be sent to the QSS with one copy of the receipt document for identification and location purposes. The QSS then processes the stock as follows:

a. Put the stock in its location; location is shown on the receipt document.

b. Dispose of the receipt document after the stock has been placed in location.

c. Fill any want slips.

d. Count out the ROP quantity and attach the DA Form 1300-4.

## 12-10. Turn-ins

QSS turn-ins normally are made over-the-counter by authorized customer unit representatives without paperwork.

a. The QSS will identify items with the correct NSN and place them in location with the other stock of that NSN.

b. Normally, notifying the stock control section of a turn-in to a QSS is not necessary.

c. If, because of a turn-in, the on-hand count becomes greater than the RO quantity, the QSS will take the following actions:

(1) Post Julian date and on hand count in to stock control column of the DA Form 1300-4.

(2) Send the DA Form 1300-4 to the stock control section.

d. On receipt of a DA Form 1300-4 the stock control section will do the following:

- (1) Post the DA Form 1300-4 to the DA Form 1296 under paragraph 12-8b.
- (2) Compute control period demands using paragraph 12-3a(5).
- (3) Post control period demands to line 2, DA Form 1300-2.
- (4) Compute a new EOQ RO and ROP under chapter 4.
- (5) Obtain stock under chapter 6 or report excess stock under chapter 15, as indicated by the net asset computation on lines 11 through 18 of the DA Form 1300-2.
- (6) Post Julian date of RO and ROP computation and new RO and ROP in the to warehouse column of the DA Form 1300-4 (as shown in fig 12-3).
- (7) Return the DA Form 1300-4 to the QSS.

e. The QSS will receive the DA Form 1300-4. It will be kept in the location for the NSN pending receipt of stock or shipping instructions.

### 12-11. Inventory

An annual physical inventory of QSS stocks is not required if less than one year has passed since the most recent stock reorder. When a stock reorder has not been made in the last 12 whole months, the stock control activity will request an inventory under chapter 9.

### 12-12. Moving items out of the QSS

a. Return QSS item to detail item accounting when a semiannual review (para 12-2) reveals that the item no longer meets the criteria in paragraph 12-2a.

b. Stock control section personnel will do the following:

- (1) Prepare DA Form 1300-3 in duplicate; leave the balance block blank. Forward the original to the QSS and the duplicate to the editing section. (See fig 12-2.)
- (2) Delete the item from the QSS catalog.
- (3) Post the Julian date in the posting date column, the word *STORAGE* in the DODAAC column, and the on hand balance in the balance column of the next available line on the DA Form 1296 when the DA Form 1300-3 is returned by the storage section.

c. When the DA Form 1300-3 is received, the QSS will do the following:

- (1) Count on-hand quantity of the item and post that quantity in the balance block of the DA Form 1300-3.
- (2) Destroy the DA Form 1300-4.
- (3) Move the stock with DA Form 1300-3 to the storage section.

d. Storage section personnel will receive the stock and the DA Form 1300-3; then they will take the following actions: (1) Pull the locator card for the item. Delete the QSS entry on this card. Select a new storage location and enter it on the locator card. If necessary, prepare a new locator card to accomplish this.

(2) Place the stock in its new location.

(3) Complete the DA Form 1300-3 by posting the remarks block with COMPLETED, Julian date, and storage clerk's initials.

(4) Return the DA Form 1300-3 to the stock control section.

e. On receipt of the duplicate copy of the DA Form 1300-3, editing section personnel will remove the first DA Form 1300-3 that moved the item into the QSS from the QSS editing file and destroy both copies.

STOCK NUMBER 5940 00 333 7181								SCC SVC		STOCK NUMBER 5940 00 333 7181								SCC SVC	
DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE		
		SERIAL	RECUR	NON-RECUR	SERIAL						RECUR	NON-RECUR							
0205		BALANCE BROUGHT FORWARD ▶						20											
0315	W4VQ23	0323				30		50											
0340	W4VQ4F	0340					1	49											
0345	W4VQ8C	0345	1				9	40											
0347	W4VQ8S	0347	9				20	30											
1033	W4VQ33	1033				30		50											
1038	W4VQ8C	1038	1				1	49											
1047	0.55							49											
BALANCE CARRIED FORWARD ▶																			
SUMMARY OF DEMANDS																			
MONTH	JAN	MAR	APR	MAY	JUN	AUG	OCT	DEC	FEB	MAR									
RECUR	1	30	30	31	31	34	33	30	1	31									
NON-RECUR																			
STOCK ACCOUNTING RECORD									STOCK ACCOUNTING RECORD										
<small>FOR USE OF THIS FORM SEE DA PAM 710-2.2 THE PROFORMING AGENCY IS 8003.00C            DA FORM 1296 JAN 82 Edition of Aug 55 is obsolete.</small>																			
The information listed on this form is to be used as a general guide only.																			

Figure 12-1. Sample DA Form 1296, transferring the stock accounting record to summary accounting

ACCOUNTING TRANSFER RECORD						FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2, THE PROONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.	
TRANSFER TO	DATE	STOCK NUMBER		UM	M QTY	UI	NOMENCLATURE
Summary	1064	5940 00333 7188		EA	5	PG	terminal, wire Post
FUNDED	MATCAT	BALANCE	UNIT PRICE	EXTENDED PRICE		NEW LOCATION	
yes	G2200	49	1 95	95 55			
REMARKS							

DA FORM 1300-3  
JAN 82

EDITION OF NOV 61 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 12-2. Sample DA Form 1300-3

REORDER POINT RECORD				FOR THE USE OF THIS FORM, SEE DA PAM 710 2 2 THE PROONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.	
STOCK NUMBER		UM	M QTY		
5940 00333 7188		EA	5		
ITEM NOUN			UI		
terminal, wire Post			PG		
LOCATION					
GS 456					
TO WAREHOUSE			TO STOCK CONTROL		
DATE	RO	ROP	DATE	ON HAND	
1064	50	38			

DA FORM 1300-4  
JAN 82

Edition of Oct 72 is obsolete.

The information listed on this form is to be used as a general guide only.

Figure 12-3. Sample DA Form 1300-4

ACCOUNTING TRANSFER RECORD						FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS.						
TRANSFER TO		DATE	STOCK NUMBER			UM	M QTY	UI	NOMENCLATURE			
Summary		1064	5940 00 353 7188			EA	5	PG	terminal, wire Post			
FUNDED	MATCAT		BALANCE	UNIT PRICE	EXTENDED PRICE		NEW LOCATION					
Yes	Q2200		19	1 95	95 55		Q5 456					
REMARKS												
Completed 1065 [Signature]								AB789				

DA FORM 1300-3  
JAN 82

EDITION OF NOV 61 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 12-4. Sample DA Form 1300-3, completed accounting transfer

DOC IDENT	ROUT IDENT	FSC	STOCK NUMBER	QUANTITY	REQUISITION DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PROG	DEL DATE	ADY
SEND TO:						REQUISITION IS FROM:							
A. ISSUING AGENCY										B. STOCK NUMBER			
5330 00 001 1961										EA 00004			
C. DOCUMENT NUMBER										D. SUPPLEMENTARY ADDRESS			
WK4ABC1065										REMARKS			
E. FUND DISTRIBUTION PROJECT PRIORITY REQ DEL DATE										F. ISSUING AGENCY			
ADVICE										G. STOCK NUMBER			
QSS WANT SLIP										H. SUPPLEMENTARY ADDRESS			

The information listed on this form is to be used as a general guide only.

Figure 12-5. Sample of a completed DD Form 1348M, QSS want slip

**REORDER POINT RECORD**  
 FOR THE USE OF THIS FORM SEE DA PAM 710 2 2  
 THE PROponent AGENCY IS THE OFFICE OF THE  
 DEPUTY CHIEF OF STAFF FOR LOGISTICS

STOCK NUMBER <i>5940 00333 7188</i>		UM <i>EA</i>	M QTY <i>5</i>
ITEM NOUN <i>Terminal, Wire Post</i>		UJ <i>P6</i>	
LOCATION <i>GS 456</i>			

TO WAREHOUSE		TO STOCK CONTROL	
DATE	RO ROP	DATE	ON HAND
<i>1064</i>	<i>50 28</i>	<i>1146</i>	<i>22</i>

DA FORM 1300-4 Edition of Oct 72 is obsolete  
 JAN 82

The information listed on this form is to be used as a general guide only.

Figure 12-6. Sample DA Form 1300-4, reordering stock

STOCK NUMBER <i>5940 00333 7188</i>						SCC <i>SUC</i>	STOCK NUMBER <i>5940 00333 7188</i>						SCC <i>SUC</i>				
DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE
		SERIAL	RECUR	NON-RECUR	RECUR						NON-RECUR	SERIAL	RECUR	NON-RECUR			
BALANCE BROUGHT FORWARD ▶																	
<i>0205</i>								<i>50</i>									
<i>0215</i>	<i>WEV028</i>	<i>0283</i>				<i>50</i>		<i>50</i>									
		<i>2000</i>															
<i>0240</i>	<i>WJG641</i>	<i>0240</i>		<i>1</i>			<i>1</i>	<i>49</i>									
		<i>0004</i>															
<i>0245</i>	<i>WVW406</i>	<i>0245</i>		<i>9</i>			<i>9</i>	<i>40</i>									
		<i>0001</i>															
<i>0254</i>	<i>WVVCNS</i>	<i>0254</i>		<i>20</i>			<i>20</i>	<i>20</i>									
		<i>0000</i>															
<i>1033</i>	<i>WV4023</i>	<i>0254</i>				<i>30</i>		<i>50</i>									
		<i>0007</i>															
<i>1057</i>	<i>WV4403</i>	<i>1057</i>		<i>1</i>			<i>1</i>	<i>49</i>									
		<i>0001</i>															
<i>1064</i>	<i>Q35</i>							<i>49</i>									
<i>1146</i>	<i>ISSUES</i>			<i>27</i>			<i>27</i>	<i>22</i>									
BALANCE CARRIED FORWARD ▶																	

SUMMARY OF DEMANDS																
MONTH	RECUR	NON-RECUR														

**STOCK ACCOUNTING RECORD**  
 FOR USE OF THIS FORM SEE DA PAM 710 2 2 THE PROponent AGENCY IS DCS/LOG  
 DA FORM 1296 Edition of Aug 56 is obsolete  
 JAN 82

**STOCK ACCOUNTING RECORD**

The information listed on this form is to be used as a general guide only.

Figure 12-7. Sample DA Form 1296, posting summary issues



## Chapter 13 Self-Service Supply Centers

### 13-1. Self-service supply

a. Self-service supply centers (SSSCs) provide low-dollar-value, expendable, and durable supplies to customer units on a self-service basis. Customer unit representatives shop for supplies up to the credit limit of their account.

b. Operation of an SSSC is assigned to an individual designated as the manager. Accountability for the SSSC inventory, as well as supervisory responsibility for operations, is assigned to the SRO or USPFO.

c. Only one SSSC is authorized at an installation. The consolidated property officer at CONUS installations or the ARNGUS USPFO is accountable for inventories held in the SSSC.

### 13-2. Accounting procedures within the SSA

a. Accounting procedures within the SSA that operates the SSSC will provide for—

(1) Using the stockage policy prescribed for the item by this chapter.

(2) Using the operating level quantity of the RO as the SSSC stockage level.

(3) Replenishment of SSSC stocks based on the receipt of a request from the SSSC.

(4) Increasing the dollar value of the SSSC operating account based on materiel release orders releasing stock to the SSSC.

(5) Using the other applicable policies in this regulation unless modified by (1) through (4) above.

b. Procedures within the SSSC will provide for—

(1) Using the operating level quantity stated by the SSA's stock control section as the SSSC stockage level.

(2) Requesting SSSC replenishment stocks in a quantity equal to the stockage level.

(3) Daily inspection of stock on hand. When the stock is at zero, it will be reordered. Earlier reorder is authorized if the SSSC manager expects that the stock on hand will be zero when the reorder is received.

(4) Decreasing the dollar value of the SSSC operating account based on shipments returning stock to the SSA.

c. Dollar accounting procedures within the SSSC will provide for one Merchandise Inventory General Ledger Account for the SSSC, and one Customer Transaction Ledger Account for each account or sub-account.

(1) Postings to the Merchandise Inventory General Ledger Account will be initially entered in one of the following journals:

(a) Receipts and shipments.

(b) Sales and returns.

(c) Merchandise inventory adjustments journals.

(2) Postings to the customer transaction ledger account will be initially entered in either of the following:

(a) Sales and returns journal.

(b) Customer deposit-withdrawal journal.

### 13-3. Item qualifications

a. Demand-supported ASL items meeting all of the qualification criteria in this paragraph should be supplied through the SSSC if one has been established. These criteria apply to the NSN and are found in the ARMS Monthly AMDF.

(1) Unit price is \$100 or less except where the unit pack, such as PG, DZ, or BX, can be broken down to a lesser quantity for issue. However, the result of the unit of issue conversion must not exceed the \$100 for a unit of measurement quantity.

(2) CIIC is U, or M for hand tools.

(3) ARC is X or D.

(4) RC is Z.

(5) Position 2 (Appropriation and Budget Activity Account) of the MATCAT is 2.

(6) Position 1 (Class of Supply) of the SCMC is 2, 36, or 4 (9 for AMC only). See SB 3-40 for a list of pesticides which may be

stocked. SSSC stockage will be limited to those pesticides which can be applied by non-trained, non-certified individuals as identified in the SB.

b. Non-NSN items may be stocked only if the NSN items are not available. (For example, an item or a suitable substitute item cannot be identified in the AMDF or supply catalogs and items authorized for local purchase under chap 6.) AMDF data for a similar NSN will be used for a non-NSN item. Criteria for NSN items apply except that the actual acquisition cost will be used.

c. The following items are not authorized for stockage:

(1) Repair parts except common hardware.

(2) Dry cell batteries (class 9).

(3) Film (class 9).

(4) Publications and blank forms.

(5) Nonexpendable items.

(6) Medical supplies.

d. Class 9 items meeting the QSS stockage criteria may be stocked in the SSSC at an installation where a QSS has not been established or where a QSS is not within the same geographical location of the SSSC (excluding divisional QSS). Accountability and issue of QSS items under this provision will follow the same policy for SSSC items.

### 13-4. Merchandise Inventory General Ledger Account

The Merchandise Inventory General Ledger Account (MIGLAC), kept by the finance and accounting officer (FAO), is the dollar account from which the SSSC operates. Postings to the MIGLAC account are made at least monthly based on transactions recorded in receipts and shipments, sales and returns, or merchandise inventory adjustment journals. A copy of the MIGLAC will be distributed to the SSA and the SSSC manager monthly.

### 13-5. Customer Transaction Ledger Accounts

a. The SSSC keeps a Customer Transaction Ledger Account (CTLA) for each account or subaccount supported. Postings are made when a transaction is recorded in the sales and returns or customer deposit-withdrawal journals.

b. When a transaction is made for an account, dollar amounts will be posted to either the debit or credit side of the ledger. Sales to customers should be posted to their CTLA as a debit. Returns from customers will be posted as a credit.

c. This account will be checked for available credit before sales or withdrawal transactions are posted.

d. Use of checkout registers or bookkeeping machines is preferred to expedite accurate and timely postings.

e. File a copy of each account by account number at the checkout point in the center. Use a DA Form 3734-R (Customer Transaction Ledger Account) (as shown in fig 13-1). A copy of DA Form 3734-R is located at the back of this pamphlet. When this function is performed by a checkout register or bookkeeping machine, a form designed for the system being used, may be used instead of DA Form 3734-R. DA Form 3734-R is also referenced as CTLA in this pamphlet.

### 13-6. Receipts and shipments journal

The SSSC will use DA Form 2064 (Document Register for Supply Actions) as the receipts and shipments journal. Post this journal each time a transaction occurs. Post quantities as extended dollar amounts, either received or shipped. Assign SSSC document numbers for shipments from the store.

a. Document entries made in this journal by DA Form 2765-1. The copy of the DA Form 2765-1, when received in FAO (in the ARNGUS, as directed by the USPFO), causes the MIGLAC to be posted.

b. When monthly reports of the MIGLAC are received at the SSSC from the FAO (in the ARNGUS, as directed by the USPFO), make a notation in the DA Form 2064 to show that the transaction was recorded by the FAO.

CUSTOMER TRANSACTION LEDGER ACCOUNT (CTLA) <small>For use of this form, see DA PAM 710-2-2. The proponent agency is ODCSLOG.</small>					ACCOUNT NUMBER <i>W68LOG-04</i>	MONTH AND YEAR <i>SEP 81</i>	PAGE NUMBER <i>1</i>
CUSTOMER <i>D COMPANY</i>			PARENT UNIT <i>709th MAINT BN</i>		TELEPHONE NUMBER <i>7784</i>		
POSTING DATE	DEBITS		CREDITS		CREDIT BALANCE	REFERENCE	
	SALES	WITHDRAWALS	RETURNS	DEPOSITS			
<i>1</i>					<i>\$ 59.22</i>	<i>Brought Forward</i>	
<i>1</i>				<i>\$ 500.00</i>	<i>559.22</i>	<i>DF, 27 Aug, 709th BN</i>	
<i>3</i>	<i>\$ 87.44</i>				<i>471.78</i>	<i># 5016</i>	
<i>4</i>	<i>13.62</i>				<i>458.16</i>	<i># 5035</i>	
<i>7</i>	<i>10.10</i>		<i>\$ 13.62</i>		<i>461.68</i>	<i># 5052</i>	
<i>9</i>	<i>28.75</i>				<i>432.93</i>	<i># 5097</i>	
<i>11</i>	<i>41.36</i>				<i>391.57</i>	<i># 5141</i>	
<i>14</i>	<i>14.95</i>				<i>376.62</i>	<i># 5173</i>	
<i>17</i>	<i>66.50</i>				<i>310.12</i>	<i># 5197</i>	
<i>21</i>		<i>\$ 225.00</i>			<i>85.12</i>	<i>DF, 17 Sep, 709th BN</i>	
<i>23</i>	<i>23.49</i>				<i>61.63</i>	<i># 5267</i>	
<i>25</i>	<i>49.05</i>				<i>12.58</i>	<i># 5281</i>	
<i>30</i>		<i>12.58</i>			<i>- 0 -</i>	<i>DF, 29 Sep, 709th BN</i>	
	<i>335.96</i>	<i>237.58</i>	<i>13.62</i>	<i>500.00</i>		<i>totals</i>	

DA FORM 3734-R, JAN 82

EDITION OF JUN 71 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 13-1. Sample of a completed DA Form 3734-R

### 13-7. Sales and returns journal

Use of the master cash register tape at the SSSC or a similar record of dollar sales and credit returns will serve as the sales and return (S&R) journal.

*a.* Entries in this journal are posted to the CTLA and the MIGLAC. Postings to the CTLA normally are done by a bookkeeping machine (such as a cash register) at the SSSC checkout point.

*b.* The FAO will post a summary dollar amount for sales and returns (in the ARNGUS, as directed by the USPFO), to the center's MIGLAC on a monthly basis. Sales are posted as credits; returns are posted as debits.

### 13-8. Merchandise inventory adjustment journal

*a.* The SSSC manager keeps a record of all changes to the center's inventory in an adjustment journal.

*b.* Record both upward and downward adjustments to the center's dollar inventory value in this journal.

*c.* Do not consider sales, returns, receipts, or shipments of merchandise as adjustments to inventory for the purpose of this journal.

*d.* Postings to this journal consist of adjustments because of price changes or adjustments to bring the account into balance due to the semiannual inventory.

*e.* Document entries in this journal by using one of the following: a DD Form 708 (Inventory Adjustment Monetary Account) for price changes; or a properly authenticated DA Form 444 for inventory adjustments. Receipt of either of these documents by FAO (in the ARNGUS, as directed by the USPFO) will trigger the necessary posting to the MIGLAC.

### 13-9. Customer deposit-withdrawal journal

The SSSC manager keeps a record of all deposits and withdrawals from a customer's account. Do not post sales to and returns from a customer's account in the customer deposit-withdrawal (CD-W) journal; post these to the CTLA.

*a.* A memorandum signed by the customer's finance officer is required to make a deposit or withdrawal entry in the CD-W journal. The SSSC manager keeps these memorandums on file. (In the ARNGUS, USPFOs will publish procedures for making customer account deposits and withdrawals.)

*b.* Make postings to individual CTLAs as deposits or withdrawals occur and are posted to the CD-W journal. Post customer deposits as credits to the CTLA; post customer withdrawals as debits to the CTLA.

### 13-10. Adding and deleting items

When an item meets all of the criteria specified in paragraph 13-3, stock control section personnel should move the item into the SSSC.

*a.* Stock control section personnel will compute an EOQ RO under chapter 4. The SSSC manager will be notified of the new item and stockage level. Stockage will be the operating level quantity of the RO.

*b.* The SSSC manager will prepare a DA Form 2765-1 requesting shipment of the stockage level quantity from the warehouse to the SSSC. The new item will be added to the SSSC catalog in the next update.

*c.* Release of the DA Form 2765-1 by stock control section personnel causes stockage level quantity to be dropped from the item account and picked up in the financial account. In other words, a certain quantity of items is subtracted from the stock accounting record, converted to a dollar amount, and added to the financial account. This financial account is the MIGLAC. Posting of the dollar amount to this account is done by the FAO based on the copy of DA Form 2765-1. (In the ARNGUS, as directed by the USPFO.)

*d.* Return an NSN to item accounting under one of the following: when it has not been reordered at least once during the past 12 whole months; or when it no longer meets the criteria in paragraph 13-3. Ship the stock on hand in the store on a DA Form 2765-1 to

the warehouse. This shipment will be posted to the MIGLAC as a credit by the FAO.

### 13-11. Stock control procedures

Standard stock control procedures, provided by this pamphlet, will be used by all SSAs operating an SSSC except as modified below.

*a.* A DA Form 2765-1 is used to ship the OL quantity of the RO when an item is moved to the center.

*b.* The OL quantity is converted to its current ARMS Monthly AMDF dollar value. This amount is posted as a debit to the MIGLAC. At the same time, the OL quantity is posted as a loss to the DA Form 1296.

*c.* The OL quantity of the RO is the stockage level for the SSSC. The SSSC manager will ask the SSA for more stock by using a DA Form 2765-1. When the SSSC needs more stock, stock control section personnel will ship stocks to the center, recompute, and requisition a new EOQ. (ARNGUS SSSC will reorder the stockage level plus dues-out.)

*d.* The dollar amount of the OL sold by the SSSC is credited to the MIGLAC. Drop the quantity shipped to the SSSC from item accounting and debit as a dollar amount in the MIGLAC.

*e.* Record subsequent fill of the request from the SSA warehouse in the MIGLAC and item accounts as described in *c* above.

### 13-12. SSSC item control procedures

When items are transferred into the SSSC, place all of the stock on the shelf for sale.

*a.* Daily inspection of stock on hand in the center will show when reorder is needed. When needed, the SSSC manager will reorder the stockage level on a DA Form 2765-1. The SSSC manager may reorder when the manager feels that the stock on hand will be gone before receipt of replenishment stock. In most cases, replenishment stock should be available from the SSA's warehouse in 2 or 3 days.

*b.* Items being returned from the SSSC to the warehouse are shipped using a DA Form 2765-1. The MIGLAC is credited when a copy of the form is received by the FAO. (In the ARNGUS, as directed by the USPFO.)

### 13-13. Special accounting procedures for capitalized inventories

Stocks of some SSAs operating SSSC are capitalized. Their merchandise inventory must remain capitalized until it is sold. This situation normally exists at installations operating a division of a retail stock fund. In this situation, each SSSC manager and SRO must contact the FAO supporting the SSSC to obtain procedural information.

### 13-14. Statement of financial operations

The manager of the SSSC prepares a statement of financial operations each month. The statement is prepared on a DA Form 3735-R (Self-Service Supply Center Monthly Summary Journal and Statement of Operations) (as shown in fig 13-2).

*a.* Purpose of this summary is to show dollar changes that occurred to the merchandise inventory during the month. Show receipts, sales, returns, shipments, and adjustments, each recorded separately in the journals kept by the SSSC manager, in summary on the DA Form 3735-R.

*b.* The SSSC manager distributes the statement to the commander operating the SSSC and to the FAO. The FAO copy is used to reconcile the ending inventory balance for the month with the MIGLAC. Discrepancies will be investigated and resolved through coordination between the SSSC manager and the FAO.

<b>SELF-SERVICE SUPPLY CENTER MONTHLY SUMMARY</b> <b>JOURNAL AND STATEMENT OF OPERATIONS</b> For use of this form, see DA PAM 710-2-2, the proponent agency is ODCSLOG		LOCATION	MONTH AND YEAR
		<i>Ft Louis, Wa</i>	<i>Sep 81</i>
1. Opening Inventory	<i>37,419.67</i>		
2. Receipts	<i>41,016.33</i>		
3. Increase Adjustments	<i>22.10</i>		
4. TOTAL	<i>78,458.10</i>		
5. Sales (Credit)(Net of Returns)	<i>32,964.77</i>		
6. Decrease Adjustments	<i>17.52</i>		
7. Returns to Installation Account	<i>632.08</i>		
8. DECREASES TOTAL	<i>33,614.37</i>		
9. ENDING INVENTORY (Lines 4 thru 8)	<i>44,843.73</i>		
REMARKS			

DA FORM 3735-R, JAN 82

EDITION OF JUN 71 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 13-2. Sample DA Form 3735-R

### 13-15. Statement of customer account

The SSSC manager prepares monthly statements of customer accounts. These statements give the finance officer the following: an accurate summary of transactions made by each customer account during that month; and an end-of-month credit balance.

a. DA Form 3736-R (shown in fig 13-3), is used for this statement. Statements are made at parent account level; then summarize monthly transactions of each subaccount.

b. Four copies of the statement are distributed as follows:

- (1) Customer unit budget officer at parent account.
- (2) Customer unit supply officer at parent account.
- (3) Supporting FAO (in the ARNGUS, as directed by the USPFO).
- (4) SSSC file.

### 13-16. Displaying and marking stock

Items for sale in the SSSC are displayed to allow customers easy access to them. Grouping items by their nature is encouraged. Aisles must be wide enough for customers to use a shopping cart.

a. Displays are labeled with NSN, item noun, unit of issue, stock-age level, and unit price.

b. Mark each item with its price. Mark prices with either a stick-on tag, pencil, wax marker, or LOGMARS bar code marker. Pricing in this way allows for easier price changes, if needed.

c. Standard unit packs may be opened and sold in smaller lots. Items normally sold in bulk quantities may be displayed in their original bulk packaging.

### 13-17. Pricing

Use standard unit prices published in the ARMS Monthly AMDF. For items purchased locally, use the standard unit price equal to the acquisition cost.

a. When standard unit packs are repackaged and sold in smaller

lots, sell the smaller lot at a price equal to its value within the unit pack.

b. Make changes to standard unit prices on the first day of each month. Base these changes on the ARMS Monthly AMDF for that month.

c. When price changes are made, prepare a prenumbered DD Form 708 to show NSN, nomenclature, old unit price, and new unit price. The SRO controls these documents by serial number.

(1) Count stocks on hand and enter the quantity on the DD Form 708.

(2) Unit prices are extended by counted quantity to compute the total dollar increase or decrease adjustment; enter this amount in the adjustment journal.

### 13-18. Customer accounts

a. SSSC customer accounts are identified by DODAAC or unit identification code (UIC). Use of work center codes by Army Industrial Fund (AIF) activities is authorized. The SSSC manager assigns account numbers. Keep a register of assigned numbers. Use of a parent account or subaccount may be a desirable concept. For example, a battalion may wish to set up subaccounts for its HQ Company, Company A, Company B, and Company C. In this case, the parent account would use 00 as a suffix, while the subaccounts would use 01, 02, 03, and so forth.

b. Accounts may be set up at the SSSC for nonappropriated fund (NAF) activities. Sales made to NAF customers are reimbursable. Prepare a DA Form 1854-R (Daily Transfer Summary) and send it to the FAO with a copy of the sales slip for billing per AR 37-108. DA Form 1854-R is prescribed by AR 37-1.

STATEMENT OF CUSTOMER ACCOUNTS <small>FOR THE USE OF THIS FORM SEE DA PAM 710-2 THE PROFORM AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS</small>			SSSC <i>Ft Louis, Wa</i>				MONTH AND YEAR <i>Sep 81</i>		PAGE NUMBER <i>1</i>	
ACCOUNT NUMBER <i>W68206</i>	PARENT UNIT <i>709<sup>th</sup> Maint BN</i>		CURRENT MONTH				YEAR TO DATE			
SUB ACCOUNT	CUSTOMER	CREDIT BALANCE	DEBITS		CREDITS		DEBITS		CREDITS	
			SALES	WITHDRAWALS	RETURNS	DEPOSITS	SALES	WITHDRAWALS	RETURNS	DEPOSITS
<i>- 01</i>	<i>A Company</i>	<i>- 0-</i>	<i>\$ 519.88</i>	<i>- 0-</i>	<i>- 0-</i>	<i>\$ 500.00</i>	<i>\$ 4,412.65</i>	<i>- 0-</i>	<i>17.65</i>	<i>\$ 4,400.00</i>
<i>- 02</i>	<i>B Company</i>	<i>- 0-</i>	<i>232.11</i>	<i>36.68</i>	<i>7.00</i>	<i>300.00</i>	<i>4,325.93</i>	<i>36.68</i>	<i>42.55</i>	<i>4,300.00</i>
<i>- 03</i>	<i>C Company</i>	<i>\$ 11.88</i>	<i>346.46</i>	<i>- 0-</i>	<i>- 0-</i>	<i>374.31</i>	<i>4,023.35</i>	<i>- 0-</i>	<i>- 0-</i>	<i>4,024.31</i>
<i>- 04</i>	<i>D Company</i>	<i>- 0-</i>	<i>385.26</i>	<i>237.58</i>	<i>13.68</i>	<i>500.00</i>	<i>3,464.88</i>	<i>637.58</i>	<i>102.17</i>	<i>4,000.00</i>
<i>- 00</i>	<i>709<sup>th</sup> Totals</i>	<i>\$ 11.88</i>	<i>\$ 1,483.71</i>	<i>\$ 274.26</i>	<i>\$ 20.68</i>	<i>\$ 1,574.31</i>	<i>\$ 16,120.81</i>	<i>\$ 674.31</i>	<i>\$ 163.37</i>	<i>\$ 16,674.81</i>
<b>TOTALS</b>			The information listed on this form is to be used as a general guide only							

DA FORM 3736-R, JAN 82

EDITION OF JUN 71 IS OBSOLETE

Figure 13-3. Sample of a completed DA Form 3736-R

### 13-19. Shopper identification

Individuals are authorized to shop in the SSSC by DA Form 3733-R (Self-Service Supply Center Account Card) or plastic card that identifies the account holder. A DA Form 3733-R (shown in fig 13-4) or plastic card identifies the account to which the customer's purchases will be posted.

a. The SSSC manager will make sure that only authorized shoppers receive supplies at the center.

b. The SSSC manager issues the DA Form 3733-R or plastic cards. Each account or subaccount is authorized a maximum of two cards. Requests for issuance of a card must be made in writing; requests will be signed by the commander of the customer unit. The SSSC must keep a register of all cards issued. The register identifies card number, unit, quantity of cards issued, and name of the requester.

c. The commander of a customer unit assumes responsibility for all supplies purchased by the unit account. Strict control of DA Form 3733-R or plastic cards is required.

d. When a DA Form 3733-R or plastic card is lost, the customer unit commander must notify the manager of the SSSC in writing. The SSSC manager will issue a replacement card, using a new card number, and record it in the card register. The manager also will notify the checkout clerk that the card was lost in order to prevent its reuse.

### 13-20. SSSC list

a. The SSA commander will publish a semiannual SSSC list. This list will include a description of all items available at the center. The list may be updated monthly, but it must be updated 3 months after the basic list is published. It then will be distributed to all customer accounts.

b. The list must include item noun and description, NSN, unit of sale, and price. The list will be prepared in alphabetical order by item noun.

### 13-21. Checkout

SSSC customers will process through a checkout point to have their purchases recorded. After the checkout clerk verifies the shopper's identification, purchases are recorded in the following:

- a. S&R journal.
- b. Customer transaction ledger account.
- c. The following will be used to speed the recording of customer purchases, customer returns, and related accounting:
  - (1) Checkout registers.
  - (2) Bookkeeping machines.
  - (3) Similar automated devices.

SSSC ACCOUNT CARD		FOR USE OF THIS FORM, SEE DA PAM 710-2-2 THE PROPONENT AGENCY IS ODCSLOG	
SSSC <i>Ft Louis, Wa</i>	CARD NUMBER <i>13</i>		
ACCOUNT NUMBER <i>W68106-04</i>	DATE ISSUED <i>16 Mar 81</i>		
CUSTOMER AND PARENT UNIT <i>D COMPANY</i> <i>709th Maint BN</i>			
SSSC MANAGER'S SIGNATURE <i>Steven H. Clinton</i>			

DA Form 3733-R, Jan 82

Edition of Jun 71 is obsolete.

The information listed on this form is to be used as a general guide only.

Figure 13-4. Sample DA Form 3733-R

### 13-22. Abnormal customer requirements

Abnormal customer requirements will not be filled by the SSSC. Request will be prepared by the customer, sent to stock control, and entered into normal request processing. Abnormal customer requirements are as follows. When an SSSC customer has a high priority requirement PD 01-08 and the SSSC is out of stock, the customer must prepare a DA Form 2765-1. The SSSC manager signs this form and makes a notation that the center is at zero balance before the request is sent to the stock control section.

a. Quantities requested that are greater than the stockage level must be processed on a DA Form 2765-1. The SSSC manager will sign these requests before sending them to the stock control section. This same process will be followed when requesting a quantity greater than may be rationed. The option to ration any item will be decided by the SSA commander. (In the ARNGUS, the USPFO may ration SSSC items, with the State AG's approval.)

b. When the location of a unit makes in-person-use of an SSSC impractical, the unit commander will request SSSC supplies by mail order. Accounts may be set up for units to do business by mail order. A DA Form 3161 (Request for Issue or Turn-In) will be used as the order. Attach a copy of the filled order to the sales slip to be kept by the SSSC. Back-orders of unfilled requests will be established by want slips.

### 13-23. Inventory

a. A physical inventory of SSSC stocks will be made every 6 months. Conduct these inventories as follows:

- (1) Set up a cutoff date for postings to the journals.
- (2) Prepare prenumbered DA Form 2000-3 and make a count card control list.
- (3) Make the count.
- (4) Confirm receipt of all DA Form 2000-3.
- (5) Mark the price of the item in remarks section of DA Form 2000-3.
- (6) Compute the extended dollar value of stocks on hand.
- (7) Prepare DA Form 444 to adjust the financial records to the inventory totals. (Procedures in chap 9 of this pamphlet will be used to process DA Form 444 except as noted in para 13-23b.)

b. Physical inventories will be taken every 6 months. The results will be reconciled with the operating account. Adjustments greater than one-half of 1 percent of the total sales since the last inventory

will be investigated under AR 15-6. The SSSC may be closed for not more than 3 days for the inventory.

### 13-24. Cash sales of hand tools

a. If hand tools are stocked at the SSSC, make provisions to handle cash sales of these items. The option to purchase hand tools is available only to persons who are replacing authorized unit hand tools. Purchase of hand tools from the SSSC for personal (private) use is prohibited. Allow depreciation per AR 735-5. The sale of hand tools by the USPFO to members of the ARNGUS and ARNGUS technicians is optional. Payment may be made in either the dollar instrument (cash) or by check.

b. Do not make cash sales to persons without a written authorization statement from the commander or designated representative of the unit or activity for which the tools are being replaced (in TDA organizations, the individual occupying the position equivalent to that of a unit commander; for example, directorate or division level TDA position). The authorization will state, "(Rank (or grade) and name), is authorized to purchase the following hand tools authorized this unit (or activity). The hand tool(s) will remain the property of the U.S. Government. Allowable depreciation is chargeable to (accounting classification)." The national stock number, description, and quantity of each hand tool authorized for purchase will be listed following the authorization statement. Additional information may be added per local requirements. The SSSC manager determines the appropriate form to be used, for example, memorandum, locally produced form, and so forth. The SSSC will be provided at least two copies of the authorization statement.

c. The SSSC will maintain a record of all cash sales on a locally developed cash collection register for hand tools. The cash collection register for hand tools will contain at least the data elements prescribed in table 13-1.

Table 13-1  
Required entries for SSSC cash collection register for hand tools

Entry	Explanation
Date of sale	Self-explanatory
Account number	Customer unit SSSC account number
Transaction number	SSSC-assigned, sequential number to provide audit trail cross-reference to authorization statements.

**Table 13-1**  
**Required entries for SSSC cash collection register for hand tools—Continued**

Entry	Explanation
Amount of sales	Total dollar value of hand tools ed (standard prices).
Allowed depreciation	Per AR 735-11
Amount paid	Cash amount paid by the purchaser.
Accounting classification	Accounting classification to which allowed depreciation is to be charged.
Purchaser's name	Printed name and signature of purchaser.

**Notes:**

1. The register will be closed out at the end of each collection period and all pages containing entries will be attached to authenticated copy of DD Form 362.

*d.* At the time of payment and issue of hand tools, the SSSC will stamp "PAID, TOOLS ISSUED," and enter the SSSC transaction number, date, and cashier's initials on all copies of the authorization statement presented by the individual. If any requested hand tools are not available for sale, the SSSC will note those hand tools on the authorization statement. The SSSC will retain one copy of the statement and provide the purchaser the remaining copy.

*e.* Establish a change fund in a proper amount at each SSSC per AR 37-103. The SSSC manager applies to the commander for whom the SSSC is operated for the change fund. The commander (USPFO in the ARNGUS) authorizes the FAO to advance the change fund on DD Form 1081 (Statement of Agent Officer's Account) to the SSSC fund custodian who safeguards the funds and proceeds from sales under AR 37-103.

*f.* The SSSC deposits proceeds from sales with the FAO (USPFO in the ARNGUS). Deposits are made daily, when practical. If the

dollar volume of sales is low, retain cash proceeds for longer periods provided the amount does not exceed \$100.00. Make deposits on the last working day of each month regardless of the amount.

*g.* The SSSC prepares DD Form 1131 (Cash Collection Voucher) in one original and three copies for the total amount of funds received through cash sales since the last deposit (fig 13-5). The stock fund will be credited at the standard prices for the hand tools. Depreciation allowed will be shown as a reduction (in brackets) to determine the net amount to be collected. Depreciation allowance will be charged to the accounting classification shown in the units authorization statement.

*h.* The SSSC presents the DD Form 362 and the cash to the FAO. The FAO retains the original and two copies for internal processing and returns the remaining copy, properly authenticated, to the SSSC for filing. The SSSC attaches all applicable pages of the cash collection register for hand tools and authorization statements to the authenticated (paid) copy of the DD Form 362 and retains these documents until audited or inspected.

**13-25. Return of items to the SSSC**

*a.* SSSC items that are no longer required are returned to the SSSC for credit. Items may be returned when—

- (1) They are in the same condition as purchased.
- (2) They are in the same unit pack as purchased.

*b.* No documentation is required when returning SSSC items.

**13-26. Reproducible forms**

Copies of DA Form 3733-R, DA Form 3734-R, DA Form 3735-R, and DA Form 3736-R are located at the back of this pamphlet. They will be locally reproduced on 8 1/2- by 11-inch paper.

<b>CASH COLLECTION VOUCHER</b>		DISBURSING OFFICE COLLECTION VOUCHER NO.			
		RECEIVING OFFICE COLLECTION VOUCHER NO.			
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) Self Service Supply Center, Fort School VA. 23801				
	RECEIVED AND FORWARDED BY (Printed name, title and signature) Robert J. Meers GS-11, DAC, SSSC Mgr.			DATE 28 Feb 85	
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) Finance & Accounting Office, Fort School, VA. 23801				
	DISBURSING OFFICER (Printed name, title and signature) Wayne S. Garrett CPT, FI, Finance & Accounting Officer		DISBURSING STATION SYMBOL NO.	DATE RECEIVED SUBJECT TO COLLECTION 28 Feb 85	
	PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
	Various	Proceeds from cash sales of handtools [\$1.53]	\$13.76	2152020 57-1053 P200000.2610 S44055 9999	
	Various	Proceeds from cash sales of handtools [\$2.77]	\$24.96	2152020 57-1053 P810000.2610 S44055 AAAA	
	Various	Proceeds from cash sales of handtools [\$1.94]	\$17.48	2152020 57-1053 P200000.2610 S44055 2376	
<b>TOTAL</b>			\$56.20		

**DD FORM 1131**  
1 APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.  
24 January 1958

Figure 13-5. Sample DD Form 1131 prepared as a cash sales voucher



## Chapter 14 Turn-ins From Customers

### 14-1. Turn-in

*a.* The following categories of property are turned in to the SSA that would normally issue them:

- (1) All serviceable excess items.
- (2) All suspended or unserviceable nonexpendable items.
- (3) All suspended or unserviceable durable or expendable items with RCs of A, D, F, H, L, O, or Z.
- (4) Scrap. Materiel having no value except for basic material content.

*b.* All unserviceable durable or expendable items replaced at the organizational level having RCs of O or Z that are not actually consumed in use are turned in by the customer unit to the supporting SSA as scrap. When the SSA confirms that the items are scrap, the SSA may direct the customer unit to turn the scrap in to the DRMO. The SSA does this by entering "SCRAP CONDITION VALIDATED. DIRECT TURN-IN TO DRMO AUTHORIZED" on the turn-in document. The accountable officer signs this statement or delegates to subordinate supervisors, in writing, authority to sign the statement.

*c.* All ARNGUS units and activities turn in unserviceable durable or expendable items with RCs of O or Z that are not actually consumed in use, as directed by the USPFO.

*d.* All ARNGUS intermediate direct support units/activities turn in unserviceable/unreparable, durable and expendable items with RCs of F or H that are not actually consumed in use, as directed by the USPFO.

*e.* All COMSEC equipment items and unclassified CCI are specifically prohibited from disposal through DRMO channels. Unserviceable/uneconomically repairable items must be evacuated through supply channels to the Commander, TYAD, Tobyhanna, PA.

### 14-2. Found-on-installation items

The organization finding found-on-installation items will turn them in to the SSA that would normally issue them. An individual finding these items normally will turn them in to unit supply; however, an individual may turn items in directly to the SSA. In either case, the SRO will accept these supplies as is. This turn-in will be made without paperwork. SSAs will not give credit vouchers for these supplies.

*a.* The SRO will document and process items found on the installation by using these procedures.

(1) Prepare DD Form 1348-1A or 1348-2. Assign a voucher number from DA Form 272. In the Additional Data block 27 of the DD Form 1348-1A or 1348-2 and in the remarks column of the DA Form 272 annotate "FOUND-ON-INSTALLATION." If the item is RICC 2 (and 3 in the USAR), add the LIN, RICC, and SSA UIC to the Additional Data block 27 of the DD Form 1348-1A or 1348-2 and send a copy to the CBS-X CCA.

(2) Using the document number from the DA Form 272, post a gain transaction on either the SVC or UNSVC DA Form 1296.

(3) After accounting for the materiel, the SRO may issue the materiel to the customer, provided the conditions of *b* below are met.

*b.* Items found on the installation will be issued to a customer unit on a free-issue basis when all three of the following conditions are met:

- (1) Supplies were turned in by that customer unit.
- (2) At the same time, supplies are requested for issue by that customer unit on a request document.
- (3) Supplies requested for issue are within that customer unit's authorized allowance.

*c.* Mark all vouchers prepared under this paragraph "FOUND-ON-INSTALLATION."

*d.* All ARNGUS SROs will use the following procedures to process found-on-installation items:

(1) The SRO will receive notification from customer units of found-on-installation items by means of a DA Form 2765-1 marked

"FOUND-ON-INSTALLATION: Property Book Posting not required." The customer will not move the item without the approval or direction of the SRO or USPFO.

- (2) The SRO or USPFO will determine if the item can be—
  - (a) Retained by the unit under *b* above.
  - (b) Absorbed into the SRA stocks.

(c) Reported as excess to the CNGB for disposition. Once disposition instructions are issued, disposition of the item will be directed.

*e.* Discovery of COMSEC materiel, to include CCI, which is not on accountable records, will immediately (same day) be reported as a COMSEC incident as specified in TB 380-41 or DA Pam 25-380-2(O), as applicable.

### 14-3. Excess or unserviceable items

Before taking the items to be turned in to the SSA, the customer unit will have made the following preparations:

*a.* The customer unit will have classified the condition of property book excess items as shown below.

(1) Customer will provide a DA Form 2407 (copy #4) which classifies the condition of the item. This classification will be reflected on the DA form 2765-1 used to turn in the item. Customer obtains this document from the supporting maintenance activity for all property book items to be turned in whether the item is excess or a replacement is needed. Items coded with a Maintenance Repair (MR) Code of "O" or "Z" will be classified by the customer prior to turn-in and the results listed on the back of the DA Form 2765-1 used to turn in the item.

(2) Non-property book items do not require a technical inspection prior to turn-in. The SSA will work order these items to the maintenance activity for a determination of condition or repair as appropriate, based on the MR code.

*b.* The customer unit will classify items for which a replacement is required. This will have been done by the maintenance activity supporting the customer unit. Classification will be taken from the DA Form 2407 (copy #4) attached to the DA Form 2765-1 turn in document.

*c.* The customer unit will have prepared the items to be turned in as follows:

(1) Ammunition, explosives, and extraneous matter will have been removed.

(2) Items will have been cleaned within the customer unit's capability.

(3) Accompanying maintenance records will have been made current.

(4) Packaging and preservation as may be needed to protect the items while they are in transit to the SSA will have been applied.

*d.* The customer unit documents the items to be turned in as follows:

(1) Prepare a DA Form 2765-1 (as shown in fig 14-1). For noncataloged, nonstandard commercial items, include complete item description and end item application as a minimum. Add any other identifying data that may be available.

(2) Prepare a DA Form 2062 (shown in fig 14-2) if the items being turned in are class 2 nonexpendable or class 7 supplies. Two copies will accompany the request for turn-in. This does not apply to ORF transactions.

(3) Additional documents prepared by the maintenance activity supporting the customer unit are required for property book items. This does not apply to ORF transactions. These transactions are as follows:

(a) The number 4 (blue) copy of the DA Form 2407 classifying the items.

(b) The DA Form 461-5 (Vehicle Classification Inspection) documenting the classification if the items are in FSG 23 (Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles) or FSG 24 (Tractors). Two copies will accompany the request for turn-in.

REQD TO: <b>1SD</b> <b>Ft Knox, KY</b>										REQUEST IS FROM: <b>1/651st Arty BN</b> <b>Ft Knox, KY</b>									
PREVIOUS MOVE										STOCK NUMBER: <b>2390 00 177 9258</b>									
K4 ABC 1305 0001										K4 XYZ									
PUB: <b>K4 ABC 1305 0001</b>										PUB: <b>K4 XYZ</b>									
ITEM DESCRIPTION: <b>truck utility 4x4 M51A3</b>										ITEM DESCRIPTION: <b>USA No 6E 4130</b>									
REPLACEMENT DATA: <b>Replacement-Unserviceable-PUT</b>																			
DATE FORWARDED: <b>12</b>										DATE RECEIVED:									

The information listed on this form is to be used as a general guide only.

Figure 14-1. Sample DA Form 2765-1 as a request for turn-in

HAND RECEIPT/ANNEX NUMBER For use of this form, see DA PAM 710-2-1. The proponing agency is ODCSLOG.		FROM <b>P80</b> <b>1/651 Arty BN</b>	TO <b>1SD</b> <b>Ft Knox, KY</b>	HAND RECEIPT NUMBER <b>NK4BC</b> <b>1305-0001</b>							
FOR ANNEX OR ONLY	END ITEM STOCK NUMBER <b>2390 00 177 9258</b>	END ITEM DESCRIPTION <b>truck, utility 4x4 M51A3</b>	PUBLICATION NUMBER <b>1A 9 2390-218-10</b>	PUBLICATION DATE <b>10 Aug 78</b>	QUANTITY <b>1</b>						
STOCK NUMBER	ITEM DESCRIPTION A.	*	SEC	UI	QTY AUTH f.	QUANTITY					
						A	B	C	D	E	F
	SHORTAGE LIST - USA No 6E4130				/						
<b>5120 00 176 3459</b>	<b>Handle, Jack</b>	-	-	EA	-	1					
<b>5120 00 176 3460</b>	<b>Jack, Scissors</b>	-	-	EA	-	1					

\* WHEN USED AS A  
HAND RECEIPT, enter Hand Receipt Annex Number  
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes  
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

PAGE **1** OF **1** PAGES

*T. H. [Signature]*

DA FORM 2062  
JAN 82

The information listed on this form is to be used as a general guide only.

Figure 14-2. Sample of a completed DA Form 2062, component shortage list

e. Excess can result from either change in authorization or force modernization. Units may request a Reverse SLAC Report from AMC, LOGSA to help determine what repair parts are no longer needed. The Reverse SLAC Report is meant to be used when all of a specific end item (NSN) are being replaced or turned in.

(1) The Reverse SLAC Report is a three-part report.

(a) Section I lists the end items used in the comparison process.

(b) Section II is the Unique Items Listing. This listing identifies repair parts used on the end items being replaced or turned in. These repair parts are not used on the other end items remaining in or being gained by the unit.

(c) Section III is the Common Items Listing. This listing identifies repair parts used on the end item being turned in and also on one or more of the unit's other end items. The unit may want to reduce stockage levels for some of the common items.

(2) Request a Reverse SLAC Report by writing to the Executive Director, USAMC LOGSA (AMXLS-RCC). Request a reverse SLAC report for COMSEC equipment from Commander, USACSLA (SELCL-EP), Fort Huachuca, AZ 85613-7090. Provide the information requested below:

(a) National Stock Number of the replaced/displaced end item.

(b) National Stock Number of the item(s) you are gaining in place of the replaced/displaced end item(s). For aircraft and generators, include the NSN of the engine as well as the end-item NSN.

(c) Unit's ASL data on 9 track, 1600 BPI tape with NSNs in cc 8-20.

(d) Requester's UIC and a list of the UICs supported by the requesting unit.

(e) Action officer's name, rank, mailing address, and telephone number (DSN and commercial).

#### 14-4. Special turn-in instructions

a. *Turn-in of temporary loan material.* All temporary loan material items are owned by the SSA that issued the item. The item remains on the SSA's accountable records. Temporary loan items therefore always must be turned in to the SSA that issued the item. The following procedures will be used:

(1) Customer will use the same document number on which the items were issued.

(2) Customer will use return advice code IQ in block 22 of the DA Form 2765-1.

(3) Before turn-in, temporary loan property must be repaired to restore it to the same condition as when it was issued. Repairs needed but not done will be charged to the unit.

b. *Turn-in of returnable containers.* Two types of returnable containers are available.

(1) They are listed below.

(a) *Vendor-owned containers.* These containers are assigned local management control numbers by the SSA before issue to the unit.

(b) *Government-owned containers.* These are containers with NSNs such as drums or cylinders.

(2) Both types are turned-in to the SSA on a DA Form 2765-1.

(3) For vendor-owned containers the following procedures apply:

(a) Customer will assign a new document number.

(b) Customer will enter return advice code IZ in block 22.

(4) For Government-owned containers the following procedures apply:

(a) Customer will use the same document number on which the container was received from the SSA.

(b) Customer will enter return advice code IS in block 22.

c. *Return of discrepant shipments.* Two types of discrepant shipments are available, as explained below. These are items that were not requested and items having hidden defects.

(1) For items not requested, the customer will prepare a DA Form 2765-1 using the document number on which the item was received from the SSA. The customer will enter return advice code IT in block 22.

(2) Items having hidden defects will be turned in on a DA Form

2765-1 using the document number on which the items were received from the SSA. Customer will enter return advice code IU in block 22.

d. *Return of property issued to support DA approved emergency requirements.* Property issued to support DA approved emergency requirements will be turned in when the emergency is over. This includes property rented or leased. Customer will prepare a DA Form 2765-1 using the document number on which the items were received from the SSA. Customer will enter return advice code IP in block 22.

e. *Turn in of parachutes and components.* Parachutes and parachute components (FSC 1670) are turned in using DA Form 2765-1. A separate DA Form 2765-1 is required for each year of manufacture. Date of manufacture will be entered in block P. Customer will enter return advice code IZ in block 22.

f. *Turn-in of COMSEC materiel.*

(1) Prior to turn-in of CCI to the supporting SSA, the customer unit will obtain a technical inspection from the COMSEC maintenance support activity to ensure the equipment is complete, cryptographic key has been removed, equipment is "zeroized," and batteries have been removed. In addition, the serviceability classification determination prescribed in paragraph 14-3 will be complied with. Turn-in documents and exterior packing containers for Controlled Cryptographic Items (CCI) must be clearly annotated "CCI" to ensure special handling/security requirements of DA PAM 25-380-2(O) are met.

(2) COMSEC items will be turned in by COMSEC accounts to the supporting COMSEC SSA using Standard Form 153 (COMSEC Material Report) in accordance with the instructions contained in this pamphlet and TB 380-41.

g. *Disposal of batteries.*

(1) Batteries containing hazardous materiel, such as lithium and mercury are classified for disposal purposes as hazardous waste by the Environmental Protection Agency (EPA). Magnesium batteries have been determined to be nonhazardous solid waste for disposal purposes, however, they are not to be accumulated and disposal must be controlled. There are other batteries also holding a recoverability code of A that require special handling and disposal. They are zinc, silver chloride, certain lead acid batteries and certain nickel-cadmium (NICAD) batteries.

(2) Primary batteries requiring special handling and disposal are treated as recoverable items but not necessarily repairable and are identified with an RC of A. (See AR 710-2, para 2-13b(3)(d), for repairable management.) These batteries will be disposed of through the local DRMO. Specific guidance on disposal is found in Army Supply Bulletins 11-6 and 11-30. Coordination for turn in to DRMO will be accomplished through the SSA.

#### 14-5. Receiving section processing

Turn-ins from customers (except as identified in paragraph 14-2) are received on DA Form 2765-1. Customer will provide a DA Form 2407 (copy #4) which classifies the condition of the property book item. This classification will be reflected on the DA Form 2765-1 used to turn in the item. Customer obtains this document from the supporting maintenance activity for all items turned in regardless of whether the item is excess or a replacement is needed. Process turn-in documents as follows:

a. The inspector immediately will notify the SRO when items turned in are unserviceable because of reasons other than due to FWT. The SRO will initiate action under AR 735-5.

b. Verify the request for turn-in and its supporting documentation. Note that only the request for turn-in is needed for an ORF transaction.

(1) Attempt to validate the NSN for the item being turned in. Use the ARMS monthly AMDF if the turn-in document contains an NSN or NIIN. Use the MCRL if the request contains an MPN in lieu of an NSN. Use part 1 of the MCRL (Logistics Reference Number to NSN) if the request contains only the MPN. Use part 3 of the MCRL (FSCN and Logistics Reference Number to NSN) if the request contains the Commercial and Government Entity Code

(CAGE) and the MPN. Verify the accuracy of the NSN reflected in the MCRL by using the monthly AMDF. Enter current NSN in blocks 4 and 5 of the document. Leave document as is if no NSN can be determined. Edit the request for turn-in using table 14-1.

(2) Research the request for turn-in. Use the ARMS Monthly AMDF. Enter the SCMC in block G, accounting requirements code in block H, and recoverability code in block I of the DA Form 2765-1.

(3) Class 2 nonexpendable and class 7 supplies must have a component shortage or basic issue item (BII) list (as shown in fig 14-2). Two copies must accompany these requests for turn-in. Both copies must be signed by either the customer unit commander or the PBO. If a component or BII shortage list is required, make sure that it accompanies the request for turn-in. Document number of adjustment transactions per AR 735-5 will be recorded on the shortage or BII list adjacent to component shortages that are either nonexpendable or recoverable. Check to make sure that it is accurate and properly signed by the Commander or PBO. Send both copies to the stock control section with the completed request for turn-in.

(4) Class 2 nonexpendable, class 7, and all other supplies received in an unserviceable condition must have the number four (blue) copy of the DA Form 2407 giving them a supply condition. Items in FSG 23 and FSG 24 also must have two copies of DA Form 461-5 recording the inspection that established the supply condition. Expendable and durable BII of unserviceable end items not being turned in to the wholesale level will be picked up on the stock record account.

(a) If the request for turn-in is for unserviceable items within authorized allowances and a replacement is required, the blue copy of the DA Form 2407 or the blue copy of the DA Form 2407 and the DA Form 461-5 must be prepared by personnel of a maintenance activity supporting the customer unit. These forms must be with the request for turn-in.

(b) If the request for turn-in is not for unserviceable items within authorized allowances for which a replacement is required, the blue copy of the DA Form 2407 or the blue copy of the DA Form 2407 and the DA Form 461-5 will be prepared by personnel of the maintenance activity supporting the SSA. They will be prepared when the items are inspected under *a* above.

(c) If the blue copy of the DA Form 2407 or the blue copy of the DA Form 2407 and the DA Form 461-5 are required, make sure that they go with the request for turn-in. Check them to make sure that they apply to the items being turned in. Send all copies of these forms to the stock control section.

c. Receive the turn-in by marking the DA Form 2765-1 as follows:

(1) Enter the DIC in block 1.

(a) If the return advice code is 1Q, this means the return of inventory temporarily in use. Assign DIC D6N so that it will be processed by the stock control section as a materiel receipt (loan).

(b) If the return advice code is other than 1Q, assign DIC D6A. Process it by the stock control section as a materiel receipt (Army).

(2) Enter the supply condition in block J.

(3) Enter the quantity received in block S.

(4) Enter the Julian date received and the signature of the receiving clerk in block V.

(5) Give the first (original) copy of the completed DA Form 2765-1 to the customer unit's representative. (A sample completed request for turn-in is shown in fig 14-3.)

d. Send the fourth (third carbon) copy of the completed DA Form 2765-1 and all supporting documents to the stock control section.

e. Send items that were received to the storage section.

f. Special procedures for processing customer turn-in of COMSEC materiel are contained in TB 380-41.

**Table 14-1**  
**Request for turn-in edit**

Block		If the entry is blank	If the entry is wrong
A	Send to	Enter the correct in-the-clear address of the SSA.	Enter the correct in-the-clear address of the SSA.
B	Request is from	Enter the correct in-the-clear address of the customer unit.	Enter the correct in-the-clear address of the customer unit.
4	Stock number--FSC	a. Enter the correct FSC if there is an NIIN in block 5. b. Edit with block 5 if there is other than an NIIN or blank in block 5. c. Query the customer unit if block 5 is blank. Insert correct FSC.	Enter the correct FSC if there is an NIIN in block 5. Edit with block 5 if there is other than an NIIN or blank in block 5. Query the customer unit if block 5 is blank. Insert correct FSC.
5	Stock number--NIIN	Query the customer unit. Insert correct NIIN.	a. If it is a wrong NIIN, enter the correct NIIN. b. If it is other than a wrong NIIN, enter the correct identifying number. c. If the correct NIIN cannot be verified after review of the AMDF and it reference and history file, request the customer to verify the NIIN. However, ultimately the SSA must accept the turn-in.
7	Unit of issue	Enter the unit of issue.	Correct to be the right unit of issue and convert the quantity, if required.
8	Quantity	Enter the correct quantity.	Enter the correct quantity.
9	Document number--SVC	Edit with block 10.	Edit with block 10.
10	Document number--requisitioner	a. Enter the DODAAC of the customer unit shown in block B.	Correct to the right DODAAC of the customer unit shown in block B.
11	Document number--date	Require the customer to provide document number, date, and insert.	Require the customer to provide document number, date, and insert.
12	Document number--serial	Require the customer to provide document number, date, and insert.	Require the customer to provide document number, date, and insert.
14	SVC	Edit with block 15.	Edit with block 15.
15	Supplementary address	Enter the DODAAC of SSA shown in block A.	Correct to be the DODAAC of the SSA shown in block A.
22	Advice	Enter the correct advice code from AR 725-50.	

**Table 14-1**  
**Request for turn-in edit—Continued**

Block	If the entry is blank	If the entry is wrong
O Item description	(Note: Serial numbers of all firearms (CIIC N and 9) must be recorded on the request for turn-in. The back of the DA Form 2765-1 may be used. A new request for turn-in must be made if the volume exceeds the capacity of one DA Form 2765-1.)	Correct to the right item description and, if applicable, the right serial number(s).
P Publication data	Enter one of the following reasons for the turn-in: a. Excess--suspended. b. Excess--svc. c. Excess--unsvc--FWT. d. Excess--unsvc--AT 735-5. e. Replacement--unsvc--FWT. f. Replacement--unsvc--AR 735-5.	Correct to be the right one of the following reasons for the turn-in: a. Excess--suspended. b. Excess--svc. c. Excess--unsvc--FWT. d. Excess--unsvc--AT 735-5. e. Replacement--unsvc--FWT. f. Replacement--unsvc--AR 735-5.

The information listed on this form is to be used as a general guide only.

Figure 14-3. Sample DA Form 2765-1, completed requests for turn-in

**Chapter 15**  
**Disposition**

**15-1. Purpose**

This chapter governs the retention of stocks greater than the RO and the reporting and disposition of all excess stock. Excess stock is stock on hand, plus due-in, minus due-out, that is greater than the authorized retention limit.

**15-2. Using excess stock**

Each SSA commander will make the maximum use of excess stock.

**15-3. Selected commodities**

Disposition of the commodities are regulated as specified. All SSAs will use the following:

- a. AR 25-30 to manage disposition of ADPE.
- b. AR 58-1 to manage disposition of administrative use motor vehicles.
- c. AR 700-138 or TB 43-0002-3 to manage disposition of items in FSC 1510 (Aircraft, Fixed Wing) and FSC 1520 (Aircraft, Rotary Wing).
- d. AR 25-30 to manage disposition of printing, binding, and related equipment.

- e. DOD 4160.21-M to manage reutilization and disposition of precious metals and precious metal-bearing scrap.
- f. AR 40-61 which addresses the silver recovery program.
- g. TB 380-41 to manage COMSEC materiel in FSC 5810.
- h. DA Pam 25-380-2(O) to manage unclassified CCI in FSC 5810.

**15-4. Reporting and turn-in of excess classified COMSEC materiel**

Classified COMSEC items will not be turned in to OCONUS COMSEC SSAs until excess has been reported and disposition instructions are received. Exclusions to this reporting procedure apply to intensively managed and ARI (Secondary) programs.

a. COMSEC items are turned in by COMSEC accounts only, using Standard Form 153 per TB 380-41.

(1) OCONUS retail COMSEC accounts report excess classified (accountable) materiel to the TCLSC, as applicable. Excess materiel will be held in place pending disposition instructions. COMSEC materiel determined to be excess in the Theater will be shipped to Tobyhanna Army Depot.

(2) CONUS retail COMSEC accounts will ship all excess classified materiel to: Commander, Tobyhanna Army Depot (COMSEC Account 5B1099), Tobyhanna, PA 18466-5110. Prior reporting to B56 is not required.

(3) Turn-in of unserviceable COMSEC materiel. Unserviceable COMSEC materiel will not be evacuated to the next higher authorized maintenance level unless an evaluation by qualified maintenance personnel determines the item is beyond the repair capability of the responsible maintenance facility. When items are to be evacuated to Tobyhanna Army Depot as a result of the above criteria, the following procedures will apply:

b. Demilitarization and disposal of COMSEC materiel and CCI will only be performed by Tobyhanna Army Depot.

c. All COMSEC key and publications will be turned in through COMSEC channels in accordance with TB 380-41. Non-COMSEC retail supply accounts are specifically prohibited from receiving, storing or disposing of COMSEC key and publications.

### 15-5. Retention

Disposition of stock may not be economical, especially if demands are unpredictable and the stock might be used. How much stock may be retained without taking disposal action depends on the retention limit. The retention limit is the maximum amount of stock authorized to be on hand in an amount equal to or greater than the RO. The amount of stock that can be retained is called the retention quantity. This quantity may vary, so long as it, plus the RO quantity, are not greater than the retention limit. If this limit is exceeded, the SSA must take disposition action. Request disposition of excess stocks within 10 days after excess determination. Units operating under the field returns program will follow the procedures in paragraph 15-8. Regardless of any retention limit, do not take action to acquire stock if doing so would cause the quantity on hand, plus the quantity due-in, minus the quantity due-out, to be greater than the RO.

a. Excess due-in stock will be canceled immediately. Prepare and process cancellations under chapter 5.

b. Dispose of excess on-hand stock when the on-hand quantity is greater than the retention limit. Turn in all stocks above the RO. Turn in excess stocks within 10 days after excess determination. If the unit pack creates on hand quantities greater than the retention level, keep the excesses and reduce them through attrition.

c. For ASL or NSL items that are ARIs, SIMS-X, or items having a recoverability of D, H, L, F, the RO plus 10 percent is the retention limit for ASL, and the retention limit is zero for NSL.

d. Review all ASL stocks monthly to determine excesses. Stocks on hand with a recoverability code of F, H, D, or L, ARI and SIMS-X will be reviewed for excess each day activity occurs on the line. For demand-supported stocks, RO computations under paragraph 4-7b count as a monthly excess review in the month the computation is performed.

e. Retention of NSL items is not authorized except for EC G items demand-supported in the QSS under paragraph 12-2a.

f. The DSU will use DRMO to purge the supply system of materiel classified as scrap, condemned or uneconomically repairable as follows:

(1) Customer units are instructed to turn-in to the DRMO materiel that has been verified as scrap. The SSA staff is required to visually inspect items to verify status and prepare the DD Form 1348 required for turn-in to DRMO. Customer units are not authorized to proceed to DRMO before this paperwork has been prepared. Customer units will turn-in using a DA Form 2765-1 as depicted in DA Pam 710-2-1, figure 3-2.

(2) DSU will transfer to DRMO condemned and uneconomically repairable materiel with an RC of O, F, or Z. Transfers to DRMO requires following the two man rule. All other materiel that is excess will be evacuated to the supporting SSA within 10 days after the excess determination is made.

(3) General supply support activities may direct disposal of condemned or uneconomically repairable items with an RC other than D or L. Disposal of items with an RC of D or L will be in accordance with automatic return procedures or in accordance with disposition instructions from the wholesale level.

### 15-6. Automatic return items program

Automatic return items (AR 710-1, chap 3 and AR 710-2) are repairable items that are critically short worldwide. These items are listed in the ARIL. Serviceable (excess) and unserviceable repairable ARIs are required to be returned to wholesale level; expedited handling is required. Shipment of ARIs will be under the transportation priority specified in the ARIL. Shipping documents and containers will be marked "ARI." ARI will be segregated from other items in a shipment. ARI will be shipped within Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards, AR 725-50, chapter 2. Transportation officers will ship by the fastest mode. ARI will not be held for truckload or organic military air shipments. ARI will be shipped by the earliest transportation available.

a. Organizational, DS, and GS maintenance units will turn in serviceable (excess) and unserviceable ARIs to their supporting SSA. SSAs will screen all turn-ins against the ARIL. SSAs that report excess directly to wholesale supply sources will ship serviceable ARI to the closest area oriented depot (AOD) (Red River, New Cumberland, or Sharpe) and unserviceable ARI to the location specified in the ARIL.

b. SSAs that do not report excess directly to wholesale supply sources will process ARI for shipment to their supporting SSA; this will be done under the transportation priority time frame from the ARIL. SSAs will mark ARI containers and documents per paragraph 16-6 and process ARI shipments as follows:

(1) ARI code "E" has been suspended. Items still coded as E on the AMDF should be returned as ARI code "C" critical items on an 06 priority designator.

(2) Expedite ARI code C items using PD 06.

(3) Process ARI code U items under PD 13.

c. SSAs that report excess directly to wholesale supply sources and USPFOs will process excess serviceable ARIs for shipment to the closest area-oriented depots specified in the ARIL. Unserviceable ARIs will be shipped to the location specified on the ARIL. Mark ARI shipping containers and documents per paragraph 16-6. Use transportation priority specified in the ARIL.

d. ARIs that are classified as condition code H or are obvious scrap will not be automatically returned. These items, excluding classified COMSEC, will be reported under AR 725-50, chapter 7.

e. Retention of ARI above the RO is not authorized per AR 710-2, paragraph 4-37a(3)(a).

### 15-7. Materiel Return Program

SSAs operated by Corps MMCs, installations, and USPFOs report excess stock directly to the wholesale supply system. Therefore, these SSAs report and dispose of excess stocks, other than selected commodities and ARIs, using the Materiel Return Program (MRP) procedures in AR 725-50, chapter 7. These SSAs will retain stock as follows:

a. Current retention limits are found in AR 710-2, paragraph 3-31. Excess materiel (non repairable), will be reported on quantity per unit pack. If unit pack creates on hand quantities greater than the retention level, the excesses will be kept and reduced through attrition. Non repairable materiel with an extended dollar value of \$100.00 or less will not be reported to SOS for disposition instruction, but retained for 90 days pending potential use and then turned in to DRMO.

b. The retention level for NSL items is zero.

c. An excess computation will be performed whenever the net assets exceed the RO. Reportable excesses will be reported to the wholesale level item manager. As a minimum, a monthly excess review will be conducted for all assets.

d. Once an MRP report of excess has been submitted, the report may not be canceled unless the quantity on hand changes and is, therefore, no longer available for shipment.

e. COMSEC materiel

(1) Classified COMSEC material will be reported through command channels for redistribution, and if excess to command requirements, shipped to Tobyhanna Army Depot.

(2) Unclassified CCI will be processed under normal materiel return program (MRP) procedures contained in AR 725-50.

### 15-8. Field returns

SSAs operated by DSUs and GSUs do not report excess stock however, noncataloged, nonstandard commercial items turned-in are to be screened through the DSU for possible need. These SSAs dispose of available excess, other than selected commodities and ARIs (para 15-5) by immediately processing it for automatic shipment to their supporting SSA. This paragraph also applies to the ARNGUS. However, an ARNGUS SRO will notify the USPFO, who will provide disposition instructions, before any shipment is made. These SSAs retain excess stock as follows:

a. Their ASL retention limit is a quantity equal to two times the RO, except for SIMS-X, RC F, H, D and L, and ARIs. (This is illustrated in fig 15-1.)

b. No RO is available for an NSL item.

c. DSUs and GSUs will use shipping procedures in chapter 16 to ship excess stock. Accountability and responsibility for care and preservation remains with the owning SSA until the stock is shipped. The following special instructions apply:

(1) All class 2 nonexpendable and class 7 supplies shipped to cannibalization points or DRMOs will have their BIIs withdrawn and taken into accountability by the owning SSA before shipment.

(2) All class 2 nonexpendable and class 7 supplies shipped to installations or USPFOs and as directed by MMCs will be accompanied by all their component parts. This includes all economically repairable BIIs and components as listed in applicable technical manuals (TMs) required for shipment of the assets to the wholesale level. Expendable and durable BIIs not required to accompany the item to the wholesale level are picked up on stock records using DA Form 444. Enter this statement after the last item listed on the IAR (DA Form 444): "Items on this IAR (DA Form 444) are expendable or durable BIIs not required for shipment with end items to the wholesale level." When the SSA is directed by the ISD, MMC, or USPFO to redistribute the class 2 nonexpendable or class 7 asset to a using unit, the SSA ensures that the equipment meets redistribution and transfer standards in AR 750-1. Shortages will be documented.

d. Additional documentation is needed for some shipments, see AR 725-50, chapter 7. For COMSEC materiel refer to DA Pam 25-380-2 and TB 380-41.

### 15-9. Special retention instructions, nonstandard, noncataloged commercial items

Special retention instructions discussed below apply to both the MRP (para 15-7) and field returns (para 15-8).

a. Retention of stock on hand greater than the RO, yet within the retention limit, is subject to the following:

(1) SRO must expect that the retained stock will be needed.

(2) Adequate storage capability must be available.

(3) Retention must not cause stock to become unserviceable.

b. On-hand quantities greater than the RO that are caused solely by the unit pack are not excess stock. Use these quantities until supply is exhausted.

c. Excess procurement appropriation (PA)-funded principal items are not authorized a retention quantity. These items are identified by an A through Q minus I and O in position 2 (Appropriation and Budget Activity Account) of the MATCAT code found in the ARMS Monthly AMDF. Report and dispose of on-hand quantities of Total Army Equipment Distribution Program (TAEDP) items greater than the RO under AR 700-120. Dispose of on-hand quantities of non-TAEDP items greater than the RO by using either the MRP or field-return procedure.

d. Excess serviceable noncataloged, nonstandard commercial items are to be advertised by the DS level SSA in the surrounding geographic area for possible need. They are also to be cross-leveled on the installation between DS4, COSCOM, and installation Standard Army Intermediate Level Supply System (SAILS) activities.

Such items are to be held for 30 days after advertisement. If no need is identified, such items may then be processed to DRMO.

### 15-10. Turn-in to DRMO of unserviceable/condemned (code H) organizational clothing and individual equipment (OCIE) items

a. OCIE items transferred to DRMO have on occasion been improperly reintroduced into the supply system. To preclude unauthorized reintroduction, various methods of marking/mutilation have been used. These methods have rendered these items unsalable from the DRMO. A standard marking/mutilation system has been developed and coordinated with DRMO.

b. All unserviceable/condemned (Code H) OCIE items will be marked prior to turn-in. Markings (one half to one inch lettering) will be accomplished by stenciling/stamping DRMO and the "DODAAC" of the SSA making the transfer, that is, "DRMO/WK4XXX" in indelible ink, no more than twice in the areas specified in table 15-1. Marking will be accomplished at the point where final determination is made that items are to be transferred to DRMO.

c. Individuals are obligated to remove all distinctive items before disposing of unserviceable uniforms per AR 670-1, paragraph 1-12.

**Table 15-1**  
**Marking of code H OCIE items**

**Type of Item:** Alice pack  
**Area of Marking:** Inside back area or inside large flap

**Type of Item:** Ammo pouch  
**Area of Marking:** Inside of flap cover

**Type of Item:** Aprons (all)  
**Area of Marking:** One corner of item

**Type of Item:** Bag duffel  
**Area of Marking:** Bottom of bag

**Type of Item:** Bag flyer  
**Area of Marking:** Inside of zipper

**Type of Item:** Bag sleeping  
**Area of Marking:** Inside of zipper

**Type of Item:** Belts/straps  
**Area of Marking:** Inside near buckle area

**Type of Item:** Boots leather  
**Area of Marking:** Inside top of boot

**Type of Item:** Canteen/Mess kit cover  
**Area of Marking:** Back belt loop

**Type of Item:** Cases handcuffs/First aid  
**Area of Marking:** Inside of flap cover

**Type of Item:** Coveralls (all)  
**Area of Marking:** Inside near label area

**Type of Item:** Entrenching tool carrier (canvas)  
**Area of Marking:** Back of flap

**Type of Item:** Entrenching tool carrier (plastic)  
**Area of Marking:** Punch 1/4-inch hole in flat top

**Type of Item:** Gloves  
**Area of Marking:** Inside of cuff

**Type of Item:** Headgear  
**Area of Marking:** Inside headband

**Type of Item:** Hoods (all)  
**Area of Marking:** Inside near label area

**Type of Item:** Jackets field, parkas, other type coats  
**Area of Marking:** Inside near label areas

**Type of Item:** Liner, coats and jackets  
**Area of Marking:** Inside near label area

**Type of Item:** Liner trouser  
**Area of Marking:** Inside waistband

<p><b>Table 15-1</b>  <b>Marking of code H OCIE items—Continued</b></p> <p><b>Type of Item:</b> Pants, tousers, skirts  <b>Area of Marking:</b> Inside waistband</p> <p><b>Type of Item:</b> Rubber items including bunny boots, overshoes, and hip Boots  <b>Area of Marking:</b> Punch 1/4-inch hole in distinctive area at top of boot or tongue.</p>
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<p><b>Table 15-1</b>  <b>Marking of code H OCIE items—Continued</b></p> <p><b>Type of Item:</b> Sheets, pillowcases, mattress covers, blankets  <b>Area of Marking:</b> One corner of the item</p> <p><b>Type of Item:</b> Shirts  <b>Area of Marking:</b> Tip of shirttail</p> <p><b>Type of Item:</b> Shoes (leather)  <b>Area of Marking:</b> Inside ankle area</p>
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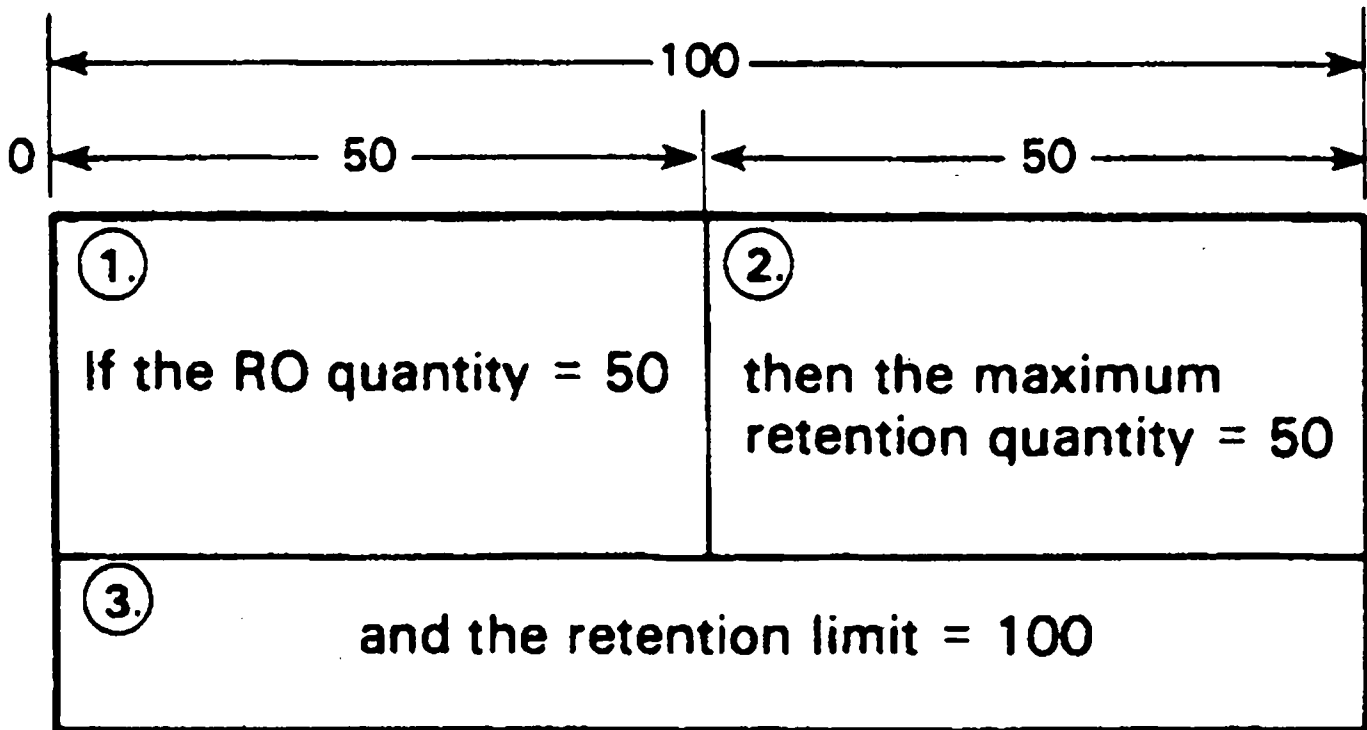


Figure 15-1. DSU and GSU retention quantity and retention limit



## Chapter 16 Shipping

### 16-1. Shipments

Shipments move items between SSAs and storage sites and to property disposal. Release of an item to a customer unit normally is not a shipment; it is an issue transaction governed by chapter 10.

a. Storing activities will receive an MRO when the stock is being shipped to another SSA or being moved between storage sites.

b. Storing activities will receive a DRO when the stock is being transferred to the supporting DRMO.

c. Transport ARI items by the fastest mode available. Do not hold ARI for truckload or organic military air shipments. Ship ARI by the earliest transportation available.

### 16-2. Receiving the release order

Materiel release orders and DROs are made on DD Form 1348-1A or 1348-2.

a. Storing activities in decentralized SSAs will receive release orders by mail or courier. The container or envelope will be marked "MILSTRIP."

b. Storing activities in centralized SSAs will receive release orders as directed by the SRO.

### 16-3. Planning the shipment

Storage and shipping section personnel of the storing activity must jointly plan each shipment. As a minimum, the following performance standards must be met:

a. Release orders having PD 01-03 or that are NMCS must be available to the carrier not more than 24 hours after their receipt by the storing activity. This will be based on a 24-hour workday, 7-day workweek.

b. Release orders having PD 04-08 that are not NMCS must be available to the carrier not more than 2 regular workdays after their receipt by the storing activity.

c. Release orders having PD 09-15 must be available to the carrier not more than 4 regular workdays after their receipt by the storing activity.

### 16-4. Picking the stock

Location information will be entered on the release order (block F, DD Form 1348-1) by the storage section before it is sent to the storage area for stock selection. The MRO (as shown in fig 16-1), or the DRO (as shown in fig 16-2), will be used to pick the stock.

a. Use stock selection methods and stock issue sequences found in chapter 10 when picking stock for shipment.

b. After selecting stock, the picking clerk will process the DD Form 1348-1 as follows:

(1) Enter actual quantity picked in block Q.

(2) Enter management code giving the reason for the denial in block R (if a quantity is denied). Management codes are in AR 725-50, appendix C.

(3) Enter the last name and the Julian date in block 1.

(4) Send the stock along with all copies of the DD Form 1348-1 to the shipping section.

(5) Figure 16-3 shows the MRO and figure 16-4 shows the DRO after they have been processed by the picking clerk.

### 16-5. Preparing and transmitting the release denial

Make a release denial when quantity picked (block Q, DD Form 1348-1) is less than that ordered (cc 25-29, DD Form 1348-1). Materiel release denial and DRDs are made on DD Form 1348-1.

a. If the release order is an MRO, make an MRD. (Use the format given in AR 725-50, app E, and in fig 16-5.)

b. If the release order is a DRO, make a DRD. (Use the format given in AR 725-50, app E, and shown in fig 16-6.)

c. Send the release denial to the stock control section. Use the method in paragraph 16-2 which was used by the stock control section to send the release order. If the release order was received telephonically, do not confirm it by follow-on documents. Do not

delay release denials for consolidated dispatch. Instead, expedite them in the next scheduled dispatch to the stock control section.

d. Special inventories will be made as the result of release denials. Special inventory procedures are found in chapter 9.

### 16-6. Packing the stock

Pack supplies being shipped under TM 38-230-2. Shipping section personnel will pack items being shipped and process the DD Form 1348-1.

a. Before packing the items, the packer will separate copies number 2 (first carbon) and number 3 (second carbon) from the DD Form 1348-1. Place these copies inside the number 1 shipping container along with the item being shipped.

b. After packing the items, the packer will process the DD Form 1348-1 as follows:

(1) Enter the last name and Julian date in block 4.

(2) Enter type of container in block 2.

(3) Enter number of containers in block 5.

(4) Enter total shipment weight in block 3.

(5) Enter total shipment cube in block 6.

(6) Separate copy number 4 (third carbon) from the DD Form 1348-1. Insert this copy in an envelope (described in table 16-1). Attach the envelope to the outside of the number 1 shipping container.

(7) Send the DD Form 1348-1 (now minus copies 2, 3, and 4) to the shipping clerk.

(8) Figure 16-7 shows a sample MRO and figure 16-8 shows a sample DRO after they have been processed by the packer.

**Table 16-1**  
**Class 4, Weather-resistant envelopes conforming to Federal specification PPP-E-540**

Size	Unit of issue	NSN
3' X 43/4'	HD	8105-00-929-3353
7' X 43/4'	HD	8105-00-224-8485
91/8' X 8'	HD	8105-00-351-3385

**Notes:**

1. Legend: Materiel Release/Receipt Documents.

2. Description: Transparent polyethylene film, self-adhering, adhesive-coated back.

c. When shipping ARIs, mark all documents and containers "ARI." Segregate ARIs from other items in the same shipment. Do not include ARIs in multipacks with non-ARIs.

d. COMSEC materiel.

(1) When shipping CCI, mark all documents and exterior shipping containers "CCI" in block letters. Segregate CCI from other items and do not include CCI in multi-packs with non-CCI materiel. (See DA Pam 25-380-2(O).)

(2) The shipment of COMSEC materiel will be documented on a SF 153 in accordance with the instructions in TB 380-41. A SF 153 must accompany the equipment through COMSEC logistics channels.

### 16-7. Transportation

The shipping clerk will arrange for either organic transportation or transportation support.

a. When organic transportation is used, the following apply:

(1) Do not use transportation documents.

(2) The shipping clerk will separate copy number 6 (fifth carbon) from the DD Form 1348-1 and give it to the carrier to be used as a manifest.

b. When transportation support is used, the shipping clerk will do the following:

(1) Prepare transportation documents under instructions provided by the supporting transportation officer.

(2) Separate copy number 6 (fifth carbon) from the DD Form 1348-1 and use it as instructed by the transportation officer.

c. After releasing the shipment to the carrier, the shipping clerk will complete the DD Form 1348-1 as follows:

(1) Enter the date shipped (released) in block 12.

(2) Enter in block 14 any of the following shipment numbers: transportation control number (TCN); Government bill of lading (GBL) number; commercial bill of lading (CBL) number; air way bill (AWB) number; insured parcel post number; registered parcel post number; aircraft tail number; motor vehicle bumper number; or any other shipment number.

(3) Figure 16-9 shows a sample MRO and figure 16-10 shows a sample DRO after they have been completed by the shipping clerk.

**16-8. Shipment confirmation**

The shipping clerk will confirm the shipment by making final distribution of the DD Form 1348-1 as follows:

a. Separate copy number 5 (fourth carbon) from the DD Form 1348-1. Mail it to the in-the-clear address shown in block B, except for DRO shipment. For DRO shipment, stock control section personnel will send shipment status card (DIC AS3). (See AR 725-50, under chap 8.)

b. Send copy number 1 (original) to the stock control section.

c. Shipments of COMSEC/CCI materiel require special handling, transportation methods and shipment documentation per TB 380-41 and DA Pam 25-380-2.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23.	DI OD CE T	RI FROM	M & S	UI NS IS T	QUANTITY	SUPPLEMENTARY ADDRESS	S I G	F U N D	DIS. TRI. BU. TION	PRO. JECT	P R I	ADD. EAL. QLT. D E	A D V	R I	O C M I O G I N T	UNIT PRICE	DOLLARS	CTS	1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO				
ASA	AXB	B	EA	00001	YSARSS	A	FA				02	999		A		00002	68	2	68	W61PKJ 19th SIG CO,	COMPANY C 75th SPT BN				
W22SU270680016																5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS					
																97068									
5960001883527										LOCATION: WAC12										10. QTY. RECD	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL
16. FREIGHT CLASSIFICATION NOMENCLATURE																17. ITEM NOMENCLATURE	18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE					
VACUUM TUBE																									
AXB EA 00001 A 0000268																22. RECEIVED BY	23. DATE RECEIVED								

DD FORM 1348-1A, JUL 91, ISSUE RELEASE/RECEIPT DOCUMENT

PREVIOUS EDITION MAY BE USED

Figure 16-1. Sample DD Form 1348-1A, MRO



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
DI	OO	OD	R	I	M	U	QUANTITY	SUPPL.	S	F	DIS	PRO	P	ADD	R	O	C	UNIT PRICE	DOLLARS	CTS	W61PKJ	19th SIG CO	DRMO	SYM234
Z	TR	S	FROM	&	S	NS	IS	R	E	N	D	JECT	I	EEA	Q	D	V	P	N	I	D	D	O	
ASJ	PKJ	B	EA	00001	YSARSS	A	FA	13	F	00002	68	2	68	5	000	DATE	6	NMFC	7	FRT RATE	8	TYPE CARGO	9	PS
SYM2347068A006												97608												
5960001883527												LOCATION: WA10B												
PKJ EA 00001 F 0000268																								
Picked By: Charles Rogers												DATE: 7609 QTY: 1ea												
MANAGEMENT CODE:																								

Figure 16-4. Sample DD Form 1348-1A, DRO after processing by picking clerk

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23			
DI	OO	OD	R	I	M	U	QUANTITY	SUPPL.	S	F	DIS	PRO	P	ADD	R	O	C	UNIT PRICE	DOLLARS	CTS	W61PKJ	19th SIG CO	COMPANY C	75th SPT BN	
Z	TR	S	FROM	&	S	NS	IS	R	E	N	D	JECT	I	EEA	Q	D	V	P	N	I	D	D	O		
ASJ	PKJ	B	EA	00001	YSARSS	A	FA	02	999	A	00002	68	2	68	5	000	DATE	6	NMFC	7	FRT RATE	8	TYPE CARGO	9	PS
W22SU270680016												97068													
5960001883527												LOCATION: WA10A													
PKJ EA 00001 A 0000268																									
DENIED BY: Mi S. Rogers												DATE: 7069 QTY DENIED: 1ea													
MANAGEMENT CODE:																									

Figure 16-5. Sample DD Form 1348-1A, MRD

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
DI	RI	M	UI	QUANTITY	SUPPLE-	S	F	DIS-	PRO-	P	RDD	A	RI	O	CM	1	2	3	4	5	6	7	8
OD	FROM	&	NS		MENTARY	I	UN	TRI-	JECT	R	EEA	D		IG	OG	TOTAL PRICE	SHIP FROM		SHIP TO				
C		S	IS		ADDRESS	G	D	BU-		I	QLT	V		R	P	DOLLARS	CTS	W61PKJ	DRMO				
E			T					TION			D E			O	N			19th SIG CO	SYM234				
N														I	T			4 MARK FOR		SYM234			
																		DRMO, BLDG # 64500					
																		5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	
																		97608					
																		10. QTY RECD	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL
																		16. FREIGHT CLASSIFICATION NOMENCLATURE					
																		17. ITEM NOMENCLATURE					
																		VACUUM TUBE					
																		18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE		
																		22. RECEIVED BY		23. DATE RECEIVED			

24. DOCUMENT NUMBER & SUPPLY (0441)

25. NATIONAL STOCK NO & ADD (0452)

26. RC (4-6) UNIT (2-7) CONT (2-7) CON CODE (1) DIP (174-80) UP (174-80)

27. ADDITIONAL DATA

SYM2347068A006

5960001883527 LOCATION: WALOB

PKJ EA 00001 F 0000268

denied by: C. Rogers date: 7070 Qty denied: 1ea MANAGEMENT Code:

PREVIOUS EDITION MAY BE USED

Figure 16-6. Sample DD Form 1348-1A, DRD

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
DI	RI	M	UI	QUANTITY	SUPPLE-	S	F	DIS-	PRO-	P	RDD	A	RI	O	CM	1	2	3	4	5	6	7	8
OD	FROM	&	NS		MENTARY	I	UN	TRI-	JECT	R	EEA	D		IG	OG	TOTAL PRICE	SHIP FROM		SHIP TO				
C		S	IS		ADDRESS	G	D	BU-		I	QLT	V		R	P	DOLLARS	CTS	W61PKJ	COMPANY C				
E			T					TION			D E			O	N			19th SIG CO	4th INF BN				
N														I	T			4 MARK FOR		WK4BM9			
																		C CO, 4th INF BLDG # 746					
																		5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	
																		97068					
																		10. QTY RECD	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL
																		16. FREIGHT CLASSIFICATION NOMENCLATURE					
																		17. ITEM NOMENCLATURE					
																		VACUUM TUBE					
																		18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE		
																		BX	1	2	.5		
																		22. RECEIVED BY		23. DATE RECEIVED			

24. DOCUMENT NUMBER & SUPPLY (0441)

25. NATIONAL STOCK NO & ADD (0452)

26. RC (4-6) UNIT (2-7) CONT (2-7) CON CODE (1) DIP (174-80) UP (174-80)

27. ADDITIONAL DATA

WK4BM970680014

5960001883527 LOCATION: WALOA

PKJ EA 00001 A 0000268

Picked By: A.M. Rogers date: 7070 QTY: 1ea MANAGEMENT Code:

Packed By: Rick Hatfield Date: 7071

PREVIOUS EDITION MAY BE USED

Figure 16-7. Sample DD Form 1348-1A, MRO after processing by packer

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
DI	OD	CR	FROM	M	&	S	U	QUANTITY	SUPPL	S	F	DIS-	PRO-	P	R	DD	A	RI	O	C	M	UNIT PRICE	DOLLARS	CTS	2	68	W61PKJ 19th SIG CO	DRMO SYM234	4. MARK FOR DRMO, BLDG # 64500	5. DOC DATE 97068	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	10. QTY. RECD	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL	16. FREIGHT CLASSIFICATION NOMENCLATURE	17. ITEM NOMENCLATURE VACUUM TUBE	18. TY CONT BX	19. NO CONT 1	20. TOTAL WEIGHT 2	21. TOTAL CUBE .5	22. RECEIVED BY	23. DATE RECEIVED																																									
DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT																									PREVIOUS EDITION MAY BE USED																																																																
<p>Picked By: Amelie H. Rogers date: 7070 Qty: 1ea MANAGEMENT code:</p> <p>Packed By: Rick Hatfield date: 7070</p>																																																																																									

Figure 16-8. Sample DD Form 1348-1A, DRO after processing by packer

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
DI	OD	CR	FROM	M	&	S	U	QUANTITY	SUPPL	S	F	DIS-	PRO-	P	R	DD	A	RI	O	C	M	UNIT PRICE	DOLLARS	CTS	2	68	W61PKJ 19th SIG CO	DRMO SYM234	4. MARK FOR DRMO, BLDG # 64500	5. DOC DATE 97068	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	10. QTY. RECD	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL	16. FREIGHT CLASSIFICATION NOMENCLATURE	17. ITEM NOMENCLATURE VACUUM TUBE	18. TY CONT BX	19. NO CONT 1	20. TOTAL WEIGHT 2	21. TOTAL CUBE .5	22. RECEIVED BY	23. DATE RECEIVED																																									
DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT																									PREVIOUS EDITION MAY BE USED																																																																
<p>Picked By: Amelie H. Rogers date: 7070 Qty: 1ea MANAGEMENT code:</p> <p>Packed By: Rick Hatfield date: 7070</p>																																																																																									

Figure 16-9. Sample DD 1348-1A, MRO after completion by shipping clerk



- 
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 ensure their effective use in supply management?
  4. Are MCNs assigned to supplies when an NSN, or FSCN and PN, have not been assigned?
  5. Are required catalog references available in the SSA?
  6. Is the ASL properly kept?
  7. Are required dates (RDs) properly established and computed? Is the demand data promptly adjusted to show cancellations (demand reversals)?
  8. Is the OST periodically reviewed and adjusted?
  9. Are project codes being correctly used and promptly canceled when no further requirement for them exists?
  10. Are requests processed and requisitions prepared according to assigned priority designators?
  11. Are there effective controls to preclude loss or delay of requests at or between processing points?
  12. Are controls established and enforced to preclude the SSA from requisitioning excess stock?
  13. Are requisitions being promptly canceled when the requirement no longer exists?
  14. Are stocks properly stored, secured, and kept in a serviceable condition?
  15. Has a storage locator system been established? Is it being properly kept?
  16. Are required inventories being made and are adjustments being properly recorded?
  17. Are ORF stocks properly accounted for? Are ORF issues being made only as authorized?
  18. Is the SSA reparable exchange activity sending unserviceable assets received from customer units to the maintenance support activity within one work day or receipt?
  19. Is a QSS conversion review of demand support ASL items being made every 6 months?
  20. Is proper and effective use made of cannibalization points?
  21. Is excess stock reported for disposition or promptly shipped to the next higher supply sources?
  22. Has an I&S file been established? Is it kept current and properly used to make sure that all available assets are considered when processing requests?
  23. Are all required reconciliations between supporting and supported elements conducted as prescribed?
  24. Are PLLs being reviewed, corrected, and returned to customer units as required?
  25. Was the Report of Supply Constraint submitted and responded to within the required time limitations?

**Figure 17-1. Sample command inspection checklist**

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## Chapter 18 Special Instructions

### Section I Cannibalization Point Procedures

#### 18-1. Cannibalization point

Cannibalization points (CPs) are a supply source. They provide cannibalization support to authorized customers. Personnel at the CP will prepare a list of items available for cannibalization. This list will be updated each quarter and copies will be provided to authorized customers.

#### 18-2. Accounting procedures and records

*a.* Put end items in CPs when disposition instructions are received that direct or permit cannibalization. Transfer end items to a CP on DD Form 1348-1A or 1348-2. Transfer the DA Form 2408-9 (Equipment Control Record) with the item.

*b.* Pre-disassembly of an end item is authorized, to remove items on the command strip list. Debit repair parts, components, and subassemblies removed as a result of predisassembly in the SSA's SRA. Use DA Form 444 to debit these items in the account. (Instructions for preparing DA Form 444 are in chap 9.)

*c.* CPs keep stock accounting records for items in stock under chapter 3.

*d.* CPs keep a file folder for each end item. File the following documents in this folder:

(1) The DD Form 1348-1A or 1348-2 and DA Form 2408-9 that transferred the end item into the CP.

(2) A copy of DA Form 2765-1 or DD Form 1348-6 for each repair part, component, or assembly removed and issued from the end item.

(3) The DD Form 1348-1A or 1348-2 that transferred the cannibalized end item to the DRMO.

(4) A copy of the DA Form 3590 (Request for Disposition or Waiver) and DA Form 461-5, when required by the commander authorized to set up a CP.

*e.* CP issues are free.

*f.* Cannibalization of COMSEC equipment and CCI below the wholesale (Depot) level is expressly prohibited.

#### 18-3. Processing customers' requests.

*a.* CP customers may be either an SSA or an authorized customer unit acting as an agent of the SSA. SSAs and their authorized agents will provide a DA Form 1687 (or use DA Form 5977) to the cannibalization point. The SSA SRO will sign these forms.

*b.* Customers request NSN items from the CP on DA Form 2765-1 (prepared as shown in fig 18-1) and non-NSN items on DD Form 1348-6, prepared in four copies (as shown in fig 18-2).

(1) The SSA will edit the request under chapter 5. When a customer has been authorized direct access to the CP by the SSA, omit this step.

(2) The SSA or authorized customer will enter CANN POINT in cc 71-80 on the request.

(3) The SSA or authorized customer will carry the request to the CP. Removal, protection and transportation of items will be the responsibility of the individual(s) (that is, CP staff or customer representative) identified by CP SOP. This determination should be based on local conditions such as the availability of personnel, type and urgency of the request, and safety requirements. Items may be removed only when not prohibited from a safety standpoint.

(4) If the requested item is issued, CP personnel will enter the quantity issued in block Q, DA Form 2765-1 (shown in fig 18-3) or the Remarks block, DD Form 1348-6 (shown in fig 18-4) or on the reverse side if sufficient space isn't available.

(5) The customer will enter quantity received in block S and date and sign block V, DA Form 2765-1 (as shown in fig 18-3). When DD Form 1348-6 is used, enter this data in block 10 (as shown in

fig 18-4) or the reverse side if sufficient space is not available in block 10.

*c.* Copies of the cannibalization point request are processed as follows when DA Form 2765-1 (DD Form 1348-6) is used:

(1) The second tissue (second carbon) copy will be the suspense copy held by the requester.

(2) Carry the first and second card, and the first tissue (original, first, and third carbon) copies to the CP. When the request is processed through an SSA, the SSA will not hold a suspense copy.

(3) On completion of the transaction, CP personnel will keep the first card (original) copy and the first tissue (first carbon) copy. Put the first card (original) copy in the voucher file. Mark the first tissue (first carbon) copy "Cann Point Demand," and at least weekly send it to the SSA shown in blocks 14 and 15 (cc 45-50). This allows demand data to be collected and the transaction to be vouchered in the proper stock record account under chapter 3.

(4) Return the second card (third carbon) copy to the customer with the part.

*d.* When the CP cannot make an issue, take no actions on the customer's request. Return all copies of the request to the customer.

#### 18-4. Shipment of cannibalized items to DRMO

*a.* Items in the CP that are no longer required are transferred to DRMO on DD Form 1348-1A or 1348-2. These items may be transferred as end items or scrap depending on the degree of cannibalization.

(1) Equipment still identifiable as an end item is turned in as an end item. The accountable activity will prepare the necessary inventory adjustment transaction to change condition code, as required. The appropriate demilitarization code is annotated on the DD Form 1348-1A or 1348-2.

(2) If an item has lost its identity through cannibalization, it is turned in as scrap. The DD Form 1348-1A or 1348-2 is annotated at "Scrap, end item has lost its identity through authorized disassembly." The accountable activity will prepare the necessary inventory adjustment transaction to change condition code, as required. The appropriate demilitarization code is annotated on the DD Form 1348-1A or 1348-2.

(3) Items being transferred to DRMO are those items for which disposal authorization has been received.

*b.* CP personnel will establish and maintain a file folder and records for each item transferred to the DRMO.

### Section II Other Special Procedures

#### 18-5. General

Procedures in this section require either special documents, distribution of documents, or accounting records and procedures. These procedures apply to all SSAs.

#### 18-6. Captured enemy supplies

Captured enemy supplies, other than scrap or salvage or those required for intelligence purposes, will be picked up on stock records. Clearly mark all vouchers for captured enemy supplies and the supplies themselves as "CAPTURED ENEMY SUPPLIES." Standard property accounting procedures will be used for enemy supplies, except that they will not be subject to stockage procedures in chapter 4. The same classifications of management data apply to captured enemy supplies as to comparable U.S. Army supplies.

#### 18-7. Accounting for negotiable media

Local transportation tickets (other than bulk purchase plane tickets), tokens, bridge tickets, and other negotiable media will be recorded on the SRA. If the entire amount purchased is issued immediately and no DA Form 1296 is kept for the item, certify the voucher but do not post. Stocks will not exceed a 30-day supply. Keep a separate DA Form 1296 for each denomination or monetary value stocked.

*a.* Adjust any overage or shortage of negotiable media by using

inventory adjustment procedures in chapter 9. Any overages or shortages of these items will require processing of a report of survey or AR 15-6 investigation as a supporting document to the inventory adjustment report.

*b.* Because these supplies are negotiable, the SRO must safeguard this property. Local controls will be set up to ensure adequate protection of the Government's interests.

*c.* At installations where experience has proven that abnormal and unforeseeable requirements may occur, the commander may authorize, in writing, the SRO to keep an emergency supply of negotiable media in addition to the normal 30-day supply. Such authorization will limit the emergency supply by dollar value.

#### **18-8. Transfer of NAF items to the Government**

When an NAF instrumentality (NAFI) desires to transfer the title of an item to the Government, the SRO first must verify that the NAFI has authority for the item under AR 215-1.

#### **18-9. Basic issue item for TRADOC service schools**

TRADOC schools are allowed to submit requests for issue with exception data, for end items with partial or no BII. Therefore, TRADOC schools and their training activities that have end items previously issued with partial or without BII will do the following:

- a.* Keep documents showing the BII received with the end item.
- b.* Keep only that BII needed for mission accomplishment.
- c.* Turn in with the end item all BII documented as remaining with that end item.

#### **18-10. Requests for issue on temporary loan**

*a.* Requests for issue on temporary loan of nonexpendable supplies will be processed for authorization under AR 71-32 and for issue under AR 725-50 and AR 700-131. (For financial processing of temporary loans of stock fund-owned items see AR 37-111.) Do not post issue documents for inventory temporarily in use to the SRA. Place a copy of the issue document in the suspense voucher file. When the loan period has expired, the SRO will notify the customer unit to turn in that equipment.

*b.* The temporary loan of COMSEC equipment by customer units will be negotiated with the supporting COMSEC account and administered by COMSEC custodians per TB 380-41. Requests for temporary loan of not immediately available from command assets will be forwarded for approval to the Commander, USACSLA (SELCL-EP), Fort Huachuca, AZ 85613-7090. Items on loan to a COMSEC account will not be loaned or shipped to another COMSEC custodian without prior approval of USACSLA. When such authority is granted, the shipping COMSEC custodian will forward a copy of the transfer report SF 153 to USACSLA. The transfer report will contain the scheduled return date and the statement, "This item is on loan."

#### **18-11. Hand receipt procedures for COMSEC materiel**

*a.* COMSEC materiel may be hand receipted by COMSEC custodians using SF 153 to properly authorized and cleared persons. When operational requirements dictate, the custodian may authorize hand receipt holders to sub-hand receipt COMSEC materiel. COMSEC custodians must keep accurate records showing the status of materiel to permit discharge of their responsibilities to the Army COMSEC Central Office of Record (ACCOR). Detailed procedures for the hand receipt of COMSEC materiel are in TB 380-41.

*b.* Controlled Cryptographic Items (CCI) components used for diagnostic purposes by COMSEC maintenance activities may be hand receipted using DA Form 2062 from the Stock Record Account (SRA) accountable officer to the responsible individual. Hand receipts will be updated at least semi-annually, or more frequently as changes occur. Strict accountability for CCI assets will be maintained by the accountable officer per AR 710-2 and DA Pam 25-380-2(O).

#### **18-12. CCI and Small Arms Serial Number Registration and Reporting (requirements control symbol (RCS) CSQLD-1732)**

*a.* Report all gains and losses of small arms to the installation small arms serialization surety officer (SASSO). Small arms are defined in the glossary. Make report within 5 days after the transaction is posted to the stock records. Controlled Cryptographic Items (CCI) will be reported using the Controlled Cryptographic Item Serialization Program (CCISP). Changes to serial numbers for CCI items as defined in the consolidated glossary will be reported to the CCISP within 5 working days after transactions posted to the stock records by the SRO. Serial numbers will be reconciled as directed by the CCISP. In addition, report all transactions which result in changes to NSN, quantity and serial number of weapons and CCI to the DOD Small Arms Serialization Program (DODSASP) or CCISP, as applicable, in accordance with AR 710-3.

*b.* Contact the installation SASSO and learn local reporting forms and procedures. When no local forms and procedures exist, use or Optional Form (OF) 65 (ADP Transcript Sheet) and tables 18-1 through 18-3 to prepare report of transactions by serial number.

*c.* Deliver completed or OF 65 to the SASSO. If the SSA has a keypunch machine, keypunch the data and deliver the cards to the SASSO.

#### **18-13. Radiation Testing and Tracking System**

*a.* The purpose of the DOD Radiation Testing and Tracking System (RATTS) is to maintain continuous visibility by serial number, and wipe test, of all chemical detector cells (NSN 6665-01-114-0073) and drift tube modules (radioactive source), from procurement through demilitarization and disposal. Strict control is necessary to protect the safety of the user and maintainer. The Chemical detector cell is a component of the M431 detector, which is a component of the M8A1 chemical agent alarm. The drift tube module is a component of the Chemical Agent Monitor (CAM). It is designed to provide the identification of the last Army activity accountable for a specific serial numbered cell, or module, and to track wipe test data.

*b.* If RATTS reporting is not automatically accomplished by the logistics Standard Army Management Information System (STAMIS) in use, comply with procedures in AR 710-3, chapter 4. The serial number data will be provided to the designated local RATTS reporting activity within 5 days of the supply transaction. See AR 710-3, paragraph 4-33, for wipe test reporting requirements. Source serialization officer (SSO) will ensure that the local RATTS reporting activity files are updated and data is formatted and reported to the DOD Central Registry within 10 days of the supply transaction. The MACOM will designate the reporting activities within the command.

#### **18-14. Assigning responsibility for lease property other than IMPE**

*a.* The SSA will prepare and forward a purchase request and commitment (PR&C) to the Contracting Office.

*b.* The Contracting Officer will provide a copy of the lease agreement to the SSA.

*c.* SSA will process receipts to the stock accounting record as wash transactions per chapter 8. A copy of the receipt documents will be provided the servicing Finance and Accounting Office (FAO) and the Contracting Office.

*d.* On termination of the lease contract the PBO will submit a turn-in document with the original receipt document to the SSA. If the equipment has been returned to the contractor by the using unit, a copy of the shipping document or receipt acknowledged by the contractor will be provided the SSA. The SSA will process the turn-in as a wash transaction.

**Table 18-1**  
**DOD weapon serial number (WSN) control document. Use this format to report gains and losses of small arms to the SASSO**

Field name	Card columns	Explanation and instructions
Document identifier code	1-3	Enter document identifier direct support number (DSN).
Routing identifier code TO	4-6	Enter B14.
Transaction code	7	Enter the appropriate transaction code from table 18-2.
National stock number (NSN)	8-22	Enter NSN.
Local use	23-29	This field may be used for any purpose prescribed by the command or installation. Ask the installation SASSO if data is required in this field.
Document number	30-43	Enter or perpetuate the appropriate document number.
Suffix code	44	A suffix code shows more than one shipment to fill a single requisition. If there is a suffix code in the transaction being posted, enter it here. Otherwise, leave blank.
DODAAC--shipped to or received from	45-50	For issues, enter the received from shipped-to DODAAC, for gains, the received-from DODAAC; and for inventory adjustments (including transaction code Q losses), the SRA DODAAC.
DODAAC--reporting activity	51-56	Enter the SRA DODAAC.
Serial number	57-67	Enter the serial number of the weapon. Right-justify the serial number--precede the digits of the serial number with zeros. If the serial number begins with a zero, enter an ampersand (&) in place of the zero that starts the serial number.
Blank	68	Leave blank.
Accountable activity	69-74	Enter the SRA DODAAC.
Blank	75	Leave blank.
Transaction date	76-80	Enter the two-digit year in columns 76 and 77 and the 3-digit Julian day in columns 78-80.

**Table 18-2**  
**Small arms transaction codes**

Code	Description
B	Initial registration of small arms.
C	Inventory adjustment gain. Reports gain of a serial number through inventory adjustments.
D	Shipment reversal. Used to reverse an invalid shipment transaction (transaction code S) for which a serial number was previously reported to the DA Central Registry. The serial number is not deleted from the file and ownership is retained by the shipper.
E	Used in annual reconciliation with the DA Central Registry.
F	Foreign military sales (FMS) or grant aid shipments. Used for issue of small arms directed under grant aid or FMS agreements.
G	Shipment to general officers. Used to record issues to general officers.
H	to accommodate stock number changes in small arms as directed by the U.S. Army Armament, Munitions and Chemical Command (AMCCOM) through AMDF changes, or notifications of change from the DA Central Registry.
K	Multifield correction. Used by reporting activities to correct serial number, NSN, or owning DODAAC/UIC of activity that possesses a weapon erroneously reported and posted to the DA Central Registry master file. This transaction is used in lieu of the A, W, X, and Y transactions.
L	Inventory adjustment--loss. Reports inventory adjustment loss after all investigative requirements, including report of survey, have been initiated.
M	DODAAC/UIC mass change. This transaction will cause all serial numbers to be dropped from a DODAAC/UIC (cc 51-56) and recorded with another DODAAC/UIC (cc 45-50), which normally results from unit redesignation. Only one transaction card with code M is required to change the DODAAC/UIC in all records.
N	Shipment to other agencies. Reports of shipment to activities outside the control of DOD. This would include shipments to civilian activities, non-DOD governmental activities, and nonreporting (classified) military activities. (Excludes FMS or grant aid shipment.)
P	Procurement gains. Prepared by weapons procurement sources for initial registration and shipment.
Q	Notification of suspected loss. Reports potential loss or stolen weapon. Investigation or report of survey is in process.
R	Receipt. Confirms receipt of small arms from one reporting activity to another. Used to report receipts between DOD activities.
S	Shipment. Reports shipment from one reporting activity to another. Used to report shipments between DOD activities.
V	Demilitarization. Used by demilitarization activities to report destruction of weapons through demilitarization.
Z	Initial registration and shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as B and S transactions.

Notes:

1. *Number of characters:* One.
2. *Type of code:* Alphabetic.
3. *Explanation:* Transaction codes are used for reporting changes affecting the small arms status in the master file of the reporting activities and the DA Central Registry. Codes not assigned are reserved for future DOD assignments.
4. *Card column:* 7.

**Table 18-3**  
**Demand report transaction (DIC BAH)**

Field legend	Card col	Entry and instructions
Document Identifier Code	1-3	BAH.
Routing Identifier Code	4-6	BY9.
Media and Status Code	7	Same as source document.
Stock Number	8-22	Same as source document. May be an NSN, MPN, or MSN, must never be all zeros or blank.
Unit of Issue	23-24	Same as source document. Unit of issue may be identified in catalog or technical data files but must not contain any blanks, numerics or special characters.
Quantity	25-29	Same as source document. Precede digits with zeros.
Document Number	30-43	Same as source document.
Demand Code	44	Same as source document.
Supplementary Address	45-50	Same as source document, or if prepared by a DSU/GSU for supported units, the DODAAC of the DSU/GSU.
Signal Code		
51		Same as source document.
Fund Code	52-53	Same as source document.
End Item Code (EIC)	54-56	Same as source document.
Project Code	57-59	Same as source document.
Priority Designator	60-61	Same as source document.
Required Delivery Date	62-64	Same as source document.
Advice Code	65-66	Same as source document.
Blank	68-71	Leave blank.
Request/cancellation code	72	Blank for customer request. "C" for customer cancellation.
Reserved	73-80	Leave blank.

SEND TO <b>219<sup>th</sup> SUPPLY CO APO N.Y. 09146</b>										REQUEST IS FROM <b>158<sup>th</sup> ENGR CO APO N.Y. 09146</b>									
EDITING DATA DOC IDENT 1-3, 4-6, 7, 8-22, 23-24, 25-29, 30-43, 44, 45-50										STOCK NUMBER <b>2940002517044</b>									
DOCUMENT NUMBER <b>WK4ABC10420001RWK4023</b>										ITEM DESCRIPTION <b>AIR CLEANER ASSEMBLY</b>									
FUND DISTRIBUTION PROJECT PRIORITY REQ DEL DATE FUNDED <b>BAJ 02N</b>										PUBLICATION DATA <b>TM 9-2320-266-20P, FEB 78 PG 2-8</b>									
ADVICE <b>26</b>										CANN POINT									

**Figure 18-1. Sample DA Form 2765-1, NSN CP request for issue**

DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S		ITEM IDENTIFICATION* (NSN, FSC/Part No., Other)																UNIT OF ISSUE		QUANTITY				DOCUMENT NUMBER						
						FSCM								PART NUMBER														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
							864033577759																EA		0001WK4ABC									
DOCUMENT NO. (Cont.)						DATE		SERIAL		SUPPLEMENTARY ADDRESS				SIGNAL		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVISE CODE		BLANK						
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	
10430002							RWK4023						BAJ				05				2E													
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										2. MANUFACTURER'S NAME																								
CANN POINT																																		
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)				5. TECHNICAL ORDER NUMBER																				
6. TECHNICAL MANUAL NUMBER										7. NAME OF ITEM REQUESTED																								
TM9-2320-266-20P FEB78										COVER, AIR CLEANER ASSEMBLY																								
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR																								
										8b. SIZE																								
9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY																								
TRUCK AMBULANCE 1 1/2 TON M893																																		
9b. MAKE				9c. MODEL NUMBER				9d. SERIES				9e. SERIAL NUMBER																						
10. REQUISITIONER (Clear text name and address)										11. REMARKS																								
158TH ENGINEER CO																																		
APO NY 09146																																		

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)

Figure 18-2. Sample DD Form 1348-6, non-NSN CP request for item

DOC IDENT		ROUT IDENT		FSC		STOCK NUMBER		ADD		QUANTITY		REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIB		PROJECT		REQ DEL DATE		ADV STATE	
219TH SUPPLY CO										158TH ENGR CO																			
APO NY 09146										APO NY 09146																			
DOC IDENT										STOCK NUMBER																			
WK4ABC10430002										2940002517044 EA00001																			
FUND										ITEM DESCRIPTION																			
BAJ										AIR CLEANER ASSEMBLY																			
PRIORITY										PUBLICATION DATA																			
02N										TM9-2320-266-20P, FEB78 P62-B																			
ADVISE										ISSUED																			
02E										1																			
CANN POINT										DATE POSTED																			
										INIT																			
										DATE AVAILABLE																			
										INIT																			
										DATE RECEIVED																			
										SIGNATURE																			

Figure 18-3. Sample DA Form 2765-1, NSN CP issue



(4) The LCA will collect data on the intermediate level SSAs (SAILS) activities participating in each SAVAR cycle, including percentage of rejects and mismatches for each. This information will be furnished to the individual SSAs (SAILS activities) and their MACOMs on a quarterly basis for review.

(5) The retail level SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not validated by the requesting activity for two consecutive SAVAR cycles.

c. ACCOUNTS for COMSEC will conduct validation and reconciliation programs through COMSEC support channels in accordance with instructions contained in TB 380-41.

### 19-3. SAVAR criteria

SAVAR criteria includes a monthly SAVAR cycle run for requisitions that are at least 30 days old and without shipping status at the time of the cutoff. For example, if the cutoff date is 3072, then it would apply to all requisitions without shipping status dated 3042 or earlier.

### 19-4. Retail-level SSA reconciliation

a. The retail level segment of the SAVAR process consists of both a monthly tops-down type validation and reconciliation cycle of dues out with the supported customers and a monthly bottoms-up type reconciliation of dues in with the intermediate level SSA. These functions have standard automated programs. Although both are part of the SAVAR process, they are independent actions, and the start of one is not contingent upon the completion of the other.

b. A monthly validation/reconciliation with customers will be conducted as follows:

(1) Furnish each customer with the monthly customer due out reconciliation list. This will consist of all open requisitions meeting SAVAR criteria by the cutoff date (not later than the fifth day of the current month). The list will be provided to each customer by the seventh calendar day. The list will be accompanied by instructions for processing and the suspense date for return of the updated list (by the 22nd calendar day). For DS4, the machine process will print the listing in both requisition number and NSN sequence. One copy of each should be kept by the SSA for control purposes, and two copies furnished to the customers for their use in completing required actions.

(2) Reconcile the due out file based on responses marked on the return listings. This must be done prior to processing of the next monthly customer due out reconciliation listing (not later than the fifth calendar day of the following month). When followup has been requested, or receipt of the item has been indicated, prepare the appropriate documents for machine processing. Special care must be taken when processing DIC AT type followups to ensure that duplicate requisitions are not created.

(3) Establish internal procedures to distribute and monitor the return of listings provided to customers. Also, provide reminders to delinquent customers and ensure that actions to request cancellation are taken when a requisition has not been validated by the customer for two consecutive cycles. When a customer fails to return a list or to validate each requisition on the listing, flag that customer as not reconciled. When this occurs, provide written notification to the nonresponsive customer advising as to the lack of response.

### 19-5. Intermediate-level SSA reconciliation procedures

a. This segment is the bottoms-up portion of the retail level SSAs SAVAR process. The SSA sends its due in record which has been adjusted to reflect the prior months customer validation to the supporting intermediate level SSA for reconciliation with the supporting activities due out record. This will be accomplished between the seventh and fifteenth day of each month using a cutoff date not later than the fifth of that month. All dues in meeting the criteria will be included regardless of PD.

b. Prior to the implementation of these SAVAR procedures the retail level SSA must coordinate with the intermediate level SSA to ensure that appropriate coding has been established in the SAILS

Customer Identification and Control File (CICF) and code table files (CTF).

c. Not later than the seventh of the month, the appropriate level retail SSA section will initiate the automated process to generate a followup in DIC AF..., AK..., or AT... card format for each due in, in the file. (AR 725-50 provides additional data.) These reconciliation followups will be clearly marked as SAVAR transactions and provided to the intermediate level SSA Customer Assistance Section (CAS) in either magnetic tape or card form not later than the seventh of the month. These cards will be assembled into card decks. The card decks will have a header card identifying the deck as "SAVAR." Magnetic tapes will have a standard label attached identifying them as "SAVAR."

d. After the intermediate level SSA has run the reconciliation, it will notify the retail SSA (by the 15th of the month), of each input that did not match intermediate level due out data, and all reconcilable transactions on the SAILS file for which no retail level SSA input was received. This notification will be provided using DIC AE supply status card format, and will contain a SAILS unique error explanation code to identify the mismatch. A listing of the status generated during the reconciliation process will also be provided the retail level SSA. This status listing will be used to identify transactions requiring further research or action. Requisitions identified with an error explanation code of "RG" (reconcilable transaction on the SAILS file but input not received) must be validated with the requester. If the requirement is still valid, recreate the requisition in the retail level SSA file. If not, initiate cancellation action or receipt confirmation to the intermediate level SSA. The remaining status cards which reflect updated status will be processed in the normal manner. All corrective action must be completed prior to the last day of the month in which the listings were generated. This will ensure that all files have been updated prior to running the next SAVAR cycle. Additional information relative to the DS4, automated supply system is contained in the TM 38-L32-XX series manuals.

### 19-6. Intermediate-level SSA procedures

a. The intermediate level portion of the SAVAR Program is a two phase process. It consists of reconciling the SAILS due out with the customer activity due in file, and transceiving followups for all qualified intermediate level SSA dues in to the LCA for reconciliation with the LIF.

b. The actions above are done by standard SAILS programs. Within the intermediate level SSA, the CAS normally has the prime responsibility for the reconciliation process. Cooperation among CAS, the DPA, Materiel Management Section (MMS), and the customer is essential to this portion of the program.

### 19-7. Retail-level SSA reconciliation process

a. The intermediate level SSA will identify all retail level SSAs being supported and coordinate the schedule and procedures to be used for the monthly reconciliation. The intermediate level SSA will also ensure that the CTF and CICF are kept current and all suspense dates are compatible with the standard cutoff dates.

b. The CAS will receive tapes or cards of the due in reconciliation transactions from the supported retail level SSAs by the seventh of the month. A control register will be kept to record receipts and ensure that all scheduled activities submit reconciliation transactions. Activities that fail to meet the established suspense date will be contacted immediately and advised of the non-receipt of their reconciliation transactions.

c. The CAS will schedule the dues out reconciliation with the DPA as soon after the seventh of each month as possible and deliver the cards or tapes clearly marked as reconciliation, to the DPA. The machine reconciliation process will compare each input document record with the SAILS demand history file (DHF). When a difference exists between the input document record and the DHF a DIC AE... supply status response will be generated that will contain an error explanation code in CC70-71 to identify the disparity. If a record exists in the DHF for which a reconciliation input should have been received, but was not, the computer will generate the

appropriate status card DIC AE... plus a second status card with a blank status field containing the applicable error code.

d. As a part of the reconciliation process, statistical data and listings will be generated. These will identify, by DODAAC, the records received, the results of the reconciliation process, including error codes, and all status generated. These listings and statistics will be provided to the CAS and to the reconciling retail level SSA for their review and action not later than the 15th day of each month (20th day for remote activities). The CAS will review the reconciliation listing with the customer to determine actions to be taken on unmatched records.

### 19-8. Logistic intelligence file reconciliation output

a. Not later than 45 days prior to conducting the initial SAVAR cycle with LCA, the intermediate level SSA will:

(1) Provide by message the name and telephone number of the SSA point of contact to LCA (AMXLC-LS), along with a printed complete message address and mailing address.

(2) Transceive the initial deck of reconciliation DODAAC cards (DIC BEN) directly to LCA to update the LCA file. Instructions for preparing the DIC BEN document are shown in table 19-1.

**Table 19-1**  
**Instructions for preparing the reconciliation DODAAC card (DIC BEN) document**

---

**Card column:** 1-3  
**Title:** Document Identifier Code  
**Entry:** Must be "BEN"

---

**Card column:** 4-6  
**Title:** Routing Identifier Code-LCA  
**Entry:** Must be "BY9"

---

**Card column:** 30-35  
**Title:** Department of Defense Activity Address Code  
**Entry:** DODAAC identifying customer of support activity submitting DIC BEN (DODAAC will be verified during match to the LCA AIF).

---

**Card column:** 37-38  
**Title:** Group/Installation Code of the support activity submitting DIC BEN  
**Entry:** Must be alphabetic/numeric. No blanks/special characters.

---

**Card column:** 41  
**Title:** Customer Reconciliation Indicator  
**Entry:** Must be "1" ON; otherwise "1" is forced.

---

**Card column:** 61  
**Title:** Action Indicator  
**Entry:** Must be "1" (ADD); otherwise "1" is forced.

---

b. The intermediate level SSA quarterly reconciliation with LCA will be initiated between the 15th and 20th of each scheduled reconciliation month. All reconciliation transactions generated by this cycle must arrive at LCA no sooner than the 15th or no later than 2400 hrs Pacific Standard Time on the 21st of the scheduled reconciliation month. (Followups submitted before the 15th or after the 21st may not be processed.) If for some reason, such as computer breakdown, the scheduled reconciliation cannot be made, notify LCA (AMXLC-LS), immediately by message. LCA reports will then show that SAILS activity as exempt from that SAVAR cycle. The scheduled reconciliation is quarterly, alternating between the intermediate level SSAs located outside continental United States (Jan, Apr, Jul, Oct) and continental United States (Mar, Jun, Sep, Dec) with no reconciliation during the MOV response months (Feb, May Aug, Nov).

c. LCA uses the BEN cards to identify customer DODAACs and to verify their group or installation codes. A DIC BEN card must be prepared manually and forwarded to LCA for any DODAAC subsequently added as a participating intermediate level SSA customer. The intermediate level SSA will review the BEN cards before submission and remove all BEN cards for nonparticipating DODAACs and all DODAACs not receiving at least 80 percent of their support from the submitting activity. Any BEN cards that reject during LCA

processing due to duplication of customer DODAAC from more than one intermediate level SSA will be returned to the SSA for resolution.

d. The LCA completed portion of the SAVAR reconciliation will consist of the following:

(1) Message reports of the results of the reconciliation to each participating SSA. Microfiche displaying the unmatched conditions along with the related LIF record.

(2) Prepunched interrogation cards for the specific unmatched conditions upon request.

e. The intermediate level SSA reconciliation machine cycle will access the active document history file and generate DIC AF..., AK..., or AT... followup transactions in MILSTRIP format for all dues in except for those identified in TM 38-L03-15, section VII. This output will be batched under a reconciliation control card, DIC BEW, and sent to LCA through the AUTODIN, bypassing the DAAS. The reconciliation control card DIC BEW must contain a Standard Entry and Exit System (SEES) control code entry, so that the transactions will be received at LCA in tape rather than card mode. Good coordination must be maintained with the servicing ADP telecommunications center to ensure timely transmission to LCA. When batches are missing, LCA will notify the submitting activity and request resubmission provided this can be accomplished not later than the 21st day of the scheduled reconciliation month. See table 19-2.

f. The machine cycle will generate output showing the transactions being submitted for reconciliation. The output will be in manager code sequence.

g. When the LCA reconciliation cycle encounters a mismatched condition with the intermediate level SSA input, that followup transaction will be passed to the wholesale system. If the mismatch is due to a lack of an input for a qualifying LIF record, the LCA will generate a followup transaction and pass it to the SOS. The SOS will respond to the followups by providing the latest status in standard MILSTRIP format to the appropriate intermediate level SSA. These status transactions should be processed in the normal manner. Special care must be taken to ensure that all actions and adjustments are processed prior to running the next reconciliation cycle. Prepunched interrogation cards for the specific unmatched conditions are available from LCA upon request. Requests should be addressed to Commander, U.S. Army Materiel Command Logistic Control Activity (AMXLC-LS), Building 650, Presidio of San Francisco, CA 94129-6900.

### 19-9. Logistic Control Activity, Logistic Intelligence File reconciliation

a. The LCA portion is the last segment of the monthly SAVAR processing cycle. This portion will be processed by LCA on the 23rd calendar day of each scheduled reconciliation month except the months in which the quarterly MOV is being processed (Feb, May, Aug, Nov). Any reconciliation batches received from the intermediate level SSA before the 15th or after the 21st calendar day of the month may not be processed in the reconciliation cycle. Reconciliation transactions submitted by the intermediate level SSAs will be compared with the data contained in the LIF. No transactions will be generated when the two records are in agreement. If there is a variance between the LIF and the input document, a request for current status will be sent from the SOS. The status response will be sent from the SOS to the intermediate level SSA with a copy to the LCA.

b. Statistics will be maintained by the LCA to reflect the activities participating in each reconciliation cycle and the numbers and types of matches and mismatches that occur. Statistical data and reports resulting from each SAVAR cycle will be provided to each participating activity. Summary reports will be provided to the MACOM for management review and action as necessary.

### 19-10. Customer identification

The DIC BEN cards submitted by the intermediate level SSA will establish the identification of the intermediate level SSAs and the customer units participating in the SAVAR program. The BEN card



will be used to verify the DODAAC and group or installation code data recorded in the LCA AIF. If the new data conflicts with data already in the AIF, the BEN card will be returned to the submitting SSA for resolution.

### 19-11. Reconciliation processing

*a.* Reconciliation data submitted by the intermediate level SSA will be received between the 15th and 21st of each month (except MOV months). The data, in followup format (DIC AF, AK, AT) will be received at LCA through AUTODIN under cover of a reconciliation control card, DIC BEW. The initial LCA action will be to review the BEW card for errors such as wrong cutoff date, run date or batch count. Cards with errors will be rejected with the entire batch for off-line correction if possible. After correction, the batch will again be entered into the system and the BEW card processed to a batch control register. When batches are missing, LCA will notify the submitting activity and request resubmission to LCA provided this can be accomplished no later than the 21st of the scheduled reconciliation month.

*b.* After the 21st of each month, LCA will match all intermediate level reconciliation followup transactions against the LIF. If any followup transaction does not match the LCA LIF by document number or quantity, and the DIC is not an ATE (for domestic shipment with exception data) or AT5, (for overseas shipment with exception data) LCA will forward to the wholesale SOS. There may be occasions when LCA has a reconcilable record on the LIF for which no followup was received. In such cases, if status has been previously received, LCA will generate a followup to the wholesale SOS as if the submitting SSA had generated it. LCA will provide a microfiche of mismatches to the submitting activity. For field legends on LCA LIF refer to LCA Pam 725-1. The LCA system allows for supply actions that may have occurred subsequent to the date of generation of the reconciliation followup transactions as provided in cc45-49 of the DIC BEW. LCA will receive an image from DAAS of the status responses provided by the SOS back to the submitting activity, thereby updating the LIF with the latest status.

### 19-12. Reports (RCS-CSGLD-1928)

*a.* LCA will keep a daily reconciliation control register to record all incoming DIC BEW cards, the batch and card counts, and the batches actually received. This will provide early identification of missing or incomplete batches which must be retransmitted. LCA will contact the submitting agency and request transmittal as necessary. A summary listing will be prepared at the end of each monthly cycle to show the number of transactions received from each activity. The summary report will also identify any exempted activities and all scheduled activities that did not submit reconciliation transactions.

*b.* Individual message reports will be provided each participating SSA giving the results of their transaction processing. The message will show the number of input transactions that were processed, the number that failed to match on document number or quantity, and the number of reconcilable records on the LIF for which no input was received (SAILS/LIF Bottoms-Up Reconciliation Statistics). Upon request, LCA will provide prepunched interrogation cards for the specific unmatched conditions. Instructions for preparing the interrogation card are shown in table 19-3.

**Table 19-2**  
**Instructions for preparing the reconciliation control card (DIC BEW) document**

**Card column:** 1-3

**Entry:** DIC-BEW

**Card column:** 4-6

**Entry:** External input must be BY9

**Card column:** 7-9

**Entry:** Batch number signifies the batch-next batch 011

**Card column:** 10-12

**Table 19-2**  
**Instructions for preparing the reconciliation control card (DIC BEW) document —Continued**

**Entry:** Total number of batches from customer

**Card column:** 13-15

**Entry:** Card count within batch-(includes control card)

**Card column:** 30-35

**Entry:** Entry must be LCA DODAAC W62G3E

**Card column:** 36-40

**Entry:** Cutoff date

**Card column:** 45-49

**Entry:** Cycle run date

**Card column:** 54

**Entry:** Distribution code of customer when applicable

**Card column:** 79-80

**Entry:** Group Code (O/S) installation code

**Table 19-3**  
**Instructions for preparing the interrogation card DIC BN**

**Card column:** 1-3

**Entry:** Document Identifier Code, cc 1-blank, cc 2-3-BN

**Card column:** 4-17

**Entry:** Document Number

**Card column:** 30-31

**Entry:** Reconciliation Statistic Code

**Card column:** 79-80

**Entry:** Group Installation Code

*c.* A summary of applicable statistics accumulated from the control register and from the individual intermediate level SSA message reports will be provided each MACOM. Included in this summary will be a computed percentage of effectiveness for each participating activity assigned to that MACOM. Effectiveness for the purposes of this report is defined as the number of input transactions matching the LIF record compared to the total number of transactions processed (SAILS/LIF Bottoms-Up Summary).

### 19-13. Source of supply processing

The wholesale SOS will process the followup transactions received from the LCA as if they had been submitted directly by the various intermediate level sites. Within 5 days the response will be transceiver throughout DAAS in normal MILSTRIP format. DAAS will provide a copy of each response to LCA. This status will contain the latest data and will automatically feed into the SSA document history file during the supply processing cycle.

## Chapter 20

### Repair Parts Procedures for Programmed or Production Line Repairs

#### 20-1. Authority for stockage

Authority to stock repair parts under this chapter is the assignment of a general support (GS) level programmed or production line repair mission.

#### 20-2. Items authorized for stockage

Items authorized for stockage are listed below.

*a.* All class 9 and maintenance-related class 2 items required to perform the repair function.

*b.* A list of required repair parts based on mortality data will be developed by the maintenance activity or provided by the supporting MMC or installation. This list will contain quantity of items to be

repaired and associated class 9 and class 2 items required to perform the repairs. The list will be approved at the command level assigning the repair mission.

### **20-3. Stockage levels**

*a.* For continuing programs (1 year or more), a maximum of 60 days stockage is authorized to be on hand at any given time.

*b.* For limited programs (less than 1 year), stockage will be the quantity needed to complete the program but will not exceed 60 days of supply on hand at any given time.

*c.* The RO will be fixed at the stockage level to support 60 days of production for continuing programs. For limited programs, stockage level will be fixed at the level required to complete the program but will not exceed 60 days stockage of supplies on hand at any given time.

### **20-4. Keeping records**

*a.* A formal stock record account will be established and an accountable officer will be appointed. Procedures outlined in chapter 3 will be followed.

*b.* All stock will be carried as SLC "M."

*c.* Normally, replenishment requisitions should not be required. However, on a quarterly basis, a review of the remaining repair program with stocks on hand will be conducted. Additional requisitions will be submitted where additional stocks are required.

*d.* When status provided by the wholesale system is unacceptable (for example, stocks will not be received in sufficient time to start the programs) action will be taken to upgrade the request under AR 725-50, chapter 3, section VII.

*e.* If improved supply status cannot be received, the command which assigned the repair mission will be notified that repair programs will be delayed due to lack of repair parts. This will be done under locally developed procedures.

### **20-5. Initial stockage and replenishment**

*a.* Depending on OST, requisitions to support the start of the program will be submitted with sufficient lead time to ensure that all required stocks are on hand to start the repair program.

*b.* As quantities required generally will exceed normal issue quantities, advice code "1B" will be used in the requisition by OCONUS SSA; advice code "2L" by CONUS SSA. This tells the wholesale supplier that the command is aware of the excessive quantity but the items are still required.

*c.* As stock is received, the accountable supply activity should match receipts against requirements submitted for each program. This will allow the unit to ensure that all stocks needed to support the program are received.

### **20-6. Request and issue procedures.**

*a.* Maintenance shops will be authorized stocks to support no more than 10 days of the repair program.

*b.* The maintenance supervisor will inventory stocks in the maintenance activity every 10 days; a request for stocks to bring the stocks back to a 10-day level (15-day level in Area Maintenance and Supply Facilities (AMSF) and Area Maintenance Support Activities (AMSA)) will be submitted.

*c.* Requests will be submitted to stock control on a DA Form 3161 (Request for Issue or Turn-In). (See fig 20-1.) Two copies are required.

*d.* The maintenance shop assigns a document number to the DA Form 3161 from their document register using the SRA DODAAC and a block of document serial numbers assigned by the stock record officer (SRO). Stock control personnel process the request across the stock record deck to determine if all parts requested are available and check with storage section personnel to ensure that they have the items. Do not make any entries on the DA Form 3161 or the stock record cards unless all requested parts are available.

(1) If all items requested are available in the quantities required, post the stock record cards and record the quantity to be issued in the supply action block of the DA Form 3161. (See fig 20-2.) Forward one copy to the storage section for issue and place one copy in the suspense file. Notify the maintenance section that stock is ready for pickup. At the time of issue, the issue clerk signs and dates the DA Form 3161 in the issue block; the individual receiving the supplies signs in the receiving block. The completed DA Form 3161 is returned to stock control and filed in the permanent voucher file. The suspense copy is destroyed. (A sample of a completed DA Form 3161 is shown at fig 20-3.)

(2) If all items requested are not available, the stock record clerk notifies his or her supervisor. The supervisor advises the supervisor of the maintenance section that all items requested are not available. A determination will be made as to whether repair programs can continue without the items. If the decision is that it can continue, available stocks for (1) above will be issued. If the decision is that the repair programs cannot continue, do not issue any stocks. Place the DA Form 3161 in suspense pending receipt of replenishment.

### **20-7. Retention level**

No retention level is authorized.

### **20-8. Disposition of excess**

On completion or termination of the repair program, all stocks will be turned in to the supporting supply activity except the following:

*a.* Common items which will be used to support other directed repair programs.

*b.* Common items which are demand-supported as part of the shop stock.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				X	ISSUE	SHEET	NO.	3. REQUEST NO.	4. VOUCHER NO.				
1. SEND TO: Stock Control, 8th Maint Co					TURN-IN	NO.	1	6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA			
2. REQUEST FROM: Automotive Maint Plt, 8th Maint				9. END ITEM IDENT				9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO		
*CODE ISSUE 1-Initial R-Replacement				TURN-IN FWT-Fair Wear And Tear RS-Report of Survey				EX-Excess SC-Stat of Charges			10. PUBLICATION		11. JOB ORDER NO.
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	J. POSTED				
a	b	c	d	e	f	g	h	i	DATE	BY			
1.	5330-01-123-0497	Gasket	ea	13									
2.	2910-01-124-1025	Tube fuel	ea	12									
3.	2540-01-031-6136	Shaft assembly	ea	10									
4.	5330-01-027-1396	Seal rubber	ea	8									
5.	2590-01-026-4623	Wiring harness	ea	11									
LAST ITEM													
The information listed on this form is to be used as a general guide only.													
SHEET TOTAL									GRAND TOTAL				
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE	BY		
		26 FEB 91	Jack Jones LT										

DA FORM 3161  
MAY 83

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1983-407-261

Figure 20-1. Sample DA Form 3161, request for issue

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				X	ISSUE	SHEET	NO.	3. REQUEST NO.	4. VOUCHER NO.				
1. SEND TO: Stock Control, 8th Maint Co					TURN-IN	NO.	1	6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA			
2. REQUEST FROM: Automotive Maint Plt, 8th Maint				9. END ITEM IDENT				9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO		
*CODE ISSUE 1-Initial R-Replacement				TURN-IN FWT-Fair Wear And Tear RS-Report of Survey				EX-Excess SC-Stat of Charges			10. PUBLICATION		11. JOB ORDER NO.
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	J. POSTED				
a	b	c	d	e	f	g	h	i	DATE	BY			
1.	5330-01-123-0497	Gasket	ea	13		13							
2.	2910-01-124-1025	Tube Fuel	ea	12		12							
3.	2540-01-031-6136	Shaft assembly	ea	10		10							
4.	5330-01-027-1396	Seal rubber	ea	8		8							
5.	2590-01-026-4623	Wiring harness	ea	11		11							
LAST ITEM													
The information listed on this form is to be used as a general guide only.													
SHEET TOTAL									GRAND TOTAL				
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE	BY		
		26 FEB 91	Jack Jones LT										

DA FORM 3161  
MAY 83

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1983-407-261

Figure 20-2. Sample DA Form 3161, completed by stock control for issue

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710 2-2)				X	ISSUE TURN-IN	SHEET NO 1	NO SHEETS	3. REQUEST NO.	4. VOUCHER NO. <i>W3645J-1057-001</i>						
1. SEND TO: <i>Stock Control, 8th Maint Co</i>				5. DATE MATERIEL REQUIRED		6. DODAAC		7. PRIORITY		8. ACCOUNTING/FUNDING DATA					
2. REQUEST FROM: <i>Automotive Maint PL, 8th Maint</i>				9. END ITEM IDENT				9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.			
*CODE I-Initial R-Replacement				TURN-IN FWT-Fair Wear And Tear RS-Report of Survey				EX-Excess SC-Stmt of Charges				10. PUBLICATION		11. JOB ORDER NO.	
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	7. POSTED						
a	b	c	d	e	f	g	h	i	DATE BY						
1.	5330-01-123-0497	Gasket	ea	13		13									
2.	2910-01-124-1025	Tube fuel	ea	12		12									
3.	2540-01-031-6136	Shaft assembly	ea	10		10									
4.	5330-01-027-1396	Seal rubber	ea	8		8									
5.	2590-01-026-4623	Wiring harness	ea	11		11									
LAST ITEM															
The information listed on this form is to be used as a general guide only.															
SHEET TOTAL										GRAND TOTAL					
13. ISSUE/TURN-IN QUANTITY REQUESTED		DATE	BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE	BY		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE	BY		
		<i>26 FEB 91</i>	<i>Jack Jones LT</i>				<i>28 FEB 91</i>	<i>Warren Jones SPC</i>				<i>28 FEB 91</i>	<i>Rele Smith 96T</i>		

DA FORM 3161 MAY 83  
REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.  
\* U.S. GOVERNMENT PRINTING OFFICE: 1983-007-281

Figure 20-3. Sample of completed DA Form 3161

## Chapter 21 Reparable Management

### 21-1. General

This chapter applies to supply and maintenance activities involved in the management of RC D, F, H, and L reparables. Reparables with RC D, H, and L are accounted for on the stock record account (SRA).

### 21-2. Stockage criteria

a. Items which are part of a MACOM repair program must meet the following criteria:

(1) The item must be part of an HQDA-approved MACOM repair program.

(2) The item must be authorized for repair at the military or contractor maintenance level supporting the MACOM.

(3) The item must not be part of a USAMC depot maintenance program. Exceptions require approval of the Deputy Chief of Staff for Logistics (DALO-SMP-P).

b. Criteria for items repaired as part of a program controlled by subordinate elements of a MACOM will be determined by the MACOM.

c. MACOM commanders will publish a listing of reparables which are included in MACOM programs and provide copies to supply and maintenance activities. Subordinate commanders will publish lists for their internal programs. These lists will show NSN, item description, and activity to which turn-in is to be made.

d. In the division, the DMMC manages RC D, H, and L assets; in non-divisional SSA, the SSA accountable office; in CONUS, the installation supply management section.

e. Stockage of RC D, H, and L reparables for which no repair is authorized at DS level, but which are repaired at Corps, installation, or theater level, is based on 9/3 add/retain criteria (3/1 for aviation and missile). Compute stockage levels using EOQ procedures in paragraph 4-9. Corps, DOL, or TAACOM may authorize less stock than computed.

f. When RC D, H, and L reparables are required for diagnostic purposes in a DS or GS shop, the maintenance shop records the reparable on a record of demands DA Form 3318, (Records of Demands—Title Insert). Use the 3/1, add/retain criteria for shop stock to determine stockage needed. Diagnostic modules prescribed by the technical manuals for diagnostic purposes are exempt from the demand criteria for initial stockage. Subsequent stockage will be based on demands or the level prescribed by the technical manuals whichever is greater. Annotate the record of demands to show that the assets are for diagnostic use. Record the location of the assets.

g. Sensitive items and CCI diagnostic modules must be physically controlled, securely stored to prevent unauthorized access, and inventoried.

h. DS, GS, and theater levels for RC D, H, and L reparable assets for newly fielded equipment is established by the wholesale manager for the system.

### 21-3. Procedures

a. DS SSAs will turn in unserviceables to the activity designated in the reparable items return listing published by the theater or corps MMC or the installation. Use DD Form 1348-series request and shipping documents. One copy of the turn-in document will be provided to the supporting MMC or installation.

b. The maintenance activity receiving the unserviceable item will provide receipt documentation to the supporting MMC or installation SRO.

c. Repair instructions will be issued by the supporting MMC or installation. The maintenance activity will job order unserviceables into shops using DA Form 2407.

d. Items that maintenance cannot repair will be returned to the receiving section of the maintenance activity with completed DA Form 2407. These items are known as washouts. Receiving section personnel will report washouts to the supporting MMC or ISD for disposition instruction; this will be done by providing a copy of the completed DA Form 2407.

e. Maintenance shops will send repaired items with completed DA Form 2407 to the receiving section of the maintenance activity.

Receiving section personnel will report items repaired to the supporting MMC or ISD by providing a copy of completed DA Form 2407. A storage location will be provided to the receiving section.

#### 21-4. Records

Use maintenance forms and controls prescribed in DA Pam 738-750.

#### 21-5. Excess stock

Repair activities will maintain no more than 60 days of programmed requirements of unserviceable assets on hand. Projected program requirements will be computed as the approved program quantity plus historical washout rate. Turn in unserviceables above this level as directed by the supporting MMC or ISD.

#### 21-6. Issues and turn-ins from customer

*a.* Issues will be processed under chapter 10.  
*b.* Customer units will turn in (on DA Form 2765-1) reparable to the supporting SSA. The supporting SSA will ship the unserviceable reparable to the designated repair activity. The repair activity will forward a copy of the receipt document to the supporting MMC or installation for posting to accountable records. Above DS, requisitions are normally processed as standard supply transactions, but over-the-counter issues are authorized to meet NMCS requirements.

#### 21-7. Inventory

Maintenance activity personnel will inventory reparable stockage as directed by the MMC or ISD that accounts for the items.

## Chapter 22 Operational Readiness Float

#### 22-1. General

Operational readiness float is a controlled quantity of selected items of equipment authorized for stockage at intermediate level maintenance. The ORF is used to replace unserviceable items in using units when DS maintenance cannot repair the unserviceable item in a timely manner. The overall ORF requirement is a quantity of additional major items authorized by the Total Army Equipment Distribution Program (TAEDP) file for each MACOM. The MACOMs will determine what portion, or all of this quantity that they wish to have on hand. This quantity will be reported to Commander, AMC (AMCSM-PLS), 501 Eisenhower Avenue, Alexandria, VA 22333, with information copy to Deputy Chief of Staff Logistics (DALO-SMP-M), 500 Army Pentagon, Washington, DC 20310-0500.

#### 22-2. Keeping records

*a.* The SRO will do the following:  
(1) Maintain a separate SRA for ORF items per chapter 3. The person having personal possession of the ORF assets is responsible for the ORF even though property book records are not required.  
(2) Prepare a DA Form 1296 with serviceable (fig 22-1) and unserviceable (fig 22-2) sections for every ORF candidate that qualified for stockage.  
*b.* The maintenance shop officer of the DSU will do the following:  
(1) All ORF items being repaired for return to stock will have the highest priority designator assigned to supported units.  
(2) Accountable officers will ensure ORF is placed on requisition using the highest customer FAD assigned to units supported using TRC 3C, initial issue; 3E, replacement for unserviceable; or 3F, replacement due to redistribution.

#### 22-3. ORF issue and turn-in procedures

When an ORF asset is used to replace a customer unit's like item turned in for repair, the maintenance shop officer will do the following:

*a.* Receive a DA Form 2765-1 prepared for turn in of the unserviceable item (process under chapter 14) and a DA Form 2765-1 prepared as a request for a like item (processed under chap 10) from the customer unit.

*b.* Make sure the equipment transfer records are completed under DA Pam 738-750 if the ORF items have an equipment record holder.

*c.* Forward the DA Form 2765-1 to the SRA for posting to DA Form 1296 (showing an unserviceable gain and a serviceable loss). (See figs 22-1 and 22-2.)

*d.* Transfer ownership of the open job order from the using unit to the SSA by completing equipment transfer records as applicable.

*e.* Forward DA Form 2407 to the SRA when an SRA's unserviceable ORF asset in shop has been repaired. The DA Form 2407 will show that the item is in a serviceable condition. The SRA will post the DA Form 1296 showing an unserviceable loss and a serviceable gain.

*f.* When a unit turns-in an end item having component shortages, the unit must attach to the turn-in document a shortage list signed by the unit commander or PBO.

*g.* When submitting requisitions to B56 for the replacement of COMSEC ORF items that are source, maintenance, and recoverability coded (SMR) for repair below depot level, the requisition will contain or be accompanied by a supporting statement. The statement will indicate that the supporting IDS/IGS facility was unable to repair the item, the reason, and that the item has been, or will be turned in, citing the document number.

#### 22-4. Condition changes

The item condition change will be processed under chapter 9.

#### 22-5. Maintaining and accounting for ORF BII

When an item has been approved as an ORF asset, and the MACOM has directed that the DSU will have responsibility for BII, the accountable officer will ensure that all ORF asset BIIs are on hand and serviceable. Accountability and control of BII will remain with the accountable officer.

*a.* Turn-ins and issues of the ORF asset will be accomplished without the BII.

*b.* BII items will be removed immediately after receipt of assets for ORF. BII will be segregated, preserved and packaged, and stored in sets (one set per one end item). Boxes, crates, and so forth containing BII will be sealed and the contents marked on the outside container wall. BIIs will be accounted for by recording on DA Form 2062 under the management of property by use of an inventory list concept cited in AR 710-2, paragraph 2-10g(4). ORF assets with a CIIC of 1, 2, 3, 4, 5, 6, 8, N, P, Q, or R or CCI will be inventoried quarterly. All other ORF assets will be inventoried annually. Items inventoried quarterly will be listed on a separate form. DA Form 2062 will be prepared in two copies as an inventory list. The accountable officer keeps the original copy. Copy two is kept in the area where the property is located and placed where it can be easily seen. Prepare a separate list for each ORF BII set. (A sample DA Form 2062, inventory list completed annually, is shown at fig 22-3.) Instructions for preparing DA Form 2062 as an inventory list are shown below. Completion instructions are by block or column. All entries will be made in ink or typewritten unless otherwise stated.

(1) *From Block.* Enter name of the organization that owns the property.

(2) *To Block.* Enter location of the property.

(3) *Hand Receipt Number Block.* Enter "Inventory List."

(4) *End Item Stock Number Block.* Enter end item (ORF asset) stock number.

(5) *End Item Description Block.* Enter end item (ORF asset) description.

(6) *Publication Number Block.* Enter publication number.

(7) *Publication Date Block.* Enter publication date.

(8) *Quantity Block.* Enter quantity one (1).

(9) *Column (a).* Enter BII stock number.

(10) *Column (b).* Enter BII item description.

STOCK NUMBER     SCC  
 2350-01-031-0586     SVC

STOCK NUMBER     SCC

DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE	
		SERIAL	RECUR	NON-RECUR	RECUR						NON-RECUR	SERIAL	RECUR	NON-RECUR				
3011		BALANCE BROUGHT FORWARD						2										
3037	WKYBUP	3037 0002	1			1	1											
3072	WKYJPB	3072 0006	1			1	0											
3075	MAINT	035056			1		1											
3087	MAINT	035132			1		2											
3097	WKYCLA	3097 8001	1			1	1											
3110	WKYCLA	3110 8005	1			1	0											
3122	MAINT	035261			1		1											
3155	MAINT	035302			1		2											
3159	WKYFTX	3159 0004	1			1	1											
3176	WKYEMB	3176 0002	1			1	0											
3195	MAINT	035450			1		1											
3200	WKYCLA	3200 8001	1			1	0											
3247	MAINT	035576			1		1											
3251	WKYFUG	3251 0017					0											
3275	MAINT	035691			1		1											
3315	WKYJPB	3315 0015	1			1	0											
3345	MAINT	035754			1		1											
BALANCE CARRIED FORWARD																		

**SUMMARY OF DEMANDS**

MONTH													
RECUR													
NON-RECUR													

**STOCK ACCOUNTING RECORD**

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

DA FORM 1296  
JAN 82

Edition of Aug 55 is obsolete.

**STOCK ACCOUNTING RECORD**

The information listed on this form is to be used as a general guide only.

Figure 22-1. Sample DA Form 1296, serviceable

STOCK NUMBER 2350-01-031-0586 SCC UNSVC

STOCK NUMBER SCC

DATE	DODAAC	DATE SERIAL	DEMAND		GAIN	LOSS	BALANCE	DATE	DODAAC	DATE SERIAL	DEMAND		GAIN	LOSS	BALANCE
			RECUR	NON-RECUR							RECUR	NON-RECUR			
3037			BALANCE BROUGHT FORWARD ▶			0									
3037	WK4BUP	3037 0001			1		1								
3072	WK4JPO	3072 0005			1		2								
3075	MAINT	032056				1	1								
3087	MAINT	035132				1	0								
3097	WK4CLA	3097 8000			1		1								
3110	WK4CLA	3110 8004			1		2								
3122	MAINT	035261				1	1								
3155	MAINT	035302				1	0								
3159	WK4FTX	3159 0003			1		1								
3176	WK4EMB	3176 0002			1		2								
3195	MAINT	035450				1	1								
3200	WK4CLA	3200 8000			1		2								
3247	MAINT	035576				1	1								
3251	WK4FUG	3251 0016			1		2								
3275	MAINT	035691				1	1								
3315	WK4JPB	3315 0014			1		2								
3345	MAINT	035754				1	1								
BALANCE CARRIED FORWARD ▶															

**SUMMARY OF DEMANDS**

MONTH															
RECUR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
NON-RECUR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

**STOCK ACCOUNTING RECORD**

FOR USE OF THIS FORM SEE DA PAM 710-2-2 THE PROPOONENT AGENCY IS ODCSLOG

DA FORM 1296 JAN 82

Edition of Aug 55 is obsolete.

**STOCK ACCOUNTING RECORD**

The information listed on this form is to be used as a general guide only.

Figure 22-2. Sample DA Form 1296, unserviceable

- (11) Column (c). Leave blank.
- (12) Column (d). Enter CIIC of the item (pencil entry).
- (13) Column (e). Enter unit of issue (pencil entry).
- (14) Column (f). Enter the quantity authorized for each item.
- (15) Column (g). (A through F). Enter quantity on hand for each item listed. Advance all quantities to next column after annual or quarterly inventory. Line out all unused blocks in the column where

the quantities have been recorded. Enter date in the proper quantity column on the last page.

(16) Page Blocks (9). Self-explanatory.

c. When unserviceable ORF is washed out, pick up on the stock record account those expendable and durable BII's not needed for turn-in of the ORF asset to the wholesale level. Use DA Form 444. After the last NSN listed, enter this statement: "Items on this IAR are serviceable expendable and durable BII components of washed-

out ORF assets. These items are not needed for turn-in of the ORF assets to the wholesale level.”

## 22-6. Special procedures for aircraft

Procedures in this paragraph apply to aircraft ORF in the ARNGUS. This paragraph is applicable to ARNGUS aviation maintenance activities only; it does not apply to surface maintenance facilities.

a. The Director, ARNGUS, is responsible for ARNGUS implementation of the ORF program.

b. USPFOs are responsible for the following:

(1) Monitoring the State ORF program; providing technical assistance as required.

(2) Providing ORF equipment identified for stockage.

(3) Maintaining accountability for ORF equipment under chapter 3.

(4) Ensuring that all major items of reportable equipment (RICC 2, and substitute thereof) are reported in the Army Equipment Status Report System from the USPFO stock record account; the appropriate account and designation code will be used under National Guard Regulation (NGR) 710-3 and NG Manual 700-1.

c. Maintenance facility commanders and supervisors will—

(1) Establish an ORF program.

(2) Prepare and submit initial or additional ORF stockage lists through the State USPFO to the Director, ARNGUS, for approval. Lists will be addressed to NGB-AVN-L. Lists will be prepared using NGB Form 750-R (Establishment of Operational Readiness Float (ORF) Items (ARNGUS)). This form can be obtained from Director, Army National Guard (NGB-DAY), 2500 Army Pentagon, Washington, DC 20310-2500. Prepare this form as follows:

(a) *Block 1.* For initial list sent to NGB for approval, check “initial” block; for subsequent addition, check “change” block.

(b) *Block 2.* Unit identification; for example, AASF #1, city, state.

(c) *Block 3.* USPFO of State concerned.

(d) *Block 4.* Director, Army National Guard of the U.S., Army Aviation Division, Building E6810, Aberdeen Proving Ground, MD 21010.

(e) *Column a.* List items by LIN and NSN.

(f) *Column b.* List nomenclature and model of requested item.

(g) *Column c.* List total number of like items supported by the maintenance facility.

(h) *Column d.* List number of subject items requested to stock as ORF computed using procedures in this chapter and CONUS ORF factors from SB 710-1-1.

(3) Ensure that required maintenance services within capabilities are performed on ORF equipment.

(4) Determine when a float transaction is required. Float equipment will be issued only to replace unserviceable economically repairable items having a PD 1-8 assigned and the expected time to repair is greater than the time allowed by the established priority.

d. Upon the approval of the Director, ARNGUS, maintenance facilities commanders and supervisors will requisition all items authorized for stockage that are not on hand. Type requirement code “A5” for initial request; “A2” for subsequent replacements will be placed in cc 55-56 of all MILSTRIP requisitions.

e. No item will remain assigned to the ORF if shortages of authorized quantities exist in the modification table of organization and equipment (MTOE) units of a State. The ORF assets will not be used to replace equipment held in a nonoperational status at organization (aviation unit maintenance (AVUM)) levels, nor will it be hand receipted or loaned.

f. ORF aircraft will be exchanged only on an item-for-item basis within basic model/design/series (MDS).

g. Aircraft that meet the following criteria will not be exchanged for ORF aircraft, but will be repaired on a return-to-user basis:

(1) All specially equipped and special mission aircraft.

(2) All aircraft involved in operational plans for which identical type, model, and series exchange are not available.

h. BIIs, items troop installed or authorized (ITIA), and other items maintained by separate accountability (such as TOE weapon

systems) will be removed before exchange. Similarly, replacement items are issued without BII, ITIA, or other items maintained by separate accountability. Components of end items (COEIs) will remain with the equipment during exchange. Exceptions to this policy must be approved by the USPFO on a case-by-case basis.

i. Procedures prescribed in this chapter do not affect submission of forms required by DA Pam 738-750 on transfer, gain, or loss of equipment.

j. The ORF for the ARNGUS will be located only at Army aviation support facilities (AASFs) and aviation classification repair activity depots (AVCRADs). AVCRADs may be authorized to stock ORF assets when availability is critical and centralized control is warranted.

k. Exchange of all unserviceable repairable major end items and components for serviceable like items will be accomplished as an issue of the ORF item from the USPFO and a turn in of the unserviceable item to the USPFO using prepunched DA Form 2765. Transactions are as follows:

(1) Maintenance activity commanders and supervisors will determine when an ORF exchange should be made.

(2) DA Form 2407 is closed out. Code “U” is placed in column 20a of DA Form 2407. Copy 3 (control copy) will be forwarded to the ORF operator; this copy will provide notification of the requirement of an ORF exchange. Copy 4 (organization’s copy) will be returned to the customer unit.

(3) ORF operator will contact the customer unit requesting document number for the required issue and turn-in. The PD will be perpetuated from the DA Form 2407. The customer unit should make necessary entries in the document register; the ORF operator should retain copy 3 of the DA Form 2407 to authenticate the PD.

(4) Using document numbers provided by the customer unit, the ORF operator will prepare two sets of duplicate prepunched DA Form 2765; one set will be for request for issue and one set for turn-in. The customer unit’s UIC will appear in block 15 of the DA Form 2765 and the ORF identified as the supplementary address. Serial numbers as applicable should be included in block “o” of the form.

(5) The turn-in document will be signed by the ORF operator; the issue document will be signed by the authorized customer unit representative when the item is picked up. The control copy of the DA Form 2407 work request is retained to substantiate the PD and may be destroyed on completion of the issue and turn-in action.

l. The ORF operator will submit a DA Form 2407 to effect repair of the unserviceable item. Repair priority established by the supported unit will be retained by the support unit in repairing the ORF items. (See AR 750-1, para 7-12c.)

m. When an aircraft is evacuated to the AASF and actual repair or modification time is estimated to exceed 45 calendar days, the AASF commander will consider the aircraft as a candidate for evacuation to an AVCRAD. In any event, whether the aircraft remains at the AASF or is evacuated to the AVCRAD, a maintenance float aircraft, if available, should be issued by the AASF to the unit or activity evacuating the aircraft. Repair time criteria for use in determining aircraft float transactions are as established as follows: If PD is 1-3, Expected Time to Repair (Days), is 30. If PD is 4-8, 60 days, and if PD is 9-15, 90 days.

n. The AVCRAD/AASF aircraft maintenance officer will estimate repair time; this estimate will consider expected parts delays, overall shop workload, and any specific factors bearing on the particular aircraft being considered for exchange. The aircraft maintenance officer then makes recommendations to the AASF commander or AVCRAD supervisor responsible for the decision to issue float assets.

o. When the decision to issue an AVCRAD ORF aircraft outside the State has been made, actual transfer will be completed as follows:

(1) Code “U” is placed in column 20a of DA Form 2407. Copy 4 of the form is returned to the customer unit. After closing out the job order, maintenance shop personnel will notify the AVCRAD State USPFO of the action taken and the requirement for an ORF exchange.



(2) The USPFO of the AVCRAD State will prepare a DD Form 1348 for issue of the ORF aircraft to the USPFO of the State to which the aircraft is being transferred.

(3) The USPFO of the State receiving the ORF transfer will prepare a DD Form 1348 for turn-in of the unserviceable aircraft to the USPFO of the AVCRAD State.

(4) The aircraft serial number for the turn-in and issue of aircraft

will be placed in the Remarks block of the appropriate DD Form 1348.

(5) The customer unit's PBO will prepare DA Form 2765 for the turn in of the unserviceable aircraft to the USPFO and the issue of the replacement aircraft from the USPFO. The aircraft serial numbers must be included in block "o" of the DA Form 2765.

(6) The USPFO of the AVCRAD State will submit a DA Form 2407 to repair the unserviceable aircraft.

HAND RECEIPT/ANNEX NUMBER <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>		FROM Stock Control 5th Maint Co	TO Bldg 804 BII Storage Area	HAND RECEIPT NUMBER Inventory List							
FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY						
	2350-00-485-9662	HOW SP M109A1	TM 9-2350-217-1 ON	SEP 74	1						
STOCK NUMBER	ITEM DESCRIPTION	* c.	SEC d.	UI e.	QTY AUTH f.	QUANTITY					
						A	B	C	D	E	F
4933-00-087-1267	ADAPTER, GUN, OIL FILLER		U	EA	1	/	/	/			
4930-00-288-1511	ADAPTER, GREASE GUN COUPLING		U	EA	1	/	/	/			
4730-00-684-7531	ADAPTER		U	EA	1	/	/	/			
4930-00-204-2550	ADAPTER, LUBR GUN		U	EA	1	/	/	/			
5110-00-293-2336	AXE, SINGLE BIT		U	EA	1	/	/	/			
2540-00-670-2459	BAG ASSY, PAMPHLET		U	EA	1	/	/	/			
8105-00-921-5821	BAG, ORDNANCE WEAPON		U	EA	1	/	/	/			
5140-00-473-6256	BAG, TOOL SATCHEL		U	EA	1	/	/	/			
5120-00-526-6044	BAR, PINCH		U	EA	1	/	/	/			
1005-00-726-6131	BARREL GUN		U	EA	1	/	/	/			
1025-00-860-5446	BELT, PRIMER		U	EA	1	/	/	/			
7510-00-889-3494	BINDER, LOOSELEAF		U	EA	1	/	/	/			
						1 Oct 83	1 Oct 84	1 Oct 85			
* WHEN USED AS A HAND RECEIPT, enter Hand Receipt Annex Number HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)											

DA FORM 2062  
JAN 82

EDITION OF JAN 58 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 22-3. Sample DA Form 2062, inventory list completed annually

## Chapter 23 Maintenance Shop Stock Procedures

### Section I Shop Stocks and Bench Stocks

#### 23-1. General

a. Commanders may authorize a support maintenance facility a limited amount of expendable supplies and repair parts required for efficient shop operations. Such supplies are issued from a stock record account and used only for internal shop support.

b. Two types of maintenance related supplies are authorized for support-level maintenance as follows: bench stock; and shop stock (demand-supported stock). Army Regulation 710-2, paragraphs 3-15 and 3-16, define those maintenance activities authorized to have shop stock. All support-level maintenance activities are authorized bench stocks. Different management procedures apply to each

type. Paragraph 23-2 gives bench stock procedures. Paragraph 23-3 gives shop stock procedures.

#### 23-2. Bench stock

a. Bench stocks are low-cost, consumable Class 2, 3 (packaged), 4, and 9 items (less components) used by maintenance personnel at an unpredictable rate. Bench stock includes items such as common hardware, resistors, transistors, capacitors, wire, tubing, hose, rope, webbing, thread, welding rods, sandpaper, gasket material, sheet metal, seals, oil, grease, and repair kits. To qualify for bench stock, an item must meet all of the following criteria:

- (1) Unclassified or small arms parts (CIIC = "U" or "J").
- (2) Expendable (ARC = "X").
- (3) Nonreparable (RC = "Z").
- (4) Stock Funded (second position of the MATCAT = "2").
- (5) Supply class is 2, 3 (packaged), 4, or 9 (SCMC = "2," "33," "36," "4," or "9").
- (6) The SCMC is "2," "33," "36," "4," or "9."

b. These items are stored near the work area. This storage gives maintenance personnel direct access to the supplies.

(1) Bench stock for aviation peculiar items should be provided segregated storage (bin dividers) by manufacturer, contract, lot number, source, and date packed, when physical capabilities exist.

c. Maintenance activities with a collocated SSA stock 15 days of supply of bench stock; those without a collocated SSA or on the DSS, 30 days of supply. The shop officer selects stockage based on mission needs. Use UND "C" for initial issue and replenishment requests. Use the customer's work request priority to request the quantity required to complete the job when stock is at zero balance, but don't combine replenishment quantity with the quantity needed to complete the job unless the work request UND is "C."

d. Replenish bench stocks as follows:

- (1) As items are used.
- (2) On a schedule.
- (3) On a combination of (1) and (2) above.

e. Two records are required for bench stocks: a bench stock list; and bench stock replenishment tags.

(1) *Bench stock list.* Prepare on a memorandum or plain bond paper. The subject is "Bench Stock List." Include the date prepared, unit/activity, and UIC. List the stock number, unit of issue, item description, stockage quantity, and location of each bench stock item. The person preparing the list (normally the shop officer) signs it and sends it to the unit commander or installation maintenance officer for approval and signature. Essential data elements of the bench stock list are shown in the table 23-1.

(2) *Bench stock replenishment tags.* Use DA Form 1300-4 (Reorder Point Record) as a bench stock replenishment tag as shown in figure 23-1. Place the tag in or on the location of each bench stock item, or in a consolidated file collocated with the items. When a replenishment request for a bench stock item is submitted, enter the date and quantity from the request on the tag. Use of an alternate form is authorized when conditions such as bin size preclude the use of the DA Form 1300-4, however, all data elements must be used to ensure continuity if an alternative or locally prepared form is used. Essential data elements of the bench stock replenishment tag are listed in table 23-2.

**Table 23-1**  
**Bench stock list**

**Use:** To control bench stock stockage  
**Preparation:** Manual or automated  
**Format:** As prescribed in manual or automated procedural publications  
**File:** Logistics Papers reference file

**Title:** Date  
**Explanation:** Date the list prepared

**Title:** Unit/Activity  
**Explanation:** N/A

**Title:** UIC  
**Explanation:** N/A

**Title:** Prepared by  
**Explanation:** N/A

**Title:** Approved by  
**Explanation:** N/A

**Title:** Stock number  
**Explanation:** N/A

**Title:** Unit of Issue  
**Explanation:** N/A

**Title:** Item description  
**Explanation:** N/A

**Title:** Quantity  
**Explanation:** N/A

**Title:** Location  
**Explanation:** N/A

**Table 23-2**  
**Bench stock replenishment tag**

**Use:** To record bench stock replenishment action  
**Preparation:** Manual or automated  
**Format:** As prescribed in manual or automated procedural publications  
**File:** None, destroy when the form is filled or when item is deleted from stockage

**Title:** Stock number  
**Explanation:** N/A

**Title:** Unit of Issue  
**Explanation:** N/A

**Title:** Item noun  
**Explanation:** N/A

**Title:** Stockage level  
**Explanation:** N/A

**Title:** Location  
**Explanation:** N/A

**Title:** Date  
**Explanation:** Date replenishment request submitted

**Title:** Quantity  
**Explanation:** Quantity requested

### 23-3. Shop stock

#### a. General.

(1) Select items for stockage based on three demands within a control period. The ARNGUS and USAR aviation TDA support facilities, two demands in a control period provided that the item has an essentiality code of "C" or higher, is approved by the commander and is in support of older stage aircraft (15 years or older) and one demand in one control period to retain. A control period for the Active Army is 180 days; a control period for the ARNGUS and USAR is 360 days. Follow the procedures in *f* below when computing stockage. Controlled cryptographic items diagnostic module packages will be issued and controlled as shop stock items.

(2) Stockage objectives are as follows:

(a) For units without a collocated SSA, and for the ARNGUS, a 30-day stockage level is authorized.

(b) For units with an organic supply account, a 15-day stockage level is authorized.

(3) Records required for shop stock are listed below.

(a) Shop stock list.

*Note.* Note: Units that are directly supported by an automated system, that is, DS4 may use the listing provided by the automated system.

(b) DA Form 3318.

(c) DA Form 2064. Keep the document register under paragraph 23-19.

(4) Review shop stocks quarterly (semi-annually in the ARNGUS and USAR) and revise as necessary. Inventory stocks during the review.

(5) Request procedures are given in section II. Turn-in procedures are outlined in DA Pam 710-2-1, chapter 3.

(6) Submit resupply requests when the balance on hand, plus dues in, minus dues out, is equal to or less than the reorder point quantity.

#### b. Location.

(1) Shop stock usually is kept in the shop supply section. This gives better control, reduces record keeping, and provides quick response to the repair person. If repair sections are widely separated from shop supply, the stock may have to be divided and kept in two or more locations. In this case, stock is located where the repair parts are requested. For example, electronics repair section personnel may keep the stock of electronic items for that section.

(2) Each section keeping a part of the shop stock must keep required records. A separate DODAAC is not required. A block of document serial numbers can be assigned to each section keeping a part of the stock.

*c. Preparing, distributing, and updating the shop stock list.*

(1) Prepare the shop stock list on plain paper in enough copies to meet local needs. Include all shop stock items on the list. The list must contain the stock number and description of each item. List the items in NIIN sequence.

(2) Distribute the shop stock list as follows:

(a) Keep a copy on file in the shop office.

(b) Give a copy to the SSA within 5 days after preparation.

(c) Keep a copy on file in each section keeping a part of the stock.

(3) Prepare a change to the shop stock list when an item is added to shop stock. Prepare the change in the same format as the shop stock list. Distribute the change list under (2) above.

(4) Prepare a new list annually or when extensive changes are made.

*d. Preparing and maintaining DA Form 3318.*

(1) DA Form 3318 is a two-part form. When demands or requests sections are filled, separate the form and turn it over for more postings. Prepare a DA Form 3318 for each line item authorized for stockage. The demands section is for recording quantities of repair parts demanded. The main purpose of the DA Form 3318 is to allow the unit to adjust stock levels based on recorded demand experience.

(2) File DA Form 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.

(3) Make all entries on the DA Form 3318 in pencil. Prepare DA Form 3318 as shown in figure 23-2.

*e. Review of DA Form 3318 and inventory of shop stock.* Review DA Form 3318 quarterly, semiannually in the USAR and ARNGUS. Organizations which use the Automated Retail Outlet System (AUTOROS) will inventory semiannually. (For items that were added during a period being reviewed, post the review and do an inventory, but do not compute any stockage adjustments.) Make review and inventory as follows:

(1) Compare storage location of each item with location shown on the title insert. Correct any differences.

(2) Count all items listed on DA Form 3318. Enter the on-hand quantity in the balance on hand space.

(3) Make a visual check of the items' condition. Repair or replace damaged items.

(4) Compute stock level for each item stocked. Follow procedures in f below.

(5) Check to see if the quantity on hand, plus dues in, minus dues out, is not greater than the RO. Request shortages if the quantity on hand, plus dues in, minus dues out, is equal to or less than the ROP. Turn in any excesses.

(6) Post the review results on the next available line in the demands section of DA Form 3318. Make the posting as shown in figure 23-3 and explained below.

(a) *Date column.* Enter Julian date of the review.

(b) *User column.* Enter letters "REV" (to indicate a review).

(c) *Quantity demanded column.* Enter total quantity demanded during the review period. Don't count canceled demands.

(d) *Review entry.* Draw a dark line just below the review entry.

(7) When a request for more stock is required, post it on the next available line of the requests section.

(8) On completion of the review, take the following actions:

(a) Send requests for more stock to the SSA.

(b) Submit requests for cancellation for any excess dues in.

(c) Turn in excess items.

(d) Prepare and distribute a change list if items were added or deleted from the shop stock.

(9) Conduct causative research for all discrepancies found during the inventory and adjust according to AR 735-5.

*f. Computing stockage.*

(1) Use the shop stock tables (table G-17 and table G-18) to find the proper stockage level. The ARNGUS uses table G-18. Use table G-17 if the unit is authorized a 15-day stock level; use table G-18 if authorized a 30-day stock level. The tables are based on 30-day issue experience. To use the table, use the following information:

(a) Determine the average monthly issues of the item. Do this by dividing the total quantity demanded during the review period by 3, number of months in a review period (6 for ARNGUS and USAR). For initial stockage, divide the total quantity demanded by the number of months from the first to the third demand. (Adjust fractions to the next higher whole number.)

(b) Determine the OST. Use the average customer wait time (ACWT). Obtain this information from the SSA.

(c) Find the row that covers the average OST of the unit. Follow the line from left to right until it intersects with the column that shows the average number of items issued in a month. The block where the row and column intersect gives the RO and the ROP. (Using the 15-day stockage table (table G-17) for example, as follows: if the OST is 15 days and 19 items are issued in a month, the RO is 19; ROP is 10.) When stock levels are computed, a request for issue is submitted if the balance on hand, plus dues in, minus dues out, is equal to or less than the ROP. Request enough to bring the total up to the RO.

(2) When average issues exceed 50 use the tables. By grouping the average issues into quantities that fit the table and then adding the separate results. For example, if the issue quantity were 76, first find the RO and ROP for 50 and then for 26. Add, and the sums are the RO and ROP for 76.

(3) The RO and ROP quantity may be computed using the following DOS formula:

(a) Computation formula for a 15-day level:  $(15 + OSTD) \text{ over } 30 \times QDCP = ROQ$ , or  $(OSTD) \text{ over } 15 + OSTD \times ROQ = ROPQ$ .

(b) Computation formula for a 30-day level:  $(30 + OSTD) \text{ over } 30 \times QDCP = ROQ$ , or  $(OSTD) \text{ over } 30 + OSTD \times ROQ = ROPQ$ . Note: Abbreviations used in (a) and (b) above are explained as follows: OSTD = OST in days; QDCP = quantity demanded in the control period; ROQ = requisitioning objective quantity; and ROPQ = reorder point quantity.)

*g. Keeping the nonstocked item demand file.* Keep a separate file of DA Forms 3318 to record requests for nonstocked items. Keep only one card for each NSN. Add these items to the shop stock after they meet the stockage criteria of three demands in a control period. Control periods are 180 days for the Active Army and 360 days for the ARNGUS and USAR. Add the items meeting the stockage criteria to the shop stock at the time of the third demand.

(1) When a nonstocked item is requested for the first time, do the following:

(a) Prepare a DA Form 3318 for the item. (Fig 23-2 gives instructions for preparing the DA Form 3318.) The title insert section need not be completed at this time.

(b) Post the demand to the demand section of the form.

(c) File the form in the nonstocked file in NIIN sequence.

(2) When a nonstocked item is demanded the second and following times, do the following:

(a) Post the demand to the DA Form 3318 for the item.

(b) When the third demand is posted within a control period, the item is qualified for stockage. Follow the procedures in (4) below when adding the item to stock.

(3) Review the nonstocked file every 90 days (180 in ARNGUS and USAR). Take the following actions:

(a) Discard cards for items that have had no demands in the last 180 days (ARNGUS and USAR: 360 days).

(b) On the remaining cards, line out demands more than 180 days old (ARNGUS and USAR: 360 days old).

(c) Check each form to see if stockage criteria are met. Remove cards from the file that have met criteria for addition to the shop stock.

(4) An item meeting stockage criteria is added to the shop stock as follows:

(a) Add quantities of the three demands. Enter this total quantity on the next line available in the demand section. Underline this entry. Do not include any demands above this line in future reviews. (See fig 23-4 for an example.)

(b) Compute the authorized stock level. Follow the procedures in f above.

(c) Prepare a request for the stockage quantity. Use UND "C."

Send the request to the SSA. Post this request on the first available line in the requests section of the DA Form 3318.

- (d) Complete the title insert section of the DA Form 3318.
- (e) File the DA Form 3318 in the shop stock visible file.
- (f) Prepare a change to the shop stock list. Give copies to the shop office, SSA, and each section keeping a part of the shop stock.
- h. *Retaining and deleting stocks.* Nonseasonal demand-supported items must receive at least one demand during the last control period to be kept in shop stock. Seasonal items and items with forecasted requirements must be expected to receive at least one demand during the year to be kept. Turn-in items not meeting these criteria to the SSA and delete the items from the shop stock list. Destroy the DA Form 3318.
- i. *Don't keep excess stocks.* Turn-in excess stocks to the SSA within 10 days of shop stock review.

## Section II Requesting and Receiving Supplies

### 23-4. General procedures

This section gives procedures for—

- a. Requesting and receiving supplies.
- b. Keeping the document register and due-in status file.
- c. Requesting followup, cancellation, or modification of open requests.

### 23-5. Uniform Materiel Movement and Issue Priority System

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

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

b. *Determining the UND.* The UND determined by using unit personnel. The UND is used to express how urgently the unit needs the requested supplies. The UNDs are identified by the letters A, B, and C. Select UNDs using the following guidelines:

- (1) UND A is used to request materiel as follows:
  - (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 (CONUS) or 20 days (OCONUS).
  - (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 or fire fighting) needed for the operation of mission-essential materiel.
  - (d) Required for immediate use in replacement, or repair of, mission essential training materiel. Without this materiel, the 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) Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.

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

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

(d) 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 23-3 to select the PD on the line that relates the unit FAD and UND.

**Table 23-3**  
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

### 23-6. Control of priority designator utilization

a. Commanders are responsible for accurate assignment of priority designators (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 ARNGUS, 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.

### 23-7. Use of the 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 23-4. 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 23-4**  
Standard delivery time in days

Priority designators	Unit location			
	CONUS and intra-theater	Alaska, Hawaii, South America, Caribbean, and North Atlantic	Europe and Mediterranean Africa	Pacific
01 thru 03	10	14	14	15
04 thru 08	12	18	18	19
09 thru 15	32	70	75	85

### 23-8. The required delivery date

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:

(a) Scheduled departure date for a vessel or other carrier is such that future replenishment of the unit from current supply sources will not be practical after departure.

(b) Scheduled deployment date for an operational force by a fixed date.

(c) Emergency requirement for medical and disaster supplies to save life or prevent suffering and disaster.

b. Commanders are responsible for using correct RDDs on supply requests.

c. Enter the RDD on supply requests as explained in the preparation instructions. To schedule an RDD beyond the SDD see instructions in AR 725-50, chapter 2.

### 23-9. End item code

The EIC is a three position code replacing the W/ESDC on all requests for issue. The EIC will be entered in cc 54-56 or block 18 of every request for issue, cancellation, and modification for repair parts having an end item application. If an EIC has not been assigned to the end item then leave the EIC blank. The monthly AMDF has the EIC listed for most major end items to the left of the LIN. The EICs are not listed for each repair part NIIN because some repair parts have multiple applications on specific end items.

### 23-10. Forms used to request supplies

Table 23-5 lists forms used to request supplies and types of supplies requested with the form.

**Table 23-5**  
Forms used to request supplies

**Form:** DA Form 2765-1

**Used to Request:** Expendable, durable, or nonexpendable single line item with NSN listed in AMDF.

**Form:** DA Form 3161

**Used to Request:** Ten or more line items of supplies normally provided by an SSSC when SSSCs are not available. Five or more line items of packaged class 3 items. Expendable medical items within a medical facility.

**Form:** DD Form 1348-6

**Used to Request:** Non-NSN single-line item when the NSN is not listed in the AMDF. Modification work order (MWO) and modification kits. Classified items. All exception data requests.

### 23-11. Preparation of DA Form 2765-1 when used as a request for issue

DA Form 2765-1 is a four-part carbon interleaved form. When prepared, present copies 1, 2, and 4 to the SSA. The third copy may be filed in the due-in status file or destroyed. (Instructions for preparing DA Form 2765-1 are with fig 23-5.)

### 23-12. Preparation of DA Form 3161 when used as a request for issue

a. DA Form 3161 and DA Form 3161-1 (Request for Issue and Turn-in (Continuation Sheet)) may be used to request supplies from an SSA as follows:

(1) For 10 or more line items of supplies normally provided by an SSSC. This is authorized only when SSSCs are not available.

(2) For five or more line items of packaged class 3 items.

(3) For expendable medical items within a medical facility or for issue to units satellited for medical support.

b. Use DA Form 3161 and DA Form 3161-1 only on a fill-or-kill basis. Dues-out are not made on these forms.

c. Prepare the DA Form 3161 and DA Form 3161-1 in enough copies to meet local needs. (Instructions for preparing DA Form 3161 are with fig 23-6.) Overprinting of DA Form 3161 is authorized when the same group of items is requested on a recurring basis. When using an overprinted DA Form 3161, draw a line through items and their corresponding blank quantity columns when requested supply action does not apply to those items.

### 23-13. Preparation of DD Form 1348-6 as a request for issue

a. DD Form 1348-6 is used to request the following:

(1) Non-NSN items.

(2) Classified items (except COMSEC).

(3) MWO and modification kits.

(4) Items requiring exception data.

(5) NSN items that are not listed in the AMDF.

b. Exception data for non-NSN items is only required when the items being requested do not have an MPN. An MPN consists of a five-digit Commercial and Government Entity (CAGE) and a part number. Enter exception data in blocks 2 through 9 of the request. If required, attach additional exception data to the request. This data includes as much of the following as possible and any other information that would aid in identification:

(1) Manufacturer's name.

(2) Publication number, page number, and date of publication.

(3) Size, shape, color, and purpose of the item requested.

(4) End item identification to include the EIC.

c. 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. (Instructions for preparing DD Form 1348-6 as a

request for a non-NSN item are in fig 23-7. Instructions for preparing DD Form 1348-6 for an NSN item are in fig 23-8.)

### Section III Special Request Instructions

#### 23-14. Requests for recoverable or nonexpendable components

Recoverable or nonexpendable components have a recoverability code (RC) other than O, Z, or blank, or have an Accounting Requirements Code (ARC) of N. The codes are in the AMDF. Use the procedures in this paragraph when requesting these components.

*a. Requests citing a recurring demand (other than RX).*

(1) When possible, send the request to the SSA at the same time the unserviceable item is turned in.

(2) Request on a one-for-one basis.

(3) Enter turn-in document number in block O of DA Form 2765-1. Enter this number in the remarks block of DD Form 1348-6.

(4) When an unserviceable item is not turned in, do the following:

(a) Enter an explanation on the reverse side of the request.

(b) Have the commander or responsible officer sign the explanation.

*b. Requests citing a nonrecurring demand.*

(1) Enter an explanation for the request on the reverse side of the request.

(2) Have the commander or responsible officer sign the explanation.

#### 23-15. Not mission capable supply and anticipated not mission capable supply requests

NMCS requests are to be initiated when a maintenance work stoppage has occurred because an item of supply is not available at the maintenance activity to continue work or to return a piece of equipment to a mission capable status. If the end item has an assigned EIC, the EIC should be entered in block 18, or cc 54-56 on the request for issue. An ANMCS request is required when such a condition is anticipated. Submit these requests for only the quantity required to return the equipment to mission capable status.

*a. For NMCS conditions requiring expedited handling originating overseas or in CONUS units alerted for deployment within 30 days, use the following procedures:*

(1) Requesting unit will possess FAD I, II, or III.

(2) Enter PD 01-03 in block 20 (cc 60-61). Use the PD relating to UND A and the unit's FAD. (See table 23-3.)

(3) Enter 999 in block 21 (cc 62-64).

(4) Enter the proper EIC in block 18 or cc 54-56. The EICs are listed in the AMDF for most major end item NSN 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 if no EIC has been assigned to the end item, leave blank.

*b. For all other CONUS or overseas NMCS requests other than 999 or ANMCS requests (all FADs), use the following procedures:*

(1) Enter an "N" in the first position of block 21 (cc 62) for NMCS requests.

(2) Enter an "E" in the first position of block 21 (cc 62) for ANMCS requests.

(3) Short RDDs may be entered in the second and third positions of block 21 (cc 63-64). When used, enter the number of days within which the materiel is required.

(4) For ANMCS, enter PD 01-08 in block 20 (cc 60-61). Use table 23-3. Determine PD under paragraph 23-5c. Enter the PD relating to UND B in units having FAD I, II, or III and UND A in units having FAD IV or V.

(5) Enter the proper EIC in block 18 or cc 54-56. The EICs are listed in the AMDF for most major end item NSN 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 blank.

#### 23-16. Modification work orders and modification kits

Use DD Form 1348-6 for requesting MWOs or modification kits. Prepare the request as shown in figure 23-8 and use the following additional instructions:

*a. Enter end item for which the MWO or kit is being requested in block 8.*

*b. Enter end item make in block 8a.*

*c. Enter end item model in block 8b.*

*d. Enter end item serial number in block 8d.*

*e. Enter MWO number in remarks block.*

#### 23-17. Request for repair parts in support of commercial construction equipment (CCE) and materiel handling equipment (MHE)

Requests are prepared under section II of this chapter. A military publication or commercial catalog will be referenced. A project code in card columns 57-59 and an EIC in cc 54-56 of request document will be used to identify part numbered repair parts in support of commercial construction equipment (CCE) and materiel handling equipment (MHE).

*a. CCE.* Use project code JZC for requests to identify part numbered repair parts in support of CCE.

*b. MHE.* Use project code JZM for requests to identify part numbered repair parts in support of MHE.

#### 23-18. Exception data requests

Submit requests for items requiring exception data on DD Form 1348-6. (Prepare the form for non-NSN items as shown in fig 23-7. Prepare the form for NSN items as shown in fig 23-8.) Enter the exception data in blocks 2 through 9 of the request. If additional space is needed, attach exception data to the request.

### Section IV Document Register, Supply Status, and Due-In Status File Procedures

#### 23-19. Keeping the 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.

*a. There are three types of document registers; nonexpendable, durable, and expendable.*

(1) The nonexpendable register is kept at property book level. Use it to record supply transactions for property book items (regardless of ARC) and nonexpendable components.

(2) One durable register is authorized to be maintained at the unit level as directed by the PBO. The PBO may authorize this register to be combined with an expendable document register, making an expendable/durable document register. This register will normally be maintained by the unit supply element.

(3) Expendable document registers are kept by each element within a unit that is authorized to submit supply requests to an SSA. Use it to record supply transactions for expendable items.

*b. The PBO designates elements within a unit to request expendable and durable supplies. This is done by using a memorandum. The memorandum also will specify class of supply, DODAAC to be used, and any restrictions. For example, only one element within a unit is authorized to request durable items. This normally will be the unit supply. Other elements would be restricted from requesting durables.*

*c. The PBO makes sure document numbers are not duplicated. This is done as follows:*

(1) Obtaining a separate DODAAC for each unit requesting supplies. Use the procedures in AR 725-50 to obtain a DODAAC.

(2) Providing by memorandum separate blocks of document serial numbers to elements within a unit. Separate blocks are required when supply requests are sent by more than one element of a unit assigned a DODAAC.

d. Document registers are kept by calendar or fiscal year (FY). Use the procedures in AR 25-400-2 for filing and extracting document registers.

e. Supply documents are recorded in the document register (as explained in fig 23-9).

f. When a unit document is found or received that is not recorded in the document register, or has a document number that is a duplicate of a recorded document number for a different transaction, take the following action:

(1) Research the transaction with all activities that would act on it if it were valid. If the document is an obvious error, or was never processed, destroy it. If the document was processed, cancel it.

(2) If the document can't be canceled and is for an expendable/durable item:

(a) File the document in the applicable file in document number sequence.

(b) Record the document on a blank DA Form 2064 and line out the remaining blank spaces on that register page. File the page immediately following the page where the document would have been recorded using the same page number plus a letter for the new page. For example, if filed following page 13, the new page will be numbered page 13a; a second new page behind page 13 would be page 13b.

(c) When extracting open documents at the beginning of a calendar or fiscal year from an inactive document register to the new document register per AR 25-400-2, record the open documents in correct document number sequence as the first entries in the new document register.

### 23-20. Keeping the due-in status file

a. A due-in status file is kept for each document register. This file holds status cards on unfilled supply requests. Duplicate or carbon copies of requests also may be placed in the file.

b. When status cards are received, process them under table 23-6. File status cards in document number sequence. File the card in front of other documents related to the request.

c. Destroy status cards from the file when total quantity due-in is received, canceled, or rejected. Also destroy cancellation or rejection status cards for requests from the expendable and durable document register, DA Form 2064. File cancellation or rejection status cards for requests from the nonexpendable document register in the document file. Before filing, mark the card "canceled," enter the Julian date, and initial it.

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#### Table 23-6 Status card processing

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**Status card received:** AE-series card with BB, BC, BD, BP, or BV status code.

**Take these actions:**

1. Enter the status code and estimated delivery date (EDD) from status card in column l of document register (in pencil).
  2. Place status card in due-in status file.
- 

**Status card received:** AE-series card with BQ status code for total quantity requested.

**Take these actions:**

1. Enter the status code and Julian date in column m of document register.
  2. Remove previous status cards from due-in status file and destroy.
  3. If the status card is for a request from the nonexpendable document register, send the status card to the property book officer. Otherwise, destroy it.
- 

**Status card received:** AE-series card with BQ status code for part of quantity requested.

**Take these actions:**

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, remove previous status cards for the request from due-in status file and destroy.
3. If the status card is for a request from the nonexpendable document

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#### Table 23-6 Status card processing—Continued

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register, send the status card to the property book officer. Otherwise, destroy it.

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**Status card received:** AE-series card with any rejection status code for total quantity requested.

**Take these actions:** 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, remarks, or both, to determine reason for rejection. If the item is still needed, process a new request. Use a new document number. Make sure to correct the reason for rejection.

4. If the status card is for a request from the nonexpendable document register, send the status card to the property book officer. Otherwise, destroy it.

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**Status card received:** AE-series card with any rejection status code for part of quantity requested.

**Take these actions:**

1. Enter status, 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. Analyze the status code, remarks, or both to determine reason for rejection. If the item is still needed, process a new request. Use a new document number. Make sure to correct the reason for rejection.

4. If the status card is for a request from the nonexpendable document register, send the status card to the property book officer. Otherwise, destroy it.

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**Status card received:** AS-series card for total due-in quantity.

**Take these actions:**

1. Enter the DIC and date shipped or ESD from status card in column 1 of document register (pencil entry).

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

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**Status card received:** AS-series card for part of due-in quantity.

**Take these actions:**

1. Enter the DIC, date shipped or ESD, and quantity from status card in column 1 of document register (pencil entry).

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

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**Status card received:** AU-series card for total due-in quantity.

**Take these actions:**

1. Enter the DIC and date shipped or ESD from status card in column 1 of document register (pencil entry).

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

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**Status card received:** AU-series card for part of due-in quantity.

**Take these actions:**

1. Enter the DIC, date shipped, or ESD and quantity from status card in column 1 of document register (pencil entry).

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

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**Status card received:** AE-series card with BM status code.

**Take these actions:**

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

2. Place status card in due-in status file.

---

**Status card received:** AE-series card with BG status code (stock number, unit of issue, or both, changed).

**Take these actions:**

1. For items not accounted for on property books—

a. For NSN changes—

(1) Post the change to all records kept for the item including technical manuals.

(2) Enter the status code in column 1 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 1 of document register (pencil

**Table 23-6**  
**Status card processing—Continued**

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 the document register.

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

(3) Place status card in the 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 this item.

(2) Enter the status code in column 1 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.

**Status card received:** AE-series card with BJ status code (quantity changed to conform to unit pack).

**Take these actions:**

1. Enter the new quantity due-in in columns i and k of the document register.

2. Enter the status code in column 1 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.

**Section V**

**Followup, Cancellation, Modification, and Reconciliation Procedures**

**23-21. Followup procedures**

a. Followup action on an unfilled request is not mandatory. When used, followups will not be submitted earlier than the following:

(1) For PD 01-08 requests, at least 9 calendar days have passed since the document date or the EDD on the latest status card and supply or shipment status has not been received.

(2) For PD 09-15 requests, at time of monthly reconciliation and supply or shipment status has not been received.

(3) For PD 01-15 requests:

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

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

(c) Fourteen calendar days have passed since a cancellation request was submitted and supply or shipment status has not been received.

(d) 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.

(e) 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. When a followup is used, take the following actions:

(1) If supply status has been received, use the latest status card. Enter "AF1" in block 1, DA Form 2765-1. Enter data from card columns 67, 68, and 69 in block 2. (If zeros appear in those columns, leave block 2 blank.) Circle blocks 1 and 2 using colored pencil or ink.

(2) If no status has been received, prepare a followup document. Remake the supply request from the document register and proper supply publication. Enter the appropriate AT-series document identifier code (see DA Pam 710-2-1, app H) in block 1 (cc 1-3). Circle the entry using colored pencil or ink.

(3) Record the followup in the document register. Erase the proper old entry in column 1. Enter "AF1" or the AT-series DIC used and the Julian date of the action in column n. (A status card prepared as a followup and posted to the document register is shown in fig 23-10.)

(4) Send the followup to the SSA.

**23-22. Followup on a shipment (request for transportation status)**

a. Followup action on requests with shipment status is not mandatory. When used, followups will not be submitted earlier than the following:

(1) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped or ESD and the shipment has not been received.

(2) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped or ESD and the shipment has not been received.

b. When a followup on a shipment is used, take the following actions:

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

(2) Record the followup in the document register. Erase proper entry in column 1. Enter "TM1" and Julian date of the action in column n.

(3) Send the followup to the SSA.

*Note.* If shipment status card is lost, notify SSA that the shipment has not been received. Provide SSA with all available information related to the request.

**23-23. Requesting an improved estimated delivery date**

Requests for improved EDDs are not mandatory. When used, requests for an improved EDD are restricted to PD 01-08 requests. A request for an improved EDD may be used when status is received with an unacceptable EDD. Use the following procedures:

a. Remove the latest status card from the due-in status file. Enter "AFC" in block 1. Enter data from card columns 67, 68, and 69 in block 2. (If zeros appear in those columns, leave block 2 blank.) Circle blocks 1 and 2 using colored pencil or ink.

b. Record followup request to document register. Enter "AFC" and Julian date of the action in column n.

c. Send the followup request to the SSA.

**23-24. Cancellation procedures**

Submit a request for cancellation when all or part of a quantity requested is no longer needed. Be sure to include the EIC in cc 54-56 on all customer initiated cancellation requests. Use the following procedures:

a. *Preparation of a request for cancellation.*

(1) If status has been received, use the latest status card. Enter "AC1" in block 1. Enter data from card columns 67, 68, and 69 in block 2. (If zeros appear in those columns, leave block 2 blank.) Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request for cancellation. Remake the supply request from the document register and proper supply publication. Enter "AC1" in block 1 (cc 1-3). Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

b. *Processing.*

(1) Record cancellation request in the document register. Enter "AC1" and Julian date if requesting cancellation of the entire quantity; or "AC1," quantity, and Julian date if requesting cancellation of a partial quantity. These entries are made in pencil in column n. (Fig



23–11 shows a cancellation request posted to the document register.)

(2) Send cancellation request to the SSA.

*c. Completion of cancellation action.* A request for cancellation is not complete until verification is received from the SSA. This is a supply status card with a “BQ” status code. When verification is received, do the following:

(1) When entire quantity requested is canceled, do the following:

(a) Post document register. Enter “BQ” and Julian date of cancellation verification in column m. Erase any previous entry in column l. Erase the “AC1” and Julian date in column n. (Fig 23–12 shows completion of the cancellation action started in fig 23–11.)

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

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

(2) When part of a quantity requested is canceled, do the following:

(a) Post the document register. Erase “AC1” and Julian date in column n. Enter “BQ,” quantity canceled, and Julian date of cancellation verification in column n. Erase previous entry in column l, as appropriate. Make the entry in column j permanent if action is completed. Change the due-in quantity in column k. (Fig 23–13 shows entries required on the document register when a partial cancellation is started and entries required when the cancellation is confirmed.)

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

*d. Followup on cancellation request.* Followups on cancellation requests are not mandatory. When used, 14 calendar days must have passed since a cancellation request was submitted and supply or shipment status has not been received. Use the following procedures:

(1) If status card is available, use it. Enter “AK1” in block 1. Enter the data from card column 67, 68 and 69 in block 2. (If zeros appear in those columns, leave block 2 blank.) Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(2) If status card is not available, prepare a followup. Remake the supply request from the document register and proper supply publication. Enter “AK1” in block 1 cc 1–3. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(3) Record followup in the document register. Erase “AC1” and Julian date in column n. Enter “AK1” and Julian date the action is started in column n.

(4) Send the followup to SSA.

### **23–25. Modification of previously submitted requests**

*a. Use.* A request modifier document is used to modify the following information on previously submitted requests. Use it only when the change pertains to entire quantity requested. It must be submitted for each open request when a unit’s Force Activity Designator (FAD) changes.

(1) Media and status code, block 3.

(2) Project code, block 19.

(3) Priority designator, block 20.

(4) Required delivery date, block 21 (except subsistence requests).

(5) Advice code, block 22.

*b. Preparation.*

(1) If status has been received, use the latest status card. Enter the correct AM-series DIC in block 1. AM-series DICs are listed in DA Pam 710–2–1, appendix H. Enter the new data in the appropriate blocks. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request modifier. Remake supply request from document register and proper supply publication. Enter the correct AM-series DIC in block 1 (cc 1–3). AM-series DICs are listed in DA Pam 710–2–1 appendix H. Enter the new data in the appropriate blocks. Circle these entries using colored pencil or ink.

*c. Processing.* Record the request modifier in the document register as follows:

(1) If the PD was modified, draw a line through the original PD in column g; enter the new PD. Have the request authenticated if required.

(2) Enter the correct AM-series DIC from the request modifier and the Julian date of the action in column n. (Fig 23–14 shows a request modifier posted to the document register.)

(3) Send request modifier to the SSA.

### **23–26. Reconciliation and validation of supply requests**

Supporting SSA is required to reconcile and validate open supply requests with its customers monthly. Use the procedure set up by the supporting SSA.

## **Section VI Receiving Supplies**

### **23–27. Authorization to receipt for supplies**

*a.* On appointment, responsible officers will send a copy of assumption of command orders or appointing informal memorandum to each SSA from which supplies are drawn. This authorizes the responsible officer to receipt for supplies. Responsible/accountable officers may also elect to use DA Form 5977 (Authorization Card) as described in DA Pam 710–2–1, paragraph 2–28. DA Form 5977 may be used in lieu of the DA Form 1687.

*b.* DA Form 1687 is used when a responsible person wants to designate personnel as authorized representatives to sign for supplies. Examples are shown as follows:

(1) PBO may designate persons to sign for items from the SSA.

(2) Responsible officer may designate personnel to sign for items from SSSC, facility engineers, or similar activities.

(3) Responsible officer may designate personnel to sign for expendable and durable items from the SSA.

*c.* Prepare DA Form 1687 in enough copies to meet local needs. (Fig 23–15 includes instructions for preparing DA Form 1687.)

*d.* Preparing unit or activity will keep a copy of completed DA Form 1687. Send other copies to the proper SSA.

*e.* Only the responsible officer or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is a U.S. Government identification card having the signature and a picture of the person.

*f.* Keep DA Form 1687 current. Use the following procedures:

(1) Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement “Added, previous editions remain in effect” in the remarks block.

(2) To delete personnel, prepare a DA Form 1687. Enter only data of the deleted personnel. Personnel to be deleted do not sign or initial the card. Enter an “X” in the “withdraws from” block. Circle this block using colored pencil or ink. Enter the words “Deleted, other personnel listed remain in effect” in the remarks block.

(3) DA Form 1687 expires on the date entered in the “expiration date” block. When the forms expire prepare new forms.

### **23–28. Receipt documents**

*a.* Supplies issued from an SSA normally are received with DD Form 1348–1. (Fig 23–16 shows a sample of a completed DD Form 1348–1A.) The customer acknowledges receipt of supplies by signing his or her name and Julian date in block 22 and 23.

*b.* Items in stock at SSA are received on DA Form 2765–1. (Fig 23–17 shows a sample of a completed DA Form 2765–1 as a receipt document.) The customer acknowledges receipt of the supplies by entering the quantity received in block S, Julian date, and signature in block V.

*c.* When items are requested on DA Form 3161, the issue is made on that form. (Fig 23–18 shows a sample of a completed DA Form 3161 as a receipt document.) The customer acknowledges receipt of the supplies by completing the “Supply Action” column and entering Julian date and signature in block 18.

*d.* When items are received directly from a contractor or vendor,

they are accompanied by a commercial invoice, DD Form 250 or DD Form 1155. Acknowledge receipt of the supplies by signing and dating the "receiver" block on the commercial invoice, block 22 on DD Form 250, or block 26 on DD Form 1155. Send a copy of the receipt document to the SSA within 3 working days of receipt of supplies. (Figs 8-3 and 8-4 are samples of DD Form 250 and DD Form 1155, respectively.)

*e.* When items are received directly from a contractor or vendor and are not accompanied by any documentation, prepare DD Form 250 in four copies. Complete blocks 7, 11, 13, 15, 16 (include document number for each request that pertains to the items received), 17, 18, and 22. Complete other blocks only if the correct information is readily available, for example, listed on the shipping container. Don't sign block 21B unless technically qualified to certify that items meet contract specifications. Keep one copy of the DD Form 250 and process the receipt under paragraph 23-29; send remaining copies to the supporting SSA.

### **23-29. Processing receipts**

On receipt of materiel, take the following actions:

*a.* Conduct a receipt of property inventory as outlined below. Post the document register to show the receipt.

(1) Make sure the items are for your unit. Do this 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.

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

(3) Count all items. Make sure the quantity received agrees with the quantity recorded on the receipt document. Report any differences to the SSA issue clerk for correction.

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

(5) Check the serial numbers when items with serial numbers are received. 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 (AIMI items, for example), enter the serial number on the document. Report any serial number problems to the SSA issue clerk for correction.

(6) 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 this pamphlet.

*b.* Post the receipt document to DA Form 3318. (Three working days from the date of receipt are allowed.)

*c.* Destroy receipt document for items recorded on the expendable and durable document register. For all items direct-shipped from a depot, ARNGUS units will forward a copy of all receipt documents to the supporting SSA within 23 hours of the receipt. Copies of GBLs and TK4 intransit data cards will be sent to the USPFPO.

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

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

## **Section VII**

### **Shop Stock Issue Procedures**

#### **23-30. General issue procedures**

Shop supply section personnel will receive a job order envelope from the shop section. The job order envelope will contain a DA Form 2407-1 (Maintenance Request Continuation Sheet) parts. This form lists the required for the job.

*a.* The first step is to arrange the job order envelopes in priority and job order number sequence. The job order with the highest PD will be filled first.

*b.* The second step is to check the DA Form 3318 for availability of the required parts.

*c.* The third step is to take actions described in paragraph 23-31.

#### **23-31. Parts on hand**

If required parts are on hand, the following actions will be taken:

*a.* Pick stock from bins.

*b.* Post issues to DA Form 3318 (under fig 23-2).

*c.* Make the following entries on DA Form 2407-1 (under fig 23-19):

(1) *Block 3a.* Enter work order number, if assigned.

(2) *Block 28d.* Enter applicable NSN or part number.

(3) *Block 28g.* Enter quantity issued.

(4) *Block 28j.* Enter the item storage location.

(5) *Block 28l.* Enter parts cost.

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

*e.* Forward job order envelope to shop section.

#### **23-32. Parts not on hand**

If parts are not on hand, take the following actions:

*a.* Prepare request (DA Form 2765-1) under figure 23-5.

*b.* Post request to DA Form 2064 under figure 23-9 and to DA Form 3318 under figure 23-2.

*c.* Make the following entries on DA Form 2407-1 (under fig 23-19):

(1) *Block 28d:* Enter the request document number directly above the applicable stock number or part number.

(2) Complete block 28f and block 28.

(3) Place suspense copy of DA Form 2765-1 in due-in file.

(4) Place work order envelope in hold file.

(5) Forward request to technical supply (SSA).

#### **23-33. Supply request of due-in parts**

When due-in parts are received, take the following actions:

*a.* Check item against receipt document for correct item and quantity.

*b.* Post receipts to DA Form 2064 and DA Form 3318.

*c.* Enter work request number on receipt documents.

*d.* Make the following entry on DA Form 2407-1 (under fig 23-19):

(1) *Block 28f.* Circle or enter the quantity received adjacent to applicable stock number.

(2) *Block 28g.* Enter quantity issued against the work order.

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

*f.* Forward job order envelope to shop section.

#### **23-34. Cancellations**

For requests that were canceled, take the following actions:

*a.* For request canceled due to invalid NSN or part number, research technical manuals and supply catalogs for correct NSN or part number.

*b.* Prepare a new request.

*c.* Post request to DA Form 2064 under figure 23-9 and to DA Form 3318 under figure 23-2.

*d.* Make the following entries on DA Form 2765-1:

(1) Line out incorrect stock number. Enter correct stock number above lined-out entry.

(2) Line out canceled document number. Enter date cancellation was received and status code in block 20k adjacent to document numbers.

(3) Enter new document number immediately below canceled document number.

*e.* Provide correct stock number to shop office for posting to applicable technical manual.

*f.* Place suspense copy of DA Form 2765-1 in due-in file; remove and destroy canceled DA Form 2765-1 in due-in file.

*g.* Forward new request to technical supply (SSA).

#### **23-35. Emergency requests**

When parts are needed for a high priority job, supply requests may

be hand carried to the technical supply section for immediate issue.

The shop supervisor should be notified if required parts are not immediately available from the technical supply.

**REORDER POINT RECORD**  
FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2.  
 THE PROponent AGENCY IS THE OFFICE OF THE  
 DEPUTY CHIEF OF STAFF FOR LOGISTICS

STOCK NUMBER <b>1005-00-992-6648</b>		UM	M QTY
ITEM NOUN <b>SPRING, HELICAL</b>		UI <b>EA</b>	
LOCATION <b>ABA.21                      85L: 10</b>			
<del>TO WAREHOUSE</del>		<del>TO STOCK CONTROL</del>	
DATE	RO	ROP	DATE
			<del>QTY ON HAND</del>
			<b>4</b>
			<b>7</b>
			<b>12</b>

**DA FORM 1300-4**      Edition of Oct 72  
JAN 82                      is obsolete.

DATE	<del>EC</del>	DATE	<del>QTY ON HAND</del>
REMARKS			

Figure 23-1. Sample bench stock replenishment tag using DA Form 1300-4

Legend for Figure 23-1;  
 Completion instructions by column or block for bench stock replenishment tag using DA Form 1300-4. All entries are pencil entries.

**Bench stock tag**

**Stock number.** Enter the NSN.

**Item noun.** Enter a one or two word item description.

**UI.** Enter the unit of issue of the item.

**Location.** Enter the location number of the place where the item is stored. On the right-hand side of this block, print "BSL": and enter the approved bench stock level from the bench stock list or revised bench

stock list per shop officer's semiannual review. Enter the CIIC of the item from the AMDF.

**To warehouse.** Line through this block.

**To stock control.** Line through this block.

**Date.** Don't use this column.

**RO/ROP.** Don't use this column.

**Date.** Enter the date of the supply request submitted to replenish stocks of the item.

**On hand.** Line through these words and print "QTY" above them. In this column, enter the quantity requested to replenish stocks.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSIOG.

STOCK NUMBER 2920 01 016 0875

DEMANDS						REQUESTS							
DATE a	USER b	QUANTITY		DATE a	USER b	QUANTITY		DOCUMENT NUMBER e	QUANTITY		DOCUMENT NUMBER e	QUANTITY	
		DEMANDED c	DUE OUT d			DEMANDED c	DUE OUT d		REQUESTED f	DUE IN g		REQUESTED f	DUE IN g
2002	401100	1						2106-1006	2	0			
2648	401203	1						2187-1002	1	0			
2106	401295	1						2204-1008	1	0			
		3						2231-1007	1	0			
2181	REV	0						2252-1003	1	0			
2187	401476	1	0					2254-1002	2	0			
2204	402015	1	0					2265-1002	1	0			
2231	402152	1	0					2278-1011	1	0			
2252	402265	1	0					2279-1006	1	0			
2254	402312	2	0					2295-1002	1	0			
2265	402361	1	0					2306-1005	1	0			
2278	402455	1	0					2308-1009	1	0			
2279	402480	1	0					2342-1003	1	1			
2295	402613	1	0										
2306	402695	1	0										
2308	402705	1	0										
2342	403016	1	1										

Detached from DA 3318

TITLE INSERT

BALANCE ON HAND	REMARKS	SOURCE: SSA	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
C	ENGINE, DSL, AVDS 1790		EA	LI	DS	2106	2(1)
	TM 9-2815-220-347	DEC 77	ARC	RC	AUTHORIZED STOCKAGE LEVEL		
			X	Z			
STOCK NUMBER	ITEM DESCRIPTION				LOCATION		
2920 01 016 0875	SOLENOID, ELEC				BIN	7C	

The information listed on this form is to be used as a general guide only.

Figure 23-2. Sample DA Form 3318, for item in shop stock

Legend for Figure 23-2;

Completion instructions by column or block for DA Form 3318, for item in shop stock.

Title insert

**Balance on hand.** Record the quantity of stock actually on the shelf. 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. Then, erasing and changing the balance will not wear through the paper.

**Remarks.** Include at least the following data:

- a. End item which the repair part supports, as identified by the TM. Include the EIC when applicable.
- b. Interchangeable and substitute (I&S) data available from supply letters, supply bulletins, SSA, MILSTRIP, or I&S list. Enter the NSN of other items that can be used when this item is not available.
- c. Number of the TM listing the part and the date of the current edition. If the part is common to two or more items of equipment, enter the TM number and date for each item of equipment.
- d. Local supply source for the item. Examples of sources are the SSA, DX, and QSS.

Note: If more space is needed for Remarks block data, enter it on the back of the Title Insert.

**UI.** Enter the unit of issue of the item.

**SEC.** Enter the CIIC of the item from the AMDF.

**ARC.** Enter ARC of the item from the AMDF.

**RC.** Enter the RC for the item from the AMDF.

**Stockage code.** Enter DS.

**Date.** Enter the Julian date the item was placed on the shop stock list.

**Quantity.** Enter the requisitioning objective (RO) quantity. Enter the reorder point (ROP) quantity next to it in parentheses.

**Authorized stockage level.** Leave blank.

**Stock number.** Enter the stock number of the item.

**Item description.** Enter a description of the item.

**Location.** Enter the storage location of the item.

#### **Record of demands**

**Stock number.** Enter the stock number for the item.

#### **Demands Section**

**(a) Date.** Enter the Julian date that the item was demanded by the shop.

**(b) User.** Enter the locally assigned or preprinted job order control number.

**(c) Quantity demanded.** Enter the quantity demanded.

**(d) Quantity due-out.** 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 whether or not all demands have been met. Adding the numbers in this column will give the total quantity due out.

Note: All demands that are canceled will be shown 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.

#### **Requests Section**

**(e) Document number.** Enter the document number assigned to the request or enter the Julian date of the request and a source code for items obtained from such facilities as RX or QSS.

**(f) Quantity requested.** Enter the quantity requested from or exchanged with the supply source.

**(g) Quantity due-in.** Enter the quantity still owed to the shop stock. Change this number as stock is received until it becomes zero. A quick 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.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 2920 01 016 0875

DEMANDS				REQUESTS									
DATE a	USER b	QUANTITY		DATE a	USER b	QUANTITY		DOCUMENT NUMBER e	QUANTITY		DOCUMENT NUMBER e	QUANTITY	
		DEMANDED c	DUE OUT d			DEMANDED c	DUE OUT d		REQUESTED f	DUE IN g		REQUESTED f	DUE IN g
2002	401100	1						2106-1006	2	0			
2048	401203	1						2187-1002	1	0			
2106	401295	1						2204-1008	1	0			
		3						2231-1007	1	0			
2181	REV	0						2252-1003	1	0			
2187	401470	1	0					2254-1002	2	0			
2204	402015	1	0					2265-1002	1	0			
2231	402152	1	0					2278-1011	1	0			
2252	402265	1	0					2279-1006	1	0			
2254	402312	2	0					2295-1002	1	0			
2265	402361	1	0					2306-1005	1	0			
2278	402455	1	0					2308-1009	1	0			
2279	402480	1	0					2342-1003	1	1			
2295	402613	1	0										
2306	402695	1	0										
2308	402705	1	0										
2342	403016	1	1										
2365	REV	13											

Detached from DA 3318

TITLE INSERT

BALANCE ON HAND	REMARKS	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
0	ENGINE, DSL, AVDS 1790	EA	U	DS	2106	2(1)
	TM 9-2815-220-34P	ARC	RC	AUTHORIZED STOCKAGE LEVEL		
	DEC 77	X	Z			
STOCK NUMBER	ITEM DESCRIPTION	LOCATION				
2920 01 016 0875	SOLENOID, ELEC	BIN 7C				

The information listed on this form is to be used as a general guide only.

Figure 23-3. Sample DA Form 3318, review of shop stock item

**RECORD OF DEMANDS - TITLE INSERT**

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 2920 01 016 0875

DEMANDS								REQUESTS					
DATE a.	USER b.	QUANTITY		DATE a.	USER b.	QUANTITY		DOCUMENT NUMBER e.	QUANTITY		DOCUMENT NUMBER e.	QUANTITY	
		DEMANDED c.	DUE OUT d.			DEMANDED c.	DUE OUT d.		REQUESTED f.	DUE IN g.		REQUESTED f.	DUE IN g.
2002	401100	1						2106-1006	2	2			
2048	401203	1											
2106	401295	1											
		3											

Detached from DA 3318

**TITLE INSERT**

BALANCE ON HAND	REMARKS	SOURCE: SSA	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
0	ENGINE, DSL, AVDS 1790		EA	U	DS	2106	2(1)
	TM 9-2815-220-34P	DEC 77	ARC	RC	AUTHORIZED STOCKAGE LEVEL		
			X	Z			
STOCK NUMBER	ITEM DESCRIPTION				LOCATION		
2920 01 016 0875	SOLENOID, ELEC				BIN 7C		

The information listed on this form is to be used as a general guide only.

Figure 23-4. Sample DA Form 3318, adding item to shop stock

SEND TO 5th MAINT BN FT KNOX KY										REQUEST IS FROM 416th MAINT CO (DS) FT KNOX KY									
EICHING DATA										STOCK NUMBER 3110001931502									
DOCUMENT NUMBER MK4A3L22541001R										UNIT OF ISSUE EA00002									
PRIORITY 12										ITEM DESCRIPTION BEARING BALL									
PUBLICATION DATA TM 9-2320-209-34P PG 146										DATE POSTED									
DATE AVAILABLE										DATE RECEIVED									

The information listed on this form is to be used as a general guide only.

Figure 23-5. Sample DA Form 2765-1, request for issue

Legend for Figure 23-5;

Completion instruction by block number or letter for DA Form 2765-1, for request for issue.

**Block A.** Enter name and address of SSA.

**Block B.** Enter name and address of requesting unit.

**Block 4-6.** Enter NSN of item requested.

**Block 7.** Enter unit of issue.

**Block 8.** Enter quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.

**Block 9-10.** Enter unit DODAAC.

**Block 11.** Enter Julian date.

**Block 12.** Enter document serial number.

**Block 13.** Enter Demand code.

**Block 18.**

a. If NMCS or ANMCS request or item is required to support a weapon or equipment system enter the proper EIC in block 18 or cc 54-56. EICs are listed in the AMDF for most major end item NSN 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 item, or an EIC has not been assigned to the end item, leave the EIC blank.

b. If a major end item request, enter the Type Requirements Code TRC (app E). Enter the code in the 2nd and 3rd position of block 18.

**Block 19.** Enter project code if assigned. Otherwise, leave blank.

**Block 20.** Enter priority designator.

**Block 21.** Enter 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 all other NMCS or 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 number of days within which the materiel is required.

**Block 22.** Enter proper advice code (DA Pam 710-2-1, app B) to give specific instructions to source of supply. Otherwise, leave blank.

**Block L.** Enter cost detail account number when required.

**Block O.** Enter one or two words that describe item requested.

**Block P.** Enter type, number, date, and page number of authorizing publication.



REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				X	ISSUE	SHEET	NO	3. REQUEST NO.	4. VOUCHER NO.			
				TURN-IN	NO. 1	SHEETS	1	1012-0201				
1. SEND TO: 240th S&S Co, Camp Humphrey, Korea				5. DATE MATERIEL REQUIRED			6. DODAAC WT7ABF		7. PRIORITY 13		8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM: 512th Maint Co (DS) Camp Carroll, Korea				9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.	
*CODE ISSUE I—Initial R—Replacement				TURN-IN FWT—Fair Wear And Tear RS—Report of Survey			EX—Excess SC—Stmt of Charges		10. PUBLICATION		11. JOB ORDER NO.	
12. ITEM NO.	STOCK NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY	CODE*	SUPPLY ACTION	UNIT PRICE	TOTAL COST	j. POSTED			
a	b	c	d	e	f	g	h	i	DATE	BY		
1.	7520-00-281-5911	Basket, waste	ea	5	R							
2.	7510-00-984-5787	Binder	ea	3	R							
3.	7920-00-141-5452	Handle, wood	ea	2	R							
4.	7520-00-904-1268	Marker	dz	1	R							
5.	7510-00-164-8926	Pencil	dz	2	R							
6.	7510-00-543-6792	Refill	dz	2	R							
7.	7510-00-022-9654	Pen	dz	2	R							
8.	8135-00-290-8036	Tape	ro	3	R							
9.	8540-00-262-7178	Towel, paper	bx	2	R							
10.	7930-00-141-5888	Wax, floor	cn	2	R							
		LAST ITEM										
The information listed on this form is to be used as a general guide only.								SHEET TOTAL		GRAND TOTAL		
13. ISSUE/TURN-IN "QUANTITY" COLUMN REQUESTED		DATE	BY		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE	BY
		12JAN91	James M. Cw2									

DA FORM 3161  
MAY 83

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1983-407-261

Figure 23-6. Sample DA Form 3161, as a request for issue

Legend for Figure 23-6;

Completion instructions by block or column for DA Form 3161, as a request for issue.

**Block issue.** Enter "X" for issue.

**Block sheet number.** Number sheets consecutively.

**Block Number Sheet.** Enter total number of sheets included in this request.

**Block 1.** Enter name and address of SSA.

**Block 2.** Enter name of unit making request.

**Block 3.** Enter document number assigned to request from document register.

**Block 6.** Enter DODAAC of unit making request.

**Block 7.** Enter priority designator.

**Block 12a.** Enter item number, in sequence, for each item requested.

**Block 12b.** Enter stock number for each item requested.

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

**Block 12d.** Enter unit of issue of each item requested.

**Block 12e.** Enter quantity of each item requested.

**Block 12f.** Enter proper issue code from form.

**Block 12g.** SSSC will enter quantity issued in this block.

**Block 12h and i.** SSSC will complete these blocks.

**Block 13.** Requesting individual will date and sign this block; include rank.

**Block 14.** SSSC issue clerk will date and sign this block.

**Block 15.** When items are issued, person signing for items will date and sign this block; include rank.

DOCUMENT IDENTIFIER							ROUTING IDENTIFIER							M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)										UNIT OF ISSUE		QUANTITY					DOCUMENT NUMBER				
															FSCM					PART NUMBER												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		
							8	6	4	0	3	4	0	3	3	6	3	1					E	A	0	0	0	0	1	W	K	4	A	B	L	
DOCUMENT NO. (Cont.)							DATE	SERIAL	DEMAND	SERV	SUPPLEMENTARY ADDRESS					SIGNAL	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY	REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE		BLANK								
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	1	1	0	0	2	R										B	D	A					1	3										
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																								
										65		66		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																						
														2. MANUFACTURER'S NAME																						
3. MANUFACTURER'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																					
6. TECHNICAL MANUAL NUMBER										PG 210					7. NAME OF ITEM REQUESTED																					
TM 9-2320-266-20P										FEB 78					HOOD																					
8. DESCRIPTION OF ITEM REQUESTED										8a. COLOR																										
										8b. SIZE																										
9. END ITEM APPLICATION										9a. SOURCE OF SUPPLY																										
TRUCK, AMBULANCE										1/4 TON M 893																										
9b. MAKE					9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																					
10. REQUISITIONER (Clear text name and address)										11. REMARKS																										
46 <sup>th</sup> MAINT CO (DS)																																				
FT KNOX KY																																				

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)**

Figure 23-7. Sample DD Form 1348-6, request for issue for a non-NSN item

Legend for Figure 23-7;

Completion instructions by card column for DD Form 1348-6, request for issue for a non-NSN item.

**Columns 1-7.** Leave blank.

**Columns 8-22.** Enter FSCM, when available, and part number. (When part number exceeds 10 digits, see note 2 below.)

**Columns 23-24.** Enter unit of issue.

**Columns 25-29.** Enter quantity requested. Use all five positions. Enter zeros (0) to left of quantity.

**Columns 30-35.** Enter unit DODAAC.

**Columns 36-39.** Enter Julian date.

**Columns 40-43.** Enter document serial number.

**Column 44.** Enter demand code. Use "R" for recurring or "N" for nonrecurring.

**Columns 45-53.** Leave blank.

**Columns 54-56.** Enter the proper EIC in cc 54-56. EICs are listed in the AMDF for most major end item NSN 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 Type Requirements Code (TRC) from appendix E.

**Columns 57-59.** Enter project code if assigned. Otherwise, leave blank.

**Columns 60-61.** Enter priority designator.

**Columns 62-64.** Enter 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 requests, enter "N" in cc 62 (short RDD may be entered in cc 63-64). For ANMCS requests, enter "E" in cc 62 (short RDD may be entered in cc 63-64). When short RDDs are used, enter number of days within which material is required.

**Columns 65-66.** Enter proper advice code (DA Pam 710-2-1, app B) to give specific instructions to source of supply. Otherwise, leave blank.

**Columns 67-80.** Leave blank.

**Identification Data Section**

**Completion instructions by block number**

**Block 6.** Enter type, number, date, and page number of authorizing publication.

**Block 7.** Enter one or two words that describe the item requested.

Notes:

1. When FSCM is not available, complete blocks 2 through 10 with as much data as possible.
2. When part number (cc 13-22) exceeds 10 digits, enter complete part number (to include FSCM when available) in block 1 of this section. Enter the CAGE, when available, first, followed by part number.
3. Use block number 11 (remarks), as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter date and signature of receiving person when DD Form 1348-6 is used for issue purposes.

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)																				UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER					
			FSCM										PART NUMBER											SERV	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
							2	5	9	0	0	0	6	9	1	5	5	2	8				EA	0	0	0	0	1	WR	4	A	B	L	
DOCUMENT NO. (Cont.)				DATE		SERIAL		DEMAND	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK	IDENTIFICATION DATA																
1335				10		02												*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																
												AQA		05		2. MANUFACTURER'S NAME																		
3. MANUFACTURER'S CATALOG IDENTIFICATION												4. DATE (YYMMDD)					5. TECHNICAL ORDER NUMBER																	
6. TECHNICAL MANUAL NUMBER TM 9-2350-256-34 APR 77 P-2												7. NAME OF ITEM REQUESTED PANEL ASSY, HYD HOSE CONNECTOR																						
8. DESCRIPTION OF ITEM REQUESTED SEE TM ABOVE. PG 113, FIG. 45, ITEM 1 FSCM & PN 19207 11671589															8a. COLOR			8b. SIZE																
9. END ITEM APPLICATION RECOVERY VEHICLE M88A1															9a. SOURCE OF SUPPLY AKZ																			
9b. MAKE					9c. MODEL NUMBER					9d. SERIES					9e. SERIAL NUMBER																			
10. REQUISITIONER (Clear text name and address) 416TH MAINT CO (DS) FT KNOX, KY										11. REMARKS PREVIOUS REQUEST WAS REJECTED WITH STATUS C5																								

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)**

Figure 23-8. Sample of a completed DD Form 1348-6

Legend for Figure 23-8;  
Completion instructions by card column number for DD Form 1348-6.

**Columns 1-7.** Leave blank.

**Columns 8-20.** Enter NSN of item requested.

**Columns 21-22.** Leave blank.

**Columns 23-24.** Enter unit of issue.

**Columns 25-29.** Enter quantity requested. Use all five positions. Enter zeros (0) to left of quantity.

**Columns 30-35.** Enter unit DODAAC.

**Columns 36-39.** Enter Julian date.

**Columns 40-43.** Enter document serial number.

**Column 44.** Enter demand code. Use "R" for recurring or "N" for nonrecurring.

**Columns 45-53.** Leave blank.

**Columns 54-56.** Enter the proper EIC in cc 54-56. EICs are listed in the AMDF for most major end item NSN but not for repair part NSNs. Use the EIC that identifies the major end item to which the request

applies. If you can not identify the specific end item, or an EIC has not been assigned to the end item, leave the EIC blank.

**Columns 57-59.** Enter project code if assigned. Otherwise, leave blank.

**Columns 60-61.** Enter priority designator.

**Columns 62-64.** Enter 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 requests, enter "N" in cc 62 (short RDD may be entered in cc 63-64). For ANMCS requests, enter "E" in cc 62 (short RDD may be entered in cc 63-64). When short RDDs are used, enter number of days within which materiel is required.

**Columns 65-66.** Enter proper advice code (DA Pam 710-2-1, app B) to give specific instructions to source of supply. Otherwise, leave blank.

**Columns 67-80.** Leave blank.

#### Identification Data Section

Notes:

1. Complete blocks 2 through 9 with as much data as possible.
2. Use block number 11 (remarks), as required. Enter notations for fund cite, fund availability, and validation for procurement purposes if needed. Enter date and signature of receipting person when DD Form 1348-6 is used for issue purposes.

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER <b>416<sup>TH</sup> MAINT CO (DS)</b>				DOD ACTIVITY ADDRESS CODE <b>WK4ABL</b>			UNIT IDENTIFICATION CODE <b>WA22AA</b>		PAGE NUMBER <b>20</b>	
DOCUMENT NUMBER		DOCUMENT SENT TO	STOCK NUMBER <i>d</i>	NOUN <i>e</i>	REQUEST FOR <i>f</i>	PD <i>g</i>	INITIALS <i>h</i>	QUANTITY			DATE FOLLOW-UP DUE <i>l</i>	DATE COMPLETED <i>m</i>	REMARKS <i>n</i>
DATE <i>a</i>	SERIAL <i>b</i>	<i>c</i>						REQUEST <i>i</i>	REC'D TURN-IN <i>j</i>	DUE IN <i>k</i>			
2253	G025	LEA	2520001163109	CLUTCH DRV		02		1	1		2256	304402279	
2253	G029	LEA	5340001781377	INSUL, BUMPER		02		1	1		2256	402279	
2254	1001	LEA	3110001931502	BEARING BALL		12		1	1		2260	402312	
2254	1002	LEA	2920001016875	SOLENOID		12		2	1	1		402312	
2254	1003	LEA	2520001263611	CLUTCH, FRIC		13		1					
2256	1001	LEA	3110001981502	BEARING					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 23-9. Sample DA Form 2064

Legend for Figure 23-9;  
Completion instructions by column or block (see note 1) for DA Form 2064.

**Block element keeping the register.** Enter name of element and unit keeping the register.

**Block DOD activity address code.** Enter unit DODAAC that will be put on the request.

**Block unit identification code.** Enter UIC of requesting unit.

**Block page number.** Enter page number. Pages are numbered in sequence.

**Column a, Date.** Enter Julian date.

**Column b, Serial.** Enter assigned four-digit document serial number. Restart the sequence daily.

**Column c, Document sent to.** For request for issue and turn-in, enter the last three digits of the SSA's DODAAC.

Notes: For other than request for issue or turn-in, enter name of activity to which the document is sent.

**Column d, Stock number.** Enter stock number of item being requested or turned in.

- Notes:
- For requests for issue or turn-in on DA Form 3161, leave blank.
  - For other than request for issue or turn-in, leave blank.

**Column e, Noun.** Enter one or two words that identify the item requested or turned in.

For request for issue or turn-in on DA Form 3161, enter DA Form 3161.

For other than requests for issue or turn-in, enter a description of the form or action. Examples are listed below.

- S/C for Statement of Charges.
- R/S for Report of Survey.
- AAR for Administrative Adjustment Report.

**Column f, Request for.** Enter hand receipt or equipment number, or other locally assigned identification for which item is requested.

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

**Column g, PD.** Enter PD of request for issue. Otherwise, leave blank.

**Column h, Initial.** The person authorized to authenticate requests will place initials in this column for each UND A and B request. Otherwise, leave blank.

For UND A and B requests that are required by a maintenance order, leave blank.

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

**Column i, Request.** Enter the quantity requested.

For request for issue on DA Form 3161, leave blank.

For other than request for issue, leave blank.

**Column j, Received/turn-in.** Enter quantity received from SSA or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.

**Column k, Due-in.** Enter quantity due-in when document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change due-in quantity.

**Column l, Date followup due.** This column may contain more than one entry. All entries are made in pencil. When this column is filled, use column m.

*When:* Supply status card is received for total due-in quantity.

*Do This:* Erase any previous entry.

*Enter:* Status code and, if provided, EDD from card.

*When:* Supply status card is received for part of due-in quantity.

*Do This:* Erase previous entry.

*Enter:* Status code, EDD, if provided, and quantity from card.

*When:* Shipment status card is received for total due-in quantity.

*Do This:* Erase previous entry.

*Enter:* Document identifier code (DIC) and date or ESD from card.

*When:* Shipment status card is received for part of due-in quantity.

*Do This:* Erase previous entry, as appropriate.

*Enter:* DIC, date shipped, or ESD, and quantity from card.

*When:* Final action is completed.

*Do This:* Erase old entry.

**Column m, Date completed.** Enter Julian date when final action is completed.

When cancellation or rejection status is received for total quantity

requested, enter status code and Julian date of cancellation or rejection verification. (See para 23–24.)

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

**Column n, Remarks.** (See note 2.)

*When:* Cancellation/rejection status is received for part of quantity requested.

*Do This:* Make partial quantity received in column j, a permanent entry when action is completed.

*Enter:* Status code, quantity canceled, and Julian date of cancellation/rejection verification.

*When:* AF1 followup is submitted. (See para 23–21.)

*Do This:* Erase proper entry in column 1. AF1 and Julian date (pencil entries).

*Enter:* AFC followup is submitted. (See para 23–23.) AFC and Julian date (pencil entries).

*When:* Request for transportation status is submitted. (See para 23–22.)

*Do This:* Erase entry in column 1.

*Enter:* TM1 and Julian date (pencil entries).

*When:* Request modifier is submitted. (See para 23–25.)

*Do This:* Update entries for which modification is requested.

*Enter:* AM[EM] and Julian date (pencil entries).

*When:* Request for cancellation for total due-in quantity is submitted. (See para 23–24.)

*Enter:* AC1 and Julian date (pencil entries).

*When:* Request for cancellation for part of due-in quantity is submitted. (See para 23–24.)

*Enter:* AC1, quantity to be canceled, and Julian date (pencil entries).

*When:* Followup on a cancellation request is submitted. (See para 23–24.)

*Do This:* Erase AC1 and Julian date in column n.

*Enter:* AK1 and Julian date (pencil entries).

Notes:

1. 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.

2. Erase pencil entries in this column on receipt of reply to document submitted.

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 416TH MAINT CO (DS)			DOD ACTIVITY ADDRESS CODE WK4ABL			UNIT IDENTIFICATION CODE WA22AA			PAGE NUMBER 5	
DOCUMENT NUMBER		DOCUMENT SENT TO	STOCK NUMBER	NOUN	REQUEST FOR	PD	INITIALS	QUANTITY			DATE FOLLOW-UP DUE	DATE COMPLETED	REMARKS
a	b	c	d	e	f	g	h	i	j	k	l	m	n
1035	1002	LEA	2530001763343	U-JOINT		06		2		2			JO#125682 AFI 1078

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 23-10. Sample of a followup posted to DA Form 2064

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 416 <sup>th</sup> MAINT CO (DS)					DDO ACTIVITY ADDRESS CODE WK4ABL			UNIT IDENTIFICATION CODE WAZZAA		PAGE NUMBER 22	
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				
2279	1006	LEA	2920010160875	SOLENOID		06		1		1			Jo#413691 ACI 2285	

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 23-11. Sample request for cancellation posted to DA Form 2064

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 416 <sup>th</sup> MAINT CO (DS)					DDO ACTIVITY ADDRESS CODE WK4ABL			UNIT IDENTIFICATION CODE WAZZAA		PAGE NUMBER 22	
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				
2279	1006	LEA	2920010160875	SOLENOID		06		1			BQ 2291	Jo#413691		
<p>The information listed on this form is to be used as a general guide only.</p>														

Figure 23-12. Sample DA Form 2064, showing completion of cancellation when entire quantity is canceled



DOCUMENT REGISTER FOR SUPPLY ACTIONS <small>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</small>			ELEMENT KEEPING THE REGISTER 416 <sup>th</sup> MAINT CO (DS)			DOD ACTIVITY ADDRESS CODE WK4ABL		UNIT IDENTIFICATION CODE WAZZAA		PAGE NUMBER 30			
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			
1341	1001	LEA	2920010160875	SOLENOID		13		3	2	1			ACIC1347
The information listed on this form is to be used as a general guide only.													

DOCUMENT REGISTER FOR SUPPLY ACTIONS <small>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</small>			ELEMENT KEEPING THE REGISTER 416 <sup>th</sup> MAINT CO (DS)			DOD ACTIVITY ADDRESS CODE WK4ABL		UNIT IDENTIFICATION CODE WAZZAA		PAGE NUMBER 30			
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			
1341	1001	LEA	2920010160875	SOLENOID		13		3	2		1356	BA C 1356	
The information listed on this form is to be used as a general guide only.													

Figure 23-13. Sample DA Form 2064, entries required for cancellation of partial quantity

DOCUMENT REGISTER FOR SUPPLY ACTIONS <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>			ELEMENT KEEPING THE REGISTER 416 <sup>th</sup> MAINT CO (DS)			DOD ACTIVITY ADDRESS CODE WK4ABL			UNIT IDENTIFICATION CODE WAZZAA			PAGE NUMBER 16	
DOCUMENT NUMBER		DOCUMENT SENT TO	STOCK NUMBER	NOUN	REQUEST FOR	PD	INITIALS	QUANTITY		DATE FOLLOW-UP DUE	DATE COMPLETED	REMARKS	
DATE	SERIAL	c	d	e	f	g	h	REQUEST	REC'D/TURN-IN	DUE IN	l	m	n
2121	1001	LEA	2920000893367	SOLENIOD		06		1		1			JOB#399151 AMA 2125

SEND TO 5 <sup>th</sup> MAINT BN FT KNOX KY				REQUEST IS FROM 416 <sup>th</sup> MAINT CO (DS) FT KNOX KY			
STOCK NUMBER 2920000893367				UNIT OF MEAS EA00001			
DOCUMENT NUMBER WK4ABL21211001				ITEM DESCRIPTION SOLENIOD			
CUST ORDNAL ACCOUNT NUMBER				PUBLICATION DATA TM 9-2320-209-34P DEC 76			
DATE FORWARDED				DATE RECEIVED			

DA FORM 2064  
JAN 82

EDITION OF SEP 68 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 23-14. Sample of a request modifier posted to DA Form 2064

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.					1 Sep 88
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES 223rd S&T Co			LOCATION Fort Lee, VA		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
DE RUITER, Norman C.	X	YES	YES	Norman C. De Ruiter NCDR	
VANDER GELD, William		YES	NO	William Vander Geld NV6	
PETERSON, Tamalyn J.		YES	YES	Tamalyn Peterson TP	
DE YOUNG, Fredrick		YES	NO	Fredrick De Young FDY	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: Request and/or receive Class 2,4,7,9 supplies as shown above.					
REMARKS Installation Supply Division					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WA2HAA			DODAAC/ACCOUNT NUMBER W80T8E		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
MURPHY, Kathleen	MAJ	687-1716	10 May 90	Kathleen A. Murphy	

DA FORM 1687  
JAN 82

EDITION OF DEC 57 IS OBSOLETE.

Figure 23-15. Sample DA Form 1687

Legend for Figure 23-15;

Completion instructions for DA Form 1687.

Enter calendar date form is prepared in block number 1.

Enter name of unit in block number 2.

Enter name of installation on which unit is located in block number 3.

**Authorized Representatives(s)**

Enter name of authorized representative in block number 4.

Enter "not used" on next available line when all lines are not used in block number 5.

(REQ) Enter "NO."

(REC) Enter "YES" in this block for each person authorized to receipt for supplies.

Enter signature and initials of authorized representatives in block number 7.

Note: Carbon signatures which result from use of the multi-part form will be treated as an original when the form is presented for identification purposes. There is no difference in "value" between the carbon signature and the original.

**Authorization by Responsible Officer or Accountable Officer**

Enter "X" in this box to show that the authorized representative is delegated to receipt for supplies. Specify classes of supplies for which representative may sign in block number 8.

Enter SSA or other activity to which form is being sent in block number 9.

Enter assigned UIC in block number 10.

Enter unit DODAAC and any locally assigned account number in block number 11.

Enter name of responsible person in block number 12.

Enter grade of responsible person in block number 13.

Enter office telephone number of responsible person in block number 14.

Enter expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job in block number 15.

Enter signature of responsible person in block number 16.

Note: All entries, except signature and initials, will be either printed in ink or typewritten. Signatures and initials will be entered in ink.

1 DD FORM 1348-1A, JUL 81 ISSUE RELEASE/RECEIPT DOCUMENT										23. DOCUMENT NUMBER W61PKJ71682501										1 TOTAL PRICE				2. SHIP FROM				3. SHIP TO							
4. MARK FOR										5. DOC DATE										6. NMFC				7. FRT RATE				8. TYPE CARGO				9. PS			
19th SIG DSU (Class IX ASL)										7168										50				52				50				19th SIG DSU			
16. FREIGHT CLASSIFICATION NOMENCLATURE										17. ITEM NOMENCLATURE										18. TY CONT				19. NO CONT				20. TOTAL WEIGHT				21. TOTAL CUBE			
PIN, FIRING										RECEIVED BY																						23. DATE RECEIVED			
5960001883524										Mi S. Rogers																						7/71			
S9C EA 00005 A 0005250																																			
CIIN = " N " (Serial number written on the back of the form)																																			
PICKED BY: Charles Rogers										DATE: 7/68										QTY: 5				MANAGEMENT CODE:											
PACKED BY: Rick Hatfield										DATE: 7/69																									

24. NATIONAL STOCK NUMBER & SUPPLY SYMBOL  
25. NATIONAL STOCK NUMBER & SUPPLY SYMBOL  
26. RIC 146 (OPTIONAL) CODE (7)  
UP (174-401)

PREVIOUS EDITION MAY BE USED

Figure 23-16. Sample DD Form 1348-1A or 1348-2 as a receipt document

5TH MAINT BN FORT KNOX, KY																									REQUEST IS FROM: 246TH MAINT CO (PS) FORT KNOX KY																								
299007526823										EA00001																																							
UNIVERSAL JOINT															P615																																		
TIN 9-2350-256-34P															MAY 77																																		
1028															NGPR																																		

PREVIOUS EDITION WILL BE USED

REQUEST FOR ISSUE OR TURNIN (AF 7103)

Figure 23-17. Sample of completed DA Form 2765-1 as a receipt document

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)				X	ISSUE	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. 1012-0201		4. VOUCHER NO.					
1. SEND TO: 240th S&S Co, Camp Humphrey, Korea				5. DATE MATERIEL REQUIRED				6. DODAAC WT7ABF		7. PRIORITY 13		8. ACCOUNTING/FUNDING DATA			
2. REQUEST FROM: 512th Maint Co (DS) Camp Carroll, Korea				9. END ITEM IDENT				9a. NAME/MANUFACTURER		9b. MODEL		9c. SERIAL NO.			
*CODE I-Initial R-Replacement				TURN IN FWT-Fair Wear And Tear RS-Report of Survey				EX-Excess SC-Smt of Charges				10. PUBLICATION		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	7520-00-281-5911	Basket, waste	ea	5	R	5	1.05	5.25							
2	7510-00-984-5787	Binder	ea	3	R	3	.75	2.25							
3	7920-00-141-5452	Handle, wood	ea	2	R	2	.40	.80							
4	7520-00-904-1268	Marker	dz	1	R	1	3.25	3.25							
5	7510-00-164-8926	Pencil	dz	2	R	2	1.15	2.30							
6	7510-00-543-6792	Refill	dz	2	R	2	2.10	4.20							
7	7510-00-022-9654	Pen	dz	2	R	2	3.95	7.90							
8	8135-00-290-8036	Tape	ro	3	R	3	1.45	4.35							
9	8540-00-262-7178	Towel, paper	bx	2	R	2	5.20	10.40							
10	7930-00-141-5888	Wax, floor	cn	2	R	2	7.20	14.40							
		LAST ITEM													
The information listed on this is to be used as a general guide only.															
SHEET TOTAL									GRAND TOTAL 55.10						
13. ISSUE/TURN-IN "QUANTITY" COLUMN IS REQUESTED		DATE 12 JAN 91	BY <i>James Neenan</i> <i>ews</i>		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		DATE 15 JAN 91	BY <i>J. McHenry</i> <i>SPL</i>		15. REC QTY IN "SUPPLY ACTION" COLUMN		DATE 17 JAN 91	BY <i>John Smith</i> <i>Sgt</i>		

DA FORM 3161  
MAY 83

REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE: 1983-407-261

Figure 23-18. Sample completed DA Form 3161 as a receipt document



Legend for Figure 23-19;  
Completion instructions for DA Form 2407-1.

If completing form for **parts on hand**, complete blocks 3a, 28d, 28g, 28j, and 28l. If completing form for **parts not on hand**, complete blocks 28d, 28f, and 28l. When **due-in parts are received**, complete blocks 28f and 28g.

## Chapter 24 Stock Control Procedures, Standard Army Ammunition System Level 4 (SAAS-4), Manual and Automated Procedures

### Section I Introduction

#### 24-1. General

*a. Requesting clarification and deviation authority.* The proponent agency for the Standard Army Ammunition System is the Deputy Chief of Staff for Logistics (DCSLOG). The U.S. Army Combined Arms Support Command (USACASCOM) at Fort Lee, VA, writes the procedures in this chapter and coordinates changes with the U.S. Army Quartermaster School, the proponent for this pamphlet. Use a memorandum to request clarification or deviation authority. Send the request through the chain of command to Commander, USACASCOM (ATCL-AM), Fort Lee, VA 23801-6000. Using the chain of command prevents duplication and gets faster answers when experts in the chain of command and staff officers have solved similar problems or answered identical questions for other users.

*b. Procedures given.* This chapter prescribes manual and automated stock control procedures for receiving, issuing inventorying and managing Class V material. Procedures in this chapter are used by ammunition supply units that function as storage or stock control activities and are authorized a stock records account under the Table of Organization and Equipment (TOE), MTOE, or TDA. A SAAS-4 activity is any SSA having physical custody of ammunition stocks for distribution to an authorized user/customer or to another storage activity. For example, the director of logistics (DOL) at most posts, camps, and installations maintains accountable records for ammunition stocks, which include training ammunition. This operation is considered a SAAS-4 activity. However, a Division Ammunition Office (DAO) is not authorized a stock records account, and is not authorized to use this chapter to maintain accountability of ammunition. Therefore, accountability must be maintained in accordance with property book procedures as outlined in DA Pam 710-2-1.

*c. Application.* Procedures in this chapter apply to the Active Army, the ARNGUS, and the USAR. All Army organizations, elements, and activities that keep a ammunition SRA, including posts, camps, and installations, will use the procedures in this chapter. SAAS-4 activities that operate an automated SAAS-4 system for ammunition accountability will use ADSM 18-L69-AJD-UNI-EM in addition to this chapter. No other systems will be authorized for use.

*d. Scope.* The requirements in this chapter supersede those in TM 38-L69-11-1. The procedures in this chapter include recording, reporting, processing, and distributing ammunition management data. They prescribe the following:

- (1) Maintenance of SAAS-4 accountable stock records by all SAAS-4 activities.
- (2) Preparation of Standard Army Ammunition System Level 1/3 (SAAS 1/3) interface documents.
- (3) Processing techniques and their formats.
- (4) Use of SAAS 1/3 output documents by SAAS-4 activities that report to SAAS 1/3 sites.

(5) Preparation of data files used to interface between SAAS 1/3 and SAAS-4.

*e. Commodities managed by SAAS.* SAAS is designed to manage any conventional munitions or munitions-related items (for example, ammunition components, ammunition boxes, fiber containers, and so forth), provided the item has an assigned Department of Defense Identification Code (DODIC) and NSN or pseudo-NSN. If no NSN has been assigned, a part number may be used provided it is right justified and left filled with zeros (example: 0000-00-c12-3456).

(1) The following items are managed under SAAS (individual items within these categories that do not have AMC-assigned DODICs require the MACOM (SAAS-1) to assign pseudo-DODICs that allow item management under SAAS. These items must be loaded as DODIC TYPE CODE "3" in the catalog to prevent reporting to AMC):

- (a) Conventional munitions.
- (b) Dummy and inert ammunition items.
- (c) Guided missiles and large rockets (GMLR).
- (d) Ammunition components (repair parts).
- (e) Ammunition packaging materiel and residue.
- (f) Toxic chemical munitions (wartime only).

(2) The following items are not managed by SAAS:

- (a) Nuclear special munitions.
- (b) Ammunition-peculiar equipment (Class II and VII).

*f. Acronyms and abbreviations.* See the Glossary at the end of this UPDATE publication.

*g. SAAS policy.* The procedures in this chapter implement Army ammunition supply policy in AR 710-2 for the Standard Army Ammunition System. The procedures are revised as required when policy changes are made. Use DA Form 2028 (Recommended Changes to Publications and Blank Forms) to promptly report discrepancies between these procedures and Army regulations. Send the DA Form 2028 as prescribed in paragraph 24-1a(1), above.

*h. SAAS-4 responsibilities.* This chapter assigns specific responsibilities within each SAAS-4 functional area. General responsibilities that apply to all ammunition management activities are—

(1) Materiel management center:

(a) Receives data from SAAS-4 as keypunch work sheets, punched cards, magnetic tape, floppy diskette, or file transfer via communications device.

(b) Enters transactions in SAAS 1/3 or processes input materiel.

(c) Maintains the SAAS 1/3 data base.

(d) Produces and distributes SAAS 1/3 outputs, including magnetic records and reports required by ammunition management activities.

(e) Maintains files from punched cards, machine listings, source documents, and backups of SAAS 1/3 master files as required.

(f) Conducts necessary analyses of input and output data.

(g) Provides transaction data to Standard Army Ammunition System Level 1 (SAAS-1).

(2) Ammunition battalions and groups: Use SAAS 1/3 output from the MMC to—

(a) Give direction to subordinate elements.

(b) Begin command and technical actions to higher headquarters.

(c) Supervise SAAS reporting to higher headquarters and other commands

(d) Provide technical supervision of SAAS-4 operations.

(3) SAAS-4 activities:

(a) Provide ammunition supply support to all customer units.

(b) Maintain accurate records of ammunition stock, serviceable residue, packing materiel, and ammunition components.

(c) Provide required documents and data to customer units.

(d) Report transaction data on receipts, issues, shipments and adjustments to SAAS 1/3 or to other appropriate activities (installations, posts, camps, and stations continue to use current reporting procedures specified by applicable MACOM regulations).

(e) Receive and act on notices of inbound shipments, directives to ship, and request for inventory. SAAS-4 activities will also process reconciliation reports from SAAS 1/3 using procedures in this chapter.

(f) Conduct supply control studies as required in peacetime, and notify SAAS 1/3 or other stock control activity of adjustments required.

(g) Support the Training Ammunition Management Information System (TAMIS) with issue and turn-in data.

i. *Manual SAAS-4 conversion to automated SAAS-4.* Annex G (SAAS-4 Extension Plan) to the SAAS-4 Management Plan prescribes conversion procedures for manual SAAS-4 stock accounting to automated stock accounting.

j. *SAAS 1/3 interface.* The procedures prescribed in this chapter are designed to improve manual ammunition stock record maintenance, provide more effective ammunition supply management, and establish and support an effective interface between SAAS-4 and SAAS 1/3. These procedures comply with current ammunition doctrine. Procedures in this chapter do not cancel procedures in AR 190-11, AR 700-19, AR 725-50, AR 735-5, DA Pam 738-750, or any other Army regulations and directives that apply.

k. *Local supplementation.* SAAS-4 is a standard Army system. Do not locally supplement the procedures in this chapter. When the procedures in this chapter fail to meet SAAS-4 activity requirements, request a change using procedures in paragraph 24-1a, above.

l. *Filing.* File and dispose of all documents required by this chapter according to AR 25-400-2 or as specified herein.

m. *References.* See appendix A.

n. *Procedures for installations, posts, camps, and stations.* The information for SAAS-4 activities that don't report to SAAS 1/3 sites is in the applicable paragraphs of each section of this chapter. The information in this section applies to all SAAS-4 activities including installations, posts, camps and stations.

## 24-2. Catalog data

a. Ammunition supply support activities (SSA) use catalog data and supply publications. Catalog data is the language of supply. The U.S. Army Materiel Command Catalog Data Agency (CDA) collects item identification data and supply management data about items used by the Army. CDA publishes and distributes catalog data in supply publications that are printed in booklets or on microfiche.

b. All catalog data elements used within the ammunition reporting system must match at each level. The primary source for this data is AMCCOM, which supplies the data to CDA for publication. It is imperative that all SAAS levels correspond on the catalog data. If a MACOM (SAAS-1) assigns local DODICs and NSNs, they must pass all necessary data to all their subordinate elements. This must include things like rounds per box, boxes per pallet, box weight and cube, explosive weight, DODIC type code, and so forth. Without this information, SAAS-4 cannot build corresponding records.

c. Data for guided missiles and large rockets is provided by the U.S. Army Missile Systems Command (MICOM).

d. If items are received at a SAAS-4 with no assigned DODIC or NSN, the information will be requested from MACOM (SAAS-1) through the Corps MMC (SAAS 1/3) if applicable. If no SAAS activities are above the SAAS-4 (TDA ASP), guidance on reporting should be requested from the NICP manager.

## Section II

### Manual Stock Accounting

#### 24-3. The Army Stock Control System

The stock records are the core of the stock control system. The key to an effective supply support operation is an accurately posted and efficiently kept stock record account.

a. *Purpose of a stock record account (SRA).*

(1) The SRA is a holding account for ammunition stocks "in the pipeline." Ammunition is recorded in an SRA while stored for issue or disposal. Users must return all ammunition items, residue packing materiel, and components to an SRA before those items are removed from the Army inventory. The SRA is not used to account for property once the property is issued to a unit.

(2) The SRA is used by TOE and TDA units having an ammunition support mission to service their customer units.

(3) The SRA is an ammunition SSA's accounting record. An accountable SRO must keep the ammunition accounting record on prescribed forms or in an approved automated system. The SRA has data to support three major supply functions:

(a) *Inventory control decisions.* An accurate inventory is needed in order to make proper decisions that control the inventory. The data in the SRA is the basis for inventory control functions of need, acquisition, disposal, inspection, and repair of stock.

(b) *Item control.* The vouchers posted to the SRA are the basis for the ammunition control functions of receiving, issuing, recovering, shipping and storing.

(c) *Accountable records.* The records and files of the account are the basis for the stock control functions of stock accounting and asset reporting.

b. *Authority to keep a stock record account.* The TOE or TDA authorizes an organization to establish and maintain an SRA. Mission support SRAs (supporting special development maintenance, manufacture, production, renovation, research, or test missions) are unauthorized unless approved by the MACOM commander.

c. *Stock record account serial numbers.* Army Regulation 735-5 requires assignment of a serial number to each SRA to identify the SRA and to prevent establishment of unauthorized SRAs.

(1) The Department of Defense Activity Address Code (DODAAC) is the SRA serial number. (See AR 725-50, chap 9.)

(2) The SSA commander requests a serial number when a new account is established or if, for some reason, a serial number was not assigned to an existing account.

(3) The SRO request cancellation of the serial number when the account is closed.

(4) Serial numbers remain with the SRA, even when the SRO who keeps the SRA rotates to another unit.

d. *Stock record officer.* The SRO operates the SRA. The SRO is an accountable officer (AR 735-5) who is accountable for the ammunition from the time of receipt until the ammunition is issued, released, or dropped from accountability (AR 735-5). When SROs change, the outgoing SRO transfers accountability to the incoming SRO under AR 735-5 following the inventory procedures outlined in AR 710-2, paragraphs 3-29 and 3-42. The inventory will be conducted as a 100 percent wall-to-wall. Exceptions to the "wall-to-wall" requirement (using a sample percentage) may be granted by MACOM provided the cause for exception is due to the size of the account. The outgoing SRO is responsible for conducting all causative research and adjustments prior to departure. Emergency procedures outlined in AR 735-5, paragraph 5-5 may be used if warranted. All discrepancies found, when the outgoing SRO has already departed, will be investigated and adjusted per AR 735-5, paragraph 5-5. In lieu of a board of officers, an investigation per AR 15-6 will be done for all adjustments.

e. *Disposing of stock records.* Use the directions in AR 25-400-2 or to dispose of ammunition stock records and files prescribed in this chapter. The archived history files and closed document registers from the automated system will be maintained the same as the stock records forms for a manual system.

#### 24-4. Keeping good stock records

a. Make current and accurate postings.

This ensures that the records always show the true balance of stock. Post gains, losses, or adjustments to the records within one workday, otherwise records are useless for editing requests, controlling levels, or gathering statistics. There are two posting methods used in the SAAS-4 system. One is the pre-posting method for DODIC Master and Lot Locator records; the other is the pre-posting method to Due In and Due Out records.

b. Use indelible ink for all postings unless indicated otherwise in this chapter.

c. Post receipts from the release document, shipping document, turn-in document, or materiel inspection and receiving report. Also post receipts from any other document on which the receiving section has noted receipt of ammunition or components.



d. If posting is delayed for any reason and, as a result, several postings to a stock record are necessary, make the postings in the following sequence:

- (1) Inventory adjustments. First, post increase adjustments as gains, then post decrease adjustments as losses.
- (2) Receipts from ammunition supply sources.
- (3) Turn-ins from customer units.
- (4) Shipments to other ammunition supply activities.
- (5) Issues to customer units.
- (6) Cancellations of receipts due-in from ammunition supply sources.

#### 24-5. Stock record set

Keep a stock record set for each item authorized for stockage or having an on-hand balance. A stock record set for a single item is made up of one or more of the following forms filed together:

- a. DA Form 5203 (DODIC Master/Lot Locator Record).
- b. DA Form 5204 (Serial Number Record).
- c. DA Form 1298.
- d. DA Form 4999.

#### 24-6. Maintaining document control

a. Document control means effectively controlling all documents. A good document control system reduces the chances of losing documents and makes finding lost documents easier. Controlling ammunition documents is so important that ammunition SSAs are authorized to assign internal document numbers to all transactions and record the assigned document numbers on a document register.

b. SAAS-4 procedures control all documents that affect the accountability and status of ammunition stocks. Examples of accountable documents are—

- (1) DA Form 581 (Request for Issue and Turn-in of Ammunition).
- (2) DA Form 4508 (Ammunition Transfer Record).
- (3) DD Form 1348-1.
- (4) DA Form 444.

c. Assign an SSA document control number to each transaction document received or initiated as SAAS-4 that affects the accountability, status, or condition of ammunition stocks on-hand. Record the transactions on DA Form 2064.

(1) Use the document control number to identify all postings to the stock records.

(2) The SSA document control number is the Julian date of the transaction plus a four digit serial number, for example, 2173-0019. The first transaction processed each day is transaction number -0001; the second -0002; and so on. So, 2173-0019 is the 19th document processed by the SAAS-4 activity on Julian date 2173.

#### 24-7. The document register

Use DA Form 2064 (fig 24-1) to record in document number sequence all supply transactions for the account. The circled entries in the figure are examples of types of entries. A segmented document register may be established if various sections have the need to establish/create documents. The ultimate responsibility for these segments lies with the SRO.

#### 24-8. DA Form 5203

This form is the accounting ledger for ammunition, ammunition residue, ammunition components, and ammunition packaging materiel. Use it to record all transactions for a single item. Keep all forms for a single DODIC (DODIC Master and supporting Lot Locator Records) in the visible file.

a. *Using DA Form 5203 as a DODIC Master Record.*

(1) Complete the bottom portion of the form before posting any transactions (fig 24-2). Use DA Form 5203 as a master record for each DODIC within a storage site. Separate account codes will be annotated in the remarks block with the quantity for each account.

(2) Enter transaction heading data at the top of the DODIC Master Record as follows:

(a) Enter transaction data in A through I of the DODIC master

record (fig 24-3). Enter one complete transaction, referred to as a DODIC transaction, per line. Record up to 16 DODIC transactions on each side of the DODIC master record.

(b) Figure 24-3 shows examples of transactions posted to DA Form 5203.

b. *Using DA Form 5203 as a Lot Locator Record.*

(1) Make entries in blocks at the bottom of the lot locator record, before posting transactions. Enter transaction heading data at the top of the lot locator record (fig 24-4). A lot locator record is required for each combination DODIC, NSN, and lot number. Account codes do not have to be assigned to lot numbers.

(2) Enter transaction data in columns A through I of the lot locator record (fig 24-5). Enter one transaction, referred to as a lot number transaction, per line. Record up to 16 lot number transactions on each side of the lot locator record. The lot locator record data shown in figure 24-5 assumes that all the ammunition in condition codes A, B and H from figure 24-3, is in a single lot number. If more than one lot number is involved in the transactions, post two or more lot locator records.

(3) Figure 24-5 shows examples of selected transactions posted to the lot locator record. Numbers 1 through 5 are keyed to each example (two examples are provided for each type of transaction).

c. *Use of DA Form 5203 as a DODIC Master Record/Lot Locator Record for residue, components and packaging materiel.*

(1) This form is the accounting ledger for ammunition residue, components and packaging materiel without DODICs or NSNs assigned. Use it to record all transactions for a single item. Keep all forms for a single item in the visible file.

(2) Complete blocks 1 through 6 at the bottom of the form before posting any transactions (fig 24-6). Enter transaction heading data in A through I of the Master Record (fig 24-7). Enter one complete transaction, referred to as a master record transaction, per line. Record up to 16 transactions on each side of the master record. Figure 24-6 shows an example of a transaction posted to the master record. Figure 24-7 shows a complete DA Form 581 for turn-in of residue, components, and packaging materiel.

(3) Use local SOPs, appendix L of this pamphlet, and SB 755-1 to identify packaging materiel that requires accountability when turned in. A brass conversion chart is located in appendix L. Those items returned by the customer unit that are placed in trash or disposed of as scrap (other than expended brass) do not require accountability at the ASP/Direct Support level.

#### 24-9. DA Form 3151-R

DA Form 3151-R (Ammunition Stores Slip) is a multipurpose form used when ammunition is issued, shipped, received, turned-in, or relocated (fig 24-8). A copy of DA Form 3151-R is located at the back of this pamphlet. It will be locally reproduced on 8 1/2- by 11-inch paper. Computer generated facsimiles are acceptable.

#### 24-10. DA Form 5204

a. Use DA Form 5204 instead of DA Form 5203 to record serial number information for ammunition items that require serial number accountability. All Class V items with serial numbers assigned will be accounted for by serial number. Use a DA Form 5204 for each item having an assigned DODIC or assigned NSN. Use one DA Form 5204 for each combination DODIC, NSN, lot number, condition code. Account codes can be tracked on the DODIC master in the remarks block. If a specific serial number must be dedicated with a use code/account code, make a pencil annotation in the far right column and a corresponding remark in the remarks block.

b. File serial number records in the accountable records file below the appropriate DODIC master record.

c. Record the essential information required for GMLR accountability and reportability (see AR 700-19) at the bottom of the serial number record. This information includes manufacture date, GMLR type number code, assembled component designator (ASBL), system identification code (SIC) found on table P-1, DODIC, lot number, and condition code. Complete blocks 1 through 10 at the bottom of the serial number record.

d. Enter heading data in blocks 11 through 15 of the serial number record. Enter transaction data in columns A through K, one serial number per line (fig 24-9).

e. Figure 24-10 shows an example of DA Form 5203 as a DODIC Master record that supports the entries shown in figure 24-9. The procedures for completing a DODIC master record for a GMLR item are identical to the procedures explained in paragraph 24-8a except that users may enter a combination of condition codes and storage location on the GMLR DODIC master record to provide summary asset visibility of quantity on hand by location and condition.

#### 24-11. DA Form 1298

Use this form to record obligations to fill requests for ammunition from SSA customers or pending shipments. Prepare DA Form 1298 per figure 24-11.

#### 24-12. DA Form 4999

Use this form to record expected receipts of stocks based on Intran-sit-In notifications (IINs) from SAAS-1/3 or an estimated ship date from NICP. Prepare DA Form 4999 per figure 24-12.

#### 24-13. Posting corrections to stock records

Do not make erasures or alterations to quantities posted on ammunition stock records. When making a correction before subsequent postings occur, draw a single line through the incorrect entry and make the correct entry on the line immediately following (fig 24-13, number 1). When there are postings between the incorrect posting and the next available line, make a correction entry but do not line out the incorrect entry. The following instructions apply to corrections and changes to the stock records.

a. *Corrections that do not change balances on hand.* When a gain or loss posting was made in the wrong column but the balance on hand is correct, line out the incorrect part of the entry and make the correction in the proper column (fig 24-13, number 2).

b. *Corrections that change balances on hand.* When a correction requires a change in the recorded balance, make a corrected entry on the next available line. Make the new entry for the amount of increase or decrease if needed to correct the quantities shown in the balance on hand, and the condition code and location columns. Enter the original document number and date the correction is made on the corrected-entry line. Enter CORR in an available space on the correction line and in an available space on the line that has the error. Enter the applicable SAAS transaction code (PEP or PEM) in the appropriate transaction code gain/loss column. Post the amount of increase or decrease to the applicable gain or loss column. In example 3, figure 24-13, the original entry should have shown a training asset return (TAR) for 50 rounds of condition code "A" ammunition and 25 rounds of condition code "B" ammunition.

c. *Error in posting a document number.* When an error is made while posting a document number, line out the incorrect entry and enter the correct one on the next available line (fig 24-13, number 4).

d. *Error in posting serial numbers.* When an error is made while posting a serial number to DA Form 5204, line out the incorrect entry and enter the correct one on the next available line.

e. *Documents not posted.* When an unposted document is found, make the required entries on the stock records at once unless an inventory was posted in the interim. An inventory posting is indicated by a solid red line below the entry and the abbreviation "INV" printed in the DODAAC column. If an inventory was posted, limit the posting of the found document(s) to the date, document number, and organization. Carry the current balance forward and enter the word *OMITTED* in the transaction code column. Attach a statement to the documents explaining the failure to post it earlier, the date posted and the initials of the person making the posting (fig 24-13, number 5). File this statement with other documents supporting the transaction.

f. *Entry on the wrong lot locator, serial number, and/or DODIC*

*master record.* When an entry was made to the wrong stock record, adjust as follows:

(1) If the error is found while posting or before any other entries are made on the affected stock record, draw a single line through the incorrect entry and the remaining unused space on that line, then post the entry to the correct stock record.

(2) If subsequent postings were made on the lot locator and DODIC master records, use a reversal posting to adjust the stock record. Print "REV" in an available space on the error line. Enter the document number from the error line on the next available line. In the gain or loss column, as appropriate, enter the amount of increase or decrease required to correct the balance on hand. Attach a statement to the supporting documents explaining the reason for the reversal.

g. *Over-issue or under-issue adjustments.* When posting errors occur because more or less of a DODIC or lot was issued than was originally intended due to recording errors or types of packaging, take the following actions:

(1) When the error is discovered before the customer leaves the SAAS-4 area, make corrections to the DA Form 3151-R and DA Form 581 and have the SRO (or designated representative) and unit representative initial the corrections. Make sure the corrections include at least the NSN, lot number, DODIC, condition code, warehouse location, and quantity actually issued.

(2) When the error is discovered after the customer has left the SAAS-4 area, verify the amount actually issued by contacting the customer and/or conducting a special inventory. Post the quantity shown on the original transaction document to the stock records. On the next available line, make a "PEP or PEM" transaction entry per paragraph 24-13b.

h. *Catalog data change.* Post DODIC, NSN and unit of issue (U/I) changes from DA Form 4508 or other change document. If the action requires gain or loss adjustments, make corrections to the lot locator record and DODIC master record per the applicable portion of paragraph 24-13b. Ensure that the document number from the DA Form 4508 or other change document is posted to the stock record. Enter the words *DODIC CHANGE*, *NSN CHANGE*, or *U/I CHANGE*, whichever applies, in the organization column.

#### 24-14. Document numbers

All documents recorded in an SRA must have a SSA document control number (fig 24-14 shows an example of an SSA document control number). Documents initiated by customer units or other supply activities are vouchered under the SSA document number. Documents initiated by the SSA are also vouchered under the SSA document control number.

a. Document control numbers are 14 positions divided into 3 fields as follows:

(1) *DODAAC.* The SRA serial number is in position 1 through 6 of the SSA document control number.

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

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

b. SROs may reserve blocks of serial numbers to segment the document register. Normally these will be assigned within the supply activity to various sections. A separate DA Form 2064 will be maintained for each segment of the document register. The SRO is responsible for each segment of the register since it is still part of the account.

c. When an SSA document control number is canceled for any reason, enter CANCELED in the Remarks column of the DA Form 2064. Do not reuse canceled SSA document control numbers. All supporting documentation will be filed as a completed document.

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

#### 24-15. Vouchers

The voucher is the evidence of a transaction in an SRA. Documents

processed as adjustments, issues, shipments, turn-ins, or receipts, whether posted to the records or not, are vouchers.

a. There are three types of vouchers:

(1) *Adjustment voucher*. This voucher is used to make the recorded condition or quantity agree with the actual condition or quantity of items on hand. Post adjustment vouchers to the stock accounting record.

(2) *Credit voucher*. This voucher lists items deducted from the account. Credit vouchers decrease assets; post them as losses. Issues and shipments are credit vouchers. Post credit vouchers to the stock accounting record.

(3) *Debit voucher*. This voucher lists items added to the account. Debit vouchers increase assets; post them as gains. Receipts and turn-ins are debit vouchers. Post debit vouchers to the stock accounting record.

b. Mark vouchers that are canceled or rejected for any reason CANCELED or REJECTED. Write the reason for cancellation or rejection on the voucher; the SRO signs the reason. If the voucher was posted to the stock accounting record, reverse the posting (para 24-13f). Make a second posting notation on the voucher. File the voucher in the completed voucher file to support both postings.

c. Hold incomplete vouchers in the suspense file until they are completed. Examples of incomplete vouchers are those that have a wrong signature, missing signature, statement missing, or back-up document. Ensure that only completed vouchers are filed in the completed voucher file.

d. When a voucher is missing, make a thorough search. If the voucher is not found, file a certificate in the voucher file in place of the voucher. In the Remarks column of the document register entry for the missing voucher, enter LOST. The certificate must include—

(1) All data in the document register entry for the missing document and any applicable posting data.

(2) An explanation of actions taken to find the missing document.

(3) Copies of correspondence or documents that show proof that all possible sources were checked for the missing voucher.

(4) The SRO's signature.

#### **24-16. Active stock record file**

This file contains a stock record set for each item on hand or authorized for stockage. These records are required for accountability and asset visibility or ammunition, ammunition residue, components, and packaging materiel.

a. A stock record set contains at least a DA Form 5203 (DODIC master), DA Form 5203 (lot locator) or DA Form 5204 (serial number record), DA Form 4999 (due-in), and DA Form 1298 (due-out).

b. File stock records in visible file cabinets in DODIC sequence. File lot locator records that support each DODIC master record in NSN sequence. Reserve some empty card pockets at the bottom of each visible file drawer to accommodate card rearrangement as changes in stockage occur.

#### **24-17. Account-code ammunition**

Ammunition stocks are maintained at a storage point by DODIC, NSN, lot number, condition code, account code, and warehouse location. An account code is a locally assigned, three position code that identifies the owner, or intended user, of the ammunition. It may also explain the reason why the ammunition is reserved. Account codes are assigned by SAAS 1/3 when available above the SAAS-4. If the SAAS-4 is operating independent, as in some TDAs, installations, or posts, camps and stations, the account codes will be assigned locally by the commodity managers. When ammunition is found during an inventory or turned-in under amnesty, it will be placed in account code MAA (Excess).

#### **24-18. Inactive stock record file**

This file contains stock accounting records that were filled and their balances carried forward or for items at zero balance. When a stock record set (para 24-5) is removed from the active stock record file,

place them in this file. Keep this file in DODIC/NSN/Lot number sequence.

#### **24-19. Active document register file**

This file contains document registers for the current year. The entire document register will be kept together until closed. When a new document register is opened on 1 January, all open documents will be transferred to that document register. In the remarks column on the old document register, for each entry carried forward, enter "FORWARD" in ink. Enter the documents carried forward on the new document register in document number sequence starting with the oldest first. Keep this file on DA Form 2064 in document number sequence.

#### **24-20. Inactive document register file**

This file contains document registers for past years. All the documents are either closed or have been brought forward to the current year.

#### **24-21. Completed voucher file**

This file has a copy of each voucher processed as an adjustment, issue, shipment, turn-in, or receipt, whether posted to the stock accounting record or not. Start a new file each calendar year.

a. File all vouchers in SSA-document-number sequence. Mark vouchers requiring posting to the stock records to show they were posted before they were filed. After posting the voucher, the posting clerk writes the word *POSTED*, the Julian date, and his or her initials in any blank space on the face of the voucher. When a posting block is provided on the voucher, use it.

b. The SRO verifies the accuracy of all completed vouchers posted to the account. Check completed vouchers before filing them to make sure no postings were overlooked.

c. File a voucher to support each posting to the SRA. File canceled vouchers to support their cancellation. There must be at least one piece of paper to support each voucher number.

d. File completed vouchers in voucher number sequence in manila folders, 100 vouchers to each folder. Separate files will not be created for each type of transaction or customer. All types of transactions will be filed together. However, a separate file for each direct support customer (unit) will be created for reconciled training issues. This file will contain a copy of all the necessary documentation needed to prove expenditure or turn-in of ammunition issued for training. These documents will be filed in issue voucher number sequence with all supporting documentation attached. Label the folders.

e. Do not remove vouchers from the voucher file except when removal is specifically authorized by the SRO. Before releasing any voucher from the file, prepare DA Form 543-R in two copies. Have the person receiving the voucher sign both copies of the DA Form 543-R for the voucher. Place one copy of the DA Form 543-R in the voucher file in place of the removed voucher. Give the other copy of the DA Form 543-R to the SRO to monitor the return of the voucher. This requirement does not apply to SSA personnel during duty performance, nor does it apply to auditors and inspectors during an audit or inspection unless the voucher is removed from the immediate work area.

#### **24-22. Suspense voucher file**

This file contains a copy of adjustments, requests for issue, pending shipments, requests for cancellation, reports of excess, requests for turn-in, unreconciled training issues, and any other incomplete voucher until they are completed. This file has four sections. File suspense vouchers in document-number sequence within each of the following sections:

a. *Due-in status section*. After posting DA Form 4999, place a copy of each XBT-Intransit-In notification (IIN) or incomplete request for turn-in in this file, pending completion. Also file a copy of each document and status card received later. File all the documents on each document number together so that the oldest is in the rear and newest is in the front. Hold all documents of each document number until the items due-in are received. When filing the receipt

voucher or cancellation confirmation is the completed voucher file, include the supporting documents.

*b. Due-out status section.* After posting DA Form 1298, place a copy of each incomplete request for pending shipment in this file. File the documents related to each document number together so that the oldest is in the back and newest is in the front.

*c. Incomplete voucher file.* Place a copy of each incomplete adjustment, and any other incomplete voucher that must be posted to the stock records, in this file.

*d. Training issue reconciliation file.* Place a copy of each training issue in this file. As turn-ins and other documentation are received to support the expenditure/reconciliation of the issue, add them behind the issue document. When all necessary documentation is received to support the complete reconciliation (all ammunition and residue accounted for), mark the front of the issue document RECONCILED and file the complete packet in the unit reconciliation file (para 24-21d).

## 24-23. Processing Issues

*a. Transfers.* An issue is the transfer of ammunition stocks from a SAAS-4 activity to an authorized user. Using units request ammunition by submitting DA Form 581 (fig 24-7). Issues cause a decrease in ammunition stocks on hand in SAAS-4. Post issues as losses on the lot locator record or serial number record (as applicable) and the DODIC master record. Post the lot locator record or serial number record first. Post the SSA voucher number assigned to the DA Form 581 as the document number.

*b. Authority to request/receipt for supplies.* The SAAS-4 activities maintain a DA Form 1687 (Notice of Delegation Of Authority — Receipt for Supplies) for all personnel authorized to sign as requesting or receiving ammunition (fig 24-15).

(1) Using unit commanders must designate, on DA Form 1687 submitted to the SAAS-4 activity, unit members authorized to request and receive Class V items. The DA Form 1687 must be accompanied by the assumption of command, or appointment orders (PBO or battalion S-4), for the individual delegating the authority.

(2) Before accepting a DA Form 581 for processing at the SAAS-4 activity, check to ensure the request is properly authenticated.

### *c. Authentication.*

(1) A designated officer from the customer unit must authenticate all valid requests for issue of ammunition made to a SAAS-4 activity. The commander who controls the ammunition allocation may designate a responsible person to authenticate (sign block 14a on DA Form 581) ammunition requests, that is, the division ammunition officer (DAO), brigade ammunition officer (BAO) or the representative S-4. Authentication gives commanders control of ammunition issues. This designation will be provided to the SAAS-4 activity on DA Form 1687.

(2) The authentication DA Form 1687 must be accompanied by the appointment orders or assumption of command orders for the individual delegating the authority.

(3) Before accepting a DA Form 581 for processing at SAAS-4, check to ensure the request is properly authenticated and prepared per DA Pam 710-2-1, figure 11-9.

### *d. Types of issues.* Issues are either routine or immediate.

(1) Routine issues request ammunition for pick-up on a specific RDD. Most peacetime issues are routine and normally involve two actions. The first action establishes a due-out for the requested stocks; the second action (the actual issue) reduces the balance on hand. Do not confuse routine issues with the forecasts that users submit to SSAs to ensure sufficient stocks are on hand to support projected training or operating requirements.

(2) Immediate issues provide ammunition for unscheduled or short-notice requirements. Examples are unforecasted training ammunition requests and most combat issues. Establish a due-out if the issue isn't required within 24 hours to ensure that visibility of the pending issue is not lost. Make the loss posting to the lot locator and DODIC master records as soon as possible.

### *e. Processing issues.*

(1) Normally, a routine issue is not fully processed until one to 3 days before the RDD, since actual lot and location selections are involved. However, limited processing is required when a routine request for issue is received. Edit the request (ensure it is filled out properly), assign an SSA voucher number, and post the request to the due-out record. File the request in a suspense file. Process RDD-suspended requests a given number of working days before the RDD (normally 1 to 3 days). On the date processing begins, the document control section forwards the DA Form 581 from the suspense file to the stock control section for review and selection of appropriate DODICs and condition-code stocks by lot number and location. Account codes may also be used to determine which stocks are issued. The chief of the stock control section gives stock selection guidelines, per issue priorities established for the SAAS-4 activity, for selecting stocks for issue.

(2) Take the following data from the lot locator record for the ammunition selected for issue and enter it on the DA Form 3151-R:

- (a) NSN.
- (b) Lot number.
- (c) Condition code.
- (d) Location.

(3) After completing the DA Form 3151-R, send it to the surveillance section for lot clearance and restriction certification. The surveillance section returns the approved DA Form 3151-R to the stock control section. If more than 30 days pass before the issue is completed, the surveillance section must re-clear the document.

(4) The checker uses the approved DA Form 3151-R, to select stocks and load items on using-unit vehicles. The checker returns the DA Form 3151-R, showing quantities loaded, to the stock control section for final processing.

(5) Stock control reviews entries and completes the DA Form 581. If the SAAS-4 activity controls the TAMIS numbers, assign the issue a TAMIS number if it is for training. Place the TAMIS number in block 32 of DA Form 581.

(6) The customer unit is provided a copy of the DA Form 581, DA Form 3151-R. For training issues, listing of all residue required to be turned-in will also be provided.

(7) When the issue is completed, post the issue to the accountable records. Post the due out record, lot locator record or serial number record, and the DODIC master record (in that sequence).

*f. Reporting issues.* The SSAs reporting to a SAAS 1/3 unit prepare a DIC XBH transaction input for each issue according to unit standing operating procedures (SOP). The SSAs not reporting to a SAAS 1/3 unit report issues per MACOM established procedures.

*g. Filing.* After the issue is completely processed, including posting to the document register and stock records, file the DA Form 581, the DA Form 3151-R, and any additional supporting documents at the SAAS-4 activity in the completed voucher file (para 24-21) by SSA document control number. Training issues will have a copy of the DA Form 581, DA Form 3151-R, and a copy of the residue requirements placed in the training issue reconciliation suspense file (para 24-22d).

*h. Issues for demilitarization or destruction.* Ammunition stocks programmed for demilitarization (demil) or destruction are issued by the SAAS-4 activity on DA Form 581. Process them as follows:

(1) Assign an SSA document control number from the document register.

(2) For demilitarization, place an "X" in ISSUE (block 1). In the REMARKS (block 28), enter the statement "Ammunition certified unserviceable by qualified inspector and authorized for destruction under the provisions of DA Pam 738-750." Show the Ammunition Condition Report (ACR) number, authority message number, or other reason/authority for disposal. Enter the signature block of the individual certifying the destruction and a blank line to sign on.

(3) The stock control section prepares and forwards the DA Form 3151-R to the Surveillance section for verification of lot serviceability.

(4) The Surveillance section returns the verified DA Form 3151-R to stock control. Stock control forwards the DA Form 581, DA Form 3151-R, and a residue requirements list for the items

issued (or DA Form 581, Residue turn-in), to the storage section for issue to the unit that will demilitarize or destroy the ammunition. The individual receiving the ammunition will sign in block 31. Stock control keeps suspense-file copies of all the forms in the due-out file.

(5) When the demilitarization or destruction is completed, the individual certifying the destruction will sign in block 28. The DA Form 581 is then returned to the stock records section. This now serves as a Demilitarization certificate and is posted to the stock records. The residue turn-in is handled the same as a normal residue turn-in.

(6) Report the quantities issued for demilitarization or destruction by DODIC and condition code using procedures in paragraph 24-23f.

#### **24-24. Processing turn-ins**

*a. Accepting munitions.* SAAS-4 activities must accept ammunition, explosives, and residue turned in by using units. Units make turn-ins using DA Form 581. A turn-in causes an increase to ammunition stocks at the SAAS-4 activity. Post a unit turn-in as a gain to the lot locator record or serial number record (as applicable) and DODIC master record. Post the lot locator first. Use the control number assigned from the SSA to the DA Form 581 as the document number.

*b. Use and edit of DA Form 581 by the SSA.* Using units use separate DA Forms 581 to turn-in serviceable ammunition, unserviceable ammunition, and residue. Ammunition residue is defined as components and packaging materiel identified as recoverable by the SAAS-4 activity. The SAAS-4 activity's SOP should tell customers which items are required to be turned in. Turn-ins of live ammunition are considered "SERVICEABLE" when they have not been opened or had the seals removed or broken. All other live turn-ins are considered "UNSERVICEABLE." The stock control clerk who receives the DA Form 581 edits it to ensure the form is completed and correct (fig 24-7 and 24-16).

*c. Processing DA Form 581.*

(1) Normally a turn-in will not require pre-posting to the due-in record. It can be done though, for items in short supply to better manage anticipated assets.

(2) Assign the turn-in a SSA control number from the document register.

(3) Prepare a DA Form 3151-R from the information on the DA Form 581. Select a tentative warehouse location based on the storage plan or from the stock records if the lots involved are currently on-hand.

(4) Have a checker accompany the unit to the turn-in facility.

(5) Surveillance personnel will verify lot numbers, serial numbers, date of manufacture for GMLR items and condition codes. The checker will verify count. Any items found damaged by other than FWT will require action to be taken by the unit (investigation per AR 15-6 or Report of Survey) before final action can be taken on the turn-in.

(6) Only those items listed on the DA Form 581 will be accepted on that form. No items will be added to it. If additional condition codes or lot numbers are present, note them on a blank DA Form 3151-R.

(7) The checker will sign the DA Form 3151-R as the receiving checker and return to the stock control office. The stock control section will transfer the data from the DA Form 3151-R to the DA Form 581. In the event items were noted on a blank DA Form 3151-R that do not appear on the DA Form 581, the unit will have 24 hours to process another DA Form 581 to cover those items.

(8) A TAMIS number will be assigned to all live serviceable turn-ins of training ammunition if the SAAS-4 activity controls the TAMIS numbers. Only live serviceable turn-ins will be reported to TAMIS. Items turned-in in condition code "K" do not qualify for TAMIS credit.

(9) The stock records section will complete the DA Form 581.

(10) The customer unit will be provided a copy of the DA Form 581 and DA Form 3151-R. Additionally, they will be provided a

copy of any DA Form 3151-R that was for items received without a DA Form 581.

(11) Any completed voucher will be filed in the completed voucher file. Incomplete vouchers will be filed in a due-in suspense file.

*d. Training turn-in reconciliation.*

(1) Reconciliation of training ammunition issues will be accomplished within 5 working days of the training completion date listed on the issue document.

(2) The stock control clerk will compare the training event codes (TEC), issue document number and lot numbers or serial numbers on the issue with that information on the turn-ins to ensure they match. If discrepancies are found, they will be resolved by the SRO.

(3) Quantities of residue and packing materiel required will be determined by subtracting the quantities used to pack the live turn-ins from that issued on the issue. Brass requirements will be determined by weight conversion.

(4) Items required but short must have a valid DA Form 5811-R (Certificate - Lost or Damaged Class 5 Ammunition Items) or other evidence of a pending investigation. DA Form 5811-R is prescribed by AR 710-2.

(5) Special items, listed in DA Pam 710-2-1, appendix L, require a DA Form 5692-R (Ammunition Consumption Certificate). This must be present to reconcile the document.

(6) Losses of residue from CIIC 1, 5, 6, or C items will be investigated per AR 15-6 and reported per AR 190-11.

(7) If the issue can not be reconciled within 5 days of the completion of training date, no further issues will be made to that unit until such time as the issue is reconciled.

(8) When the reconciliation is complete, the suspense copy of the issue (from the unit reconciliation suspense file) will be stamped RECONCILED. All documents supporting the reconciliation will be filed together in the unit reconciliation file by the SSA control number on the issue (para 24-21d).

*e. Amnesty turn-ins.* Amnesty turn-ins will be conducted per DA Pam 710-2-1, paragraph 11-18.

*f. Reporting turn-ins.* SSAs reporting to a SAAS 1/3 unit prepare a DIC XBH transaction for each turn-in of ammunition and/or residue. The SSAs not reporting to a SAAS 1/3 unit report turn-ins per MACOM-established procedures.

*g. Completing turn-in processing.* When turn-in processing is completed, including posting to the document register and stock records, file the DA Form(s) 581, and any additional documents supporting the turn-in, in the completed voucher file by SSA control number. This file will contain the original DA Forms 581 and DA Form 3151-R. The unit reconciliation file will contain copies.

#### **24-25. Processing receipts**

*a. Ammunition received.* The SAAS-4 activities receive shipments of ammunition and explosives as directed by the SAAS 1/3 activity, based on reported issues and remaining on hand stockage levels. Receipts are defined as ammunition received from an ammunition supply activity and do not include unit turn-ins. Receipt of ammunition shipped from other SAAS-4 activities or higher echelon Class V activities results in an increase of ammunition stocks on-hand. Upon receipt of (fig 24-17 and 24-18) having an assigned supply activity document number or TCN, post the transaction to the due-in record, lot locator record or serial number record (as applicable), and the DODIC master record.

*b. Advance shipment notice.*

(1) SAAS-4 gets advance notice of an ammunition shipment from SAAS 1/3. This advance notice is a DIC XBT-IIN card or message. All essential data about the shipment is on the XBT card, including DODIC, condition code, quantity, document number (transportation control number (TCN)), account code, and RDD. The detail format for the DIC XBT-IIN is in table 24-1.

(2) Do not record the XBT-IIN on the document register. Do not assign a document number to the XBT-IIN.

(3) The stock control section posts the XBT-IIN to the due-in record. The stock control, storage, and surveillance sections use the information on the XBT-IIN for planning.

*c. Receipt processing.*

(1) The stock control section assigns a document number from the SSA Document register, compares the data on the XBT-IIN card from the due-in suspense file to the data, notes any discrepancies on the XBT record, and files in the suspense voucher file.

(2) The stock control section prepares a DA Form 3151-R before the ammunition is off-loaded and stored. Warehouse locations are selected from the storage plan. The DA Form 3151-R is forwarded to the storage section.

(3) When the storage section sends the completed DA Form 3151-R to stock control, the stock control clerk compares the DODIC, NSN, lot number, condition code and quantity received between the and DA 3151-R. If there is a discrepancy, have the storage section recheck the actual receipts. If rechecking does not resolve the discrepancy, prepare SF 364 (Report of Discrepancy) per AR 735-11-2 and local directives. To show receipt of the item, write the quantities and condition codes actually received on the .

(4) Post the quantities received by DODIC and condition code to the lot locator record or serial number record (as appropriate) and the DODIC master record. If the account code is not known, contact SAAS 1/3 for a determination.

(5) File any XBT-IIN advance shipment notices with supporting documents. Prepare an XBT transaction with the appropriate SAAS transaction code, such as IIR, ICR, or LTR, for each DODIC, account code, and condition code received on DA Form 521-R (fig 24-29). This reports the receipt to SAAS 1/3. SAAS-4 activates that do not report to SAAS 1/3 activates report receipts per MACOM-established instructions.

(6) All documents supporting the receipt are completed, assembled, and filed in SSA document number sequence. When the receipt is completed, the document control clerk closes out the document register entry and files the documents.

(7) The CONUS installations/units and OCONUS SAAS-1 activities will submit a materiel receipt acknowledgement (DIC D6S). The OCONUS units not subordinate to a SAAS-1 activity must submit a DIC D6S. The submission of DIC D6S will close the accountability loop from depot to consignee.

(8) The LIF documentation and customer responsibilities are addressed in AR 725-50. The LIF inquiry procedures are outlined in DA Pam 700-30.

*d. Partial receipts.* Process partial receipts the same way as complete receipts. Prepare XBT receipts transactions for reporting each DODIC, account code, and condition code to SAAS 1/3. The transaction quantity in card columns 17-24 shows the quantity actually received (by DODIC and condition code). Do not close out the document register entry until all partial receipts have arrived.

*e. Receipt without advance notice.* When a shipment is received and there is no advance notice of the shipment, process the receipt per paragraph *a*, above. Prepare XBT cards using all available information from any documents that accompany the shipment and submit XBT cards to SAAS 1/3.

## **24-26. Processing shipments**

### *a. Movement and transfer.*

(1) Shipments are defined as the movement and transfer of ammunition stocks. Shipments are directed by SAAS 1/3. Most often, shipments are made to other SAAS-4 activities, but shipments are also made to other activities, such as division-operated ammunition transfer points (ATPs) or storage locations outside the Corps.

(2) Shipments cause a decrease of ammunition stocks on-hand. Process shipments when the notice to ship is received at the SAAS-4 activity. In some instances, a shipment directed for an RDD or ration distributing point (RDP) far in the future may require an obligation of stocks for the shipment.

*b. XBT directive.* SAAS 1/3, or SAAS-1, directs ammunition shipments by; sending an DIC XBT card or message, with a transaction code IFD (Intransit-From Directive), ICD (Inter-corps Directive), or LTD (Location Transfer Directive), to the SAAS-4 activity that will make the shipment. An XBT directive is sent for each quantity and DODIC/condition code/account code to be shipped.

The XBT directives give the consignee and RDD/RDP information that the SAAS-4 activity needs to prepare DD Form 1384 (Transportation Control and Movement Document) for the shipment. Tables 24-2, 24-3, and 24-4 give instructions for interpreting XBT-IFD, XBT-ICD, and XBT-LTD cards. Preparation instructions for DD Form 1348-1A or 1348-2 are in AR 725-50 and figure 24-18. Preparation instructions for DD Form 1384 (TCMD) are in DOD 4500.32-R (MILSTAMP) and figure 24-19.

### *c. Shipment processing.*

(1) When XBT directives, for shipment are received, the stock control section reviews the information, selects the stocks, and obligates them on the due-out record for shipment. Post the DA Form 1298 immediately. For shipments where the RDD/RDP doesn't require immediate selection, file the directives in suspense until stock selection is necessary.

(2) When stock selection is made, stock control prepares DA Forms 3151-R and sends them to the surveillance section to verify the condition and suitability of the stocks selected for shipment when approved, an information copy of the DA Form 3151-R is given to the storage section for planning shipment requirements. The remaining copies are placed in suspense files until there is transportation for shipping.

(3) The transportation section prepares DD Form 1384 and offers the shipment to the local transportation and movement officer (TMO). Prepare the DD Forms 1384 per DOD 4500.32-R (MILSTAMP) and figure 24-19.

(4) Inventory and inspect the shipment before and after loading. Send the completed DA Form 3151-R, signed by the vehicle drivers and the checker, to stock control for final processing.

(5) The stock control section verifies the returned DA Form 3151-R against suspense copies and prepares the Transportation Control and Movement Document (DD Form 1384). Surveillance and transportation sections review DD Form 1384 and release the shipment.

(6) Post the stock records using the completed DA Form 3151-R. Prepare XBT transaction record(s) for each DODIC/condition code/account code shipped. Use appropriate SAAS transaction codes, such as IFS or LTS. The XBT transaction record(s) data is key-punched and forwarded to SAAS 1/3 with the next transaction report.

(7) Mark, assemble and file all documents supporting the shipment using the document number assigned from the document register. When the shipment is released, the document control clerk closes out the document register entry and files the supporting document.

(8) A REPSHIP message will be prepared if required per DOD 4500.32-R (MILSTAMP).

## **24-27. Inventory procedures**

This paragraph gives procedures for conducting inventories and making inventory adjustments.

*a. Inventories and adjustments.* The purpose of inventory and adjustment is to—

(1) Verify the general condition, quantity, location of ammunition stock by a physical inspection and count.

(2) Adjust stock record balances as required to match the results of the physical inspection and count.

*b. Types of inventories.* Ammunition inventories are conducted as follows:

(1) *Scheduled wall-to-wall.* In this inventory, all stocks are counted as of a specific date. In place of doing a wall-to-wall inventory under one SSA control number, Special inventories by warehouse maybe conducted. However, all storage structures must be inventoried within the prescribed time frame. During a wall-to-wall inventory, all receipts, issues, obligations, and shipments are held until the inventory is over. No transactions are posted to the accountable stock records. If emergency issues and receipts are necessary, tightly control and supervise them to minimize discrepancies. Wall-to-wall inventory is coordinated with customers in peacetime and not permitted in wartime. SAAS-4 may not close for more than 5 working days.

(2) *Scheduled cyclic.* In a cyclic inventory, a selected number of DODICs are inventoried during a prescribed period so that all DODICs on hand are inventoried at least once annually or as prescribed by AR 710-2, paragraphs 3-42 or 3-29. During a cyclic open inventory, processing and posting of receipts, issues, obligations, and shipments continue.

(3) *Damaged warehouse.* Damaged warehouse inventory is used only in wartime and then only against a warehouse that has been damaged or destroyed.

(4) *Special.* A special inventory is taken on selected ammunition items for a specific reason. Special inventories are conducted either by DODIC, lot number, or warehouse.

*c. Inventory time constraints.* Special inventories (DODIC, lot number, or warehouse) will be conducted within one workday. Cyclic inventories for any single DODIC will be conducted in one workday. Do not exceed 5 workdays when doing a wall-to-wall inventory unless more time is approved under paragraph 9-7. A damaged warehouse inventory must be completed as soon as possible.

*d. Ammunition inventory requirements.*

(1) Ammunition inventory frequency is dictated by AR 710-2, paragraph 3-42. The intended use, or account code, for all ammunition falls into two categories, training and other. The inventory frequency is based on this intended use or account code, and the CIIC. The only authorized source for the CIIC is the AMDF, which is produced and distributed monthly on microfiche.

(2) Training ammunition in CIIC 1, 5, and 6 must be inventoried monthly.

(3) Training ammunition in CIIC codes other than 1, 5, or 6 must be inventoried quarterly.

(4) Other ammunition in CIIC 1, 5, and 6 must be inventoried semi-annually.

(5) Other ammunition in CIIC codes other than 1, 5, or 6 must be inventoried annually.

(6) Special inventories will be conducted whenever—

(a) Nonclerical errors are found in recorded balances.

(b) There is materiel release denial (stocks can not be shipped or issued as indicated or directed).

(c) Inventory discrepancies are found during a location survey.

(d) There is evidence of forced entry to a warehouse, magazine, or other storage area.

(e) If outer packages have been tampered with, and confirmed by surveillance personnel.

(f) When directed by higher headquarters.

*e. Location surveys.*

(1) Location surveys physically verify the actual location of stocks in the SAAS-4 activity. A location survey may be conducted to—

(a) Ensure that location data on the lot locator and/or serial number record is correct.

(b) Verify that the balance on a given record is zero.

(c) To verify the accuracy of stock records when directed by the commander or accountable officer.

(2) Prepare DA Form 2000-3 to verify the location of stock on-hand. Identify each item using a separate DA Form 2000-3 for each DODIC, NSN, lot number, and condition code. Give blank DA Forms 2000-3 to the inventory team to record items not in designated locations. For control purposes, assign serial numbers to all DA Forms 2000-3, including blanks given to the inventory team. Use DA Form 5037-R (Inventory Control Listing), similar to the one used for actual inventory count cards to control and account for the location survey cards. DA Form 5037-R is prescribed by TM 38-L69-11.

(3) Properly conducted location surveys identify the following errors on accountable records:

(a) A recorded balance but no recorded location

(b) A recorded balance but stocks not at the recorded location

(c) An unrecorded location and unrecorded balance of stocks

(d) Identification of storage practices that require corrective action.

*f. Preinventory procedures.* Make the following preparations for taking the inventory:

(1) *Schedule.* Schedule specific dates for the inventory.

(2) *Notification.* Notify supported units of the date(s), type of inventory, and the types of transactions that are authorized for processing during the inventory.

(3) *DA Form 2000-3 preparation.* Inventory count cards are usually preprinted. If they are not, the stock control section manually prepares a count card (fig 24-20) for each item by NSN, DODIC, lot number, and location, condition code. Assign each card a sequential serial number starting with 0001. Prepare additional serially numbered blank count cards for the inventory of unrecorded assets. Use count cards to record the amount of a particular item of ammunition is on-hand.

(4) *DA Form 5037-R (Inventory control listing).* The stock record section prepares two inventory control listings, one for the accountable officer and the other for the inventory supervisor. Inventory control listings account for count cards by serial number and are the master and control records for the inventoried items. Assign a document control number to the control listing from the document control register. Use this document control number for making all inventory postings, filing inventory records, and making required causative research or adjustment actions.

(a) The inventory control listing for the accountable officer (fig 24-21) includes the count card serial numbers, item nomenclatures, DODICs, lot numbers, condition codes, locations, unit prices, and recorded balances.

(b) The inventory control listing for the inventory supervisor (fig 24-22) has the same information as the listing for the accountable officer except that the unit prices and recorded balances are omitted.

*g. Inventory procedures.*

(1) Inventory teams, a counter and recorder, make the count and record the balance for each item on the applicable DA Form 2000-3. Members of the team sign, date, and return the forms to the inventory supervisor. Maintain strict control over all inventory count cards and ensure that each count card is signed for by serial number.

(2) The inventory supervisor checks off the serial number of the count cards on the control listing, makes sure the forms are complete, ensures that all forms out for count are returned, and, after the initial count is completed, gives the count cards and control listing to the accountable officer.

(3) The accountable officer checks the serial numbers of the count cards against the control listing, then enters the recorded balance, unit price, quantity over or short, and dollar value over or short on the DA Form 2000-3.

(4) When the overage or shortage value for a card is not more than 50 dollars, the accountable officer may accept the balance on the count card as correct for stock record purposes without a recount. This option applies only to nonsensitive or pilferable items as defined in AR 190-11 and indicated on the AMDF. When this option is used, post the new balance to the stock records directly from the count card. Use the document number assigned to the control listing. When an overage or shortage is more than 50 dollars, or a sensitive or pilferable item, the accountable officer prepares a new count card and inventory control listing for the item using the same inventory document number and count card serial number, but the next sequence count number, and has the item recounted by an inventory team different from the team that made the original count. Recount the item until one of the following occurs:

(a) The recount quantity agrees with the recorded quantity.

(b) The recount quantity agrees with the original count.

(c) Two counts agree

(d) The overage or shortage value is 50 dollars or less and the item is not sensitive or pilferable.

*h. Discrepancies.*

(1) *Security/Law Enforcement reporting.*

(a) Report all discrepancies meeting the requirements of AR 190-11, appendix C through Security/Law Enforcement channels.

(b) Any loss suspected of being by theft will be reported through Security/Law Enforcement channels immediately.

(c) Recovery of any munition or explosive item meeting the requirements of (1) or (2) above will be reported through Security/Law Enforcement channels.

(2) *Inventory Adjustment reporting.* All adjustments will be recorded on a DA Form 444. Adjustments will be made as Administrative Adjustments and Inventory Adjustments. Administrative Adjustments are those adjustments that involve no net gain or loss and can essentially be attributed to clerical or operational error (errors in condition code, lot number, warehouse location or serial number). Inventory Adjustments are adjustments necessary due to actual gain or loss of stocks based on DODIC quantity by storage point (SSA). The dollar value for the account will be calculated on the first day of the calendar year. This dollar value will be used throughout the year on all inventory adjustment reports.

(a) Prepare the DA Form 444 per figure 9–5 for an AAR. Show the complete DODIC/NSN of the item and the lot number in the STOCK NUMBER column. Show the LOSS first, then immediately below, show the GAIN. If the loss and gain are due to a warehouse change (wrong magazine), enter “WHS” for each item on the right side of the stock number column opposite the lot number. The AARs are not reflected against the dollar values for the year. Use the document number from the inventory to post the AAR to the stock records.

(b) Prepare the DA Form 444 per chapter 9 and figure 24–23 for an IAR. Show the complete DODIC/NSN of the item and the lot number in the STOCK NUMBER column.

(c) Conduct causative research (see para 9–13 and app H) for inventory discrepancies involving sensitive items or adjustments over \$500 in extended line item value.

(d) Process IARs for review and approval based on the total dollar value of adjustments prescribed in AR 735–5, paragraph 14–29, and AR 710–2 paragraph 3–42 and/or 4–34.

(e) The approval authority for the IAR will either approve the IAR, return it to the SSA for more research, indicate and appoint a Survey Officer (AR 735–5), or indicate and appoint an investigation per AR 15–6. If more research is indicated, the SSA has an additional 15 days to conduct the research.

*i. Posting inventory results.*

(1) Post inventory results to the lot locator records (fig 24–24), DODIC master records (fig 24–25), and serial number records (fig 24–26), if required, after the preparation of the AAR and/or IAR.

(2) SAAS–4 activities that report to SAAS 1/3 activities prepare and submit an XBH transactions to adjust SAAS 1/3 records. SAAS–4 activities that don’t report to a SAAS 1/3 activity, report inventory adjustments per MACOM procedures.

*j. Filing inventory documentation.* File all the DA Form 5037–Rs and all DA Form 2000–3s together. File a copy of the SRO’s DA Form 5037–R with copies of the IAR and AAR if present in the completed voucher file to account for the voucher number. Maintain a copy of the IAR in a suspense file until the approved copy is returned. File the accepted IAR with the AAR in the Inventory Adjustment file.

## 24–28. Processing intra-depot transfers

*a. Movement of stocks.* An intra-depot transfer (IDT) is the movement (rewarehouse) of ammunition stocks from one storage magazine or pad to another storage magazine or pad within the same storage point (SSA). The total balance on hand by DODIC, condition code, lot number, and account code at the storage point (SSA) is not changed. IDT transactions are not reported to SAAS 1/3.

*b. Preparing and posting IDT transactions.*

(1) Prepare a DA Form 3151–R for each item scheduled for rewarehousing. Multiple lines may be used. Assign an SSA document control number from the document register to the DA Form 3151–R and send the form to the storage section for action.

(2) After moving the stocks, the storage section returns the completed and signed DA Form 3151–R to the stock control section.

(3) The stock control clerk posts the DA Form 3151–R to the lot locator record or serial number record, as applicable. No entry is

required on the DODIC master record. After the posting is completed, close out the entry in the document register and file the DA Form 3151–R in the supporting voucher file.

(4) DA Form 4508 may be used in place of DA Form 3151–R for IDTs. However, only one NSN may be placed on the form.

## 24–29. Processing condition code changes

*a. Notification.* Surveillance personnel use DA Form 4508 (Ammunition Transfer Record) to notify stock control of ammunition suspensions, function tests, and inspections that result in changes in condition code in on-hand stocks. Follow figure 24–27 when preparing DA Form 4508.

*b. Posting condition code changes.* Upon receipt of a DA Form 4508 from the surveillance section, the stock control clerk—

(1) Sends the DA Form 4508 to the document register clerk who assigns a document number to the form, posts it to the document register as an open action, and returns it to the stock control clerk.

(2) Posts the lot locator record or serial number record, as appropriate.

(3) Posts the condition code change to the applicable DODIC master record.

(4) Marks “Posted” and the posting date on the face of the DA Form 4508, then initials the entry.

(5) Sends the DA Form 4508 to the document register clerk who closes the entry in the document register and files the form in the active supporting voucher file.

*c. SAAS–4 activities that report to an SAAS 1/3 activity.* SAAS–4 activities that report to an SAAS 1/3 activity prepare and submit an XBC transaction to adjust the SAAS 1/3 activities records. Transaction codes of CCC and CCH are used to report condition code changes. CCH is used to report transactions that put the stock into condition code “H.” CCC is used for all other condition codes.

## 24–30. Account code changes

*a. Notification.* SAAS 1/3 directs account code changes at the SAAS–4 activities in their area by message (fig 24–28). Each message will be sequentially serial numbered and transmitted to all subordinate SAAS–4s. If SAAS–4 is missing a message, it can then be requested from the SAAS 1/3.

*b. Posting account code changes.*

(1) When an account code message is received from SAAS 1/3, it is forwarded to the document register clerk.

(2) The document register clerk will assign a document control number to it and return it to the stock records section.

(3) The stock records clerk will then post the account code changes as directed in the message. It is not necessary to indicate on DA Form 5203 or DA Form 5204 the document control number. Mark the message “Posted” and forward it to the document register clerk.

(4) The document register clerk will close the transaction on the document register file and file the voucher in the completed voucher file.

(5) When all postings are complete, prepare an XBA–ACC transaction for each record changed by the transactions and forward them to SAAS 1/3.

## 24–31. Interpreting and processing SAAS 1/3 data

*a. Interface.* The SAAS 1/3 system generates required SAAS–4 interface cards, reports, or transferable files, to support the following transactions:

(1) *XBT: Location Transfer Directive (LTD).* This transaction is prepared by the SAAS 1/3 manager. It directs one SAAS–4 activity within the SAAS 1/3 area to ship a quantity of ammunition to another SAAS–4 activity within the same SAAS 1/3 area.

(2) *XBT: Intransit-from Directive (IFD).* This transaction is also prepared by the SAAS 1/3 manager. It directs a SAAS–4 activity to ship a quantity of ammunition to another activity outside of the SAAS 1/3 area.

(3) *XBT: Intra-corps Directive (ICD).* This transaction is also prepared by the SAAS 1/3 manager. It directs a SAAS–4 activity to



ship a quantity of ammunition to another activity within the SAAS 1/3 area but in a different sub-command code.

(4) *XBT: Intransit-in Notification (IIN)*. This transaction is produced by SAAS 1/3 to notify a SAAS-4 activity to expect to receive ammunition from another SAAS-4 activity, either within the SAAS 1/3 area or from outside the SAAS 1/3 area.

(5) *XBT: Intransit-in Cancellation (IIC)*. This transaction is produced by SAAS 1/3 to cancel an XBT-IIN previously sent to a SAAS-4 activity.

*b. XBT-Location Transfer Directive*. Table 24-2 explains the data elements on an XBT-LTD transaction.

(1) Process an XBT-LTD under paragraph 24-26.

(2) Once a shipment is made and posted to the shipper's stock records, prepare an XBT-Location Transfer Shipment (LTS) transaction record and forward it to SAAS 1/3. Instructions for preparing an XBT-LTS transaction are in figure 24-33.

*c. XBT: Intransit-from Directive*. Table 24-3 explains the data elements on an XBT-IFD transaction.

(1) Process an XBT-IFD under paragraph 24-26.

(2) Once a shipment is made and posted to the shipper's stock records, prepare an XBT-Intransit-from Shipment (IFS) transaction and forward it to SAAS 1/3. Instructions for preparing an XBT-IFS transaction are in figure 24-29.

*d. XBT-Intra-Corps Directive*. Table 24-4 explains the data elements on an XBT-ICD transaction.

(1) Process an XBT-ICD under paragraph 24-26.

(2) Once a shipment is made and posted to the shipper's stock records, prepare an XBT-intra-corps shipment (ICS) transaction record and forward it to SAAS 1/3. Instructions for preparing an XBT-ICS transaction are in figure 24-29.

*e. XBT-Intransit-in Notification*. Table 24-1 explains the data elements on an XBT-IIN transaction.

(1) Process an XBT-IIN under paragraph 24-23. The XBT-IIN may be received with a blank transaction field.

(2) Once the ammunition is received and posted to the SAAS-4 accountable records, do one of the following:

(a) If the receipt is from another SAAS-4 activity within the SAAS 1/3 area with the same sub-command code, prepare an XBT-Location transfer receipt (LTR) transaction and forward it to SAAS 1/3. Instructions for preparing an XBT-LTR transaction are in figure 24-29.

(b) If the receipt is from outside the SAAS 1/3 area, prepare a XBT-intransit-in receipt (IIR) transaction and forward it to SAAS 1/3. Instructions for preparing an XBT-IIR transaction are in figure 24-29.

(c) If the receipt is from within the same SAAS 1/3 area but a different sub-command code, prepare a XBT-intra-corps receipt (ICR) transaction and forward it to SAAS 1/3. Instructions for preparing an XBT-ICR transaction are in figure 24-29.

*f. XBT-Intransit-in Cancellation*. Table 24-5 explains the data elements on XBT-IIC transactions.

(1) When an XBT-IIC is received, remove the corresponding XBT-IIN from the due-in suspense file and make the following entries on DA Form 4999 (fig 24-30):

(a) Enter IIC in the first RECEIVED/BAL column.

(b) Enter in the second RECEIVED/BAL column the Julian date the XBT-IIC was received.

(2) After posting of the due-in record is completed, destroy the matching XBT-IIN and XBT-IIC transactions.

### Section III

## Automated Stock Accounting

### 24-32. The Army Stock Control System

The stock records are the core of the stock control system. The key to an effective supply support operation is an accurately posted and efficiently kept stock record account. When these records are kept by automated means, it is equally important to be able to recover from a data loss or system crash. To be able to do this effectively and timely, data files and software operating files must be backed-

up to a reliable magnetic media and stored in a safe place. In short, an effective Continuation Of Operations Plan (COOP) must be in place.

#### *a. Purpose of a Stock Record Account.*

(1) The SRA is a holding account for ammunition stocks "in the pipeline." Ammunition is recorded in an SRA while stored for issue or disposal. Users must return all ammunition items, residue packing materiel, and components to an SRA before those items are removed from the Army inventory. The SRA is not used to account for property once the property is issued to a unit.

(2) The SRA is used by TOE and TDA units having an ammunition support mission to service their customer units.

(3) The SRA is an ammunition SSA's accounting record. An accountable stock record officer (SRO) must keep the ammunition accounting record on prescribed forms or in an approved automated system. The only authorized automated system that may be used to account for ammunition is SAAS-4 (STAMIS L69). This application software package may be run on either a Tactical Army Combat Service Support Computer System, AN/TYQ-33(V) (TACCS) or on a commercial system capable of performing the necessary functions. The SRA has data to support three major supply functions:

(a) *Inventory control decisions*. An accurate inventory is needed in order to make proper decisions that control the inventory. The data in the SRA is the basis for inventory control functions of need, acquisition, disposal, inspection, and repair of stock.

(b) *Item control*. The vouchers posted to the SRA are the basis for the ammunition control functions of receiving, issuing, recovering, shipping and storing.

(c) *Accountable records*. The records and files of the account are the basis for the stock control functions of stock accounting and asset reporting.

(b) *Authority to keep a stock record account*. The TOE or TDA authorizes an organization to establish and maintain an SRA. Mission support SRAs (supporting special development maintenance, manufacture, production, renovation, research, or test missions) are unauthorized unless approved by the MACOM commander.

(c) *Stock record account serial numbers*. AR 735-5 requires assignment of a serial number to each SRA to identify the SRA and to prevent establishment of unauthorized SRAs.

(1) The DODAAC is the SRA serial number. (See AR 725-50, chap 9.)

(2) The SSA commander requests a serial number when a new account is established or if, for some reason, a serial number was not assigned to an existing account.

(3) The SRO request cancellation of the serial number when the account is closed.

(4) Serial numbers remain with the SRA, even when the SRO who keeps the SRA rotates to another unit.

(d) *Storage point code*. Prior to conversion from a manual stock records system to an automated system, a storage point code must be assigned to each storage location (ASP) supported by the SAAS-4. This code will be assigned by MACOM.

(e) *Training Ammunition Management Information System reporting code*. Prior to activating an automated ammunition stock records account, a reporting code for the TAMIS must be obtained from the MACOM.

(f) *Stock record officer*. The SRO operates the SRA. The SRO is an accountable officer (AR 735-5) who is accountable for the ammunition from the time of receipt until the ammunition is issued, released, or dropped from accountability (AR 735-5). When SROs change, the outgoing SRO transfers accountability to the incoming SRO under AR 735-5 following the inventory procedures outlined in AR 710-2, paragraph 3-29 and paragraph 3-42. The inventory will be conducted as a 100 percent wall-to-wall. Exceptions to the "wall-to-wall" requirement (using a sample percentage) may be granted by MACOM provided the cause for exception is due to the size of the account. The outgoing SRO is responsible for conducting all causative research and adjustments prior to departure. Emergency procedures outlined in AR 735-5, paragraph 5-5 may be used if warranted. All discrepancies found, when the outgoing SRO has

already departed, will be investigated and adjusted per AR 735-5, paragraph 5-5. In lieu of a board of officers, an investigation per AR 15-6 will be done for all adjustments.

*g. Disposing of stock records.* Use the directions in AR 25-400-2 or to dispose of ammunition stock records and files prescribed in this chapter. The archived history files and closed document registers from the automated system will be maintained the same as the stock records forms for a manual system.

#### **24-33. Keeping good stock records**

*a.* Make current and accurate postings. This ensures that the records always show the true balance of stock. Post gains, losses, or adjustments to the records within 1 workday, otherwise records are useless for editing requests, controlling levels, or gathering statistics. There are two posting methods used in the SAAS-4 system. One is the pre-posting method for some types of transactions (issues, turn-ins, shipments, receipts and IDTs); the other is the post-posting method (single entry) used for other types of transactions (account code change, condition code change and maintenance transfer).

*b.* Pre-Post transactions from the release documents, shipping documents, turn-in documents, or materiel inspection and receiving reports. Post-post transactions from the verified copies of the DA Form 3151-R.

*c.* If posting is delayed for any reason, and as a result, several postings to a stock record are necessary, make the postings in the following sequence:

(1) Inventory adjustments—First, post increase adjustments as gains, then post decrease adjustments as losses, this includes posting error adjustments.

(2) Receipts from ammunition supply sources.

(3) Turn-ins from customer units.

(4) Shipments to other ammunition supply activities.

(5) Issues to customer units.

(6) Cancellations of receipts due-in from ammunition supply sources.

#### **24-34. Stock record set**

*a.* All the data files within the automated SAAS-4 system have a prefix of AJD, INFI, SAASDF, or AUDOUT. Various files within the automated system can be equated to the forms used in a manual stock records system. The AJD9M1 (lot locator file) is roughly equivalent to the DA Form 5203. The AJDC91 (serial number file) is equivalent to the DA Form 5204. The AJD30B and AJD301 (history files) contain a record of each completed transaction, except inventories with no discrepancies. None of the files within SAAS-4 will be modified, edited, or altered in anyway, outside of normal transaction posting, without the approval of the Supply Support Activity Commander.

*b.* Prior to posting any transaction, support files must be built using the System Maintenance menu option. Those support files are—

(1) Account code table file.

(2) Catalog data file.

(3) Explosive Safety Limits file.

(4) Storage Point/Storage Point To file.

(5) Transaction Type file.

#### **24-35. Maintaining document control**

*a.* Document control means effectively controlling all documents. A good document control system reduces the chances of losing documents and makes finding lost documents easier. Controlling ammunition documents is so important that ammunition SSAs are authorized to assign internal document numbers to all transactions and record the assigned document numbers on a document register.

*b.* SAAS-4 procedures control all documents that affect the accountability and status of ammunition stocks. Examples of accountability documents are—

(1) DA Form 581.

(2) DA Form 4508.

(3) DD Form 1348-1A and DD Form 1348-2.

(4) DA Form 444.

*c.* Assign an SSA document control number to each transaction document received or initiated by SAAS-4 that affects the accountability, status, or condition of ammunition stocks on-hand. In the automated system, a document control number will automatically be assigned to each one of these transactions when posted. These numbers will begin with sequence number -0001 on each day. It may be necessary, at some SAAS-4 sites, to create a segmented document register in order to initiate documents within the SSA. For other than automated document numbers, record the transactions on DA Form 2064 (Document Register for Supply Actions).

(1) Use the document control number to identify all postings to the stock records.

(2) The SSA document control number is the Julian date of the transaction plus a four digit serial number, for example, 2173-0019. The first transaction processed each day is transaction number -0001; the second -0002; and so on. So, 2173-0019 is the 19th document processed by the SAAS-4 activity on Julian date 2173.

#### **24-36. The document register file**

The document register file will be maintained automatically by the SAAS-4 system. If a segmented document register is used, blocks of numbers will be assigned, in writing, to other sections or for specific uses. For example, the surveillance section needs a block of numbers to process DA Form 4508 for a condition code change. Therefore, surveillance needs a block of numbers to create the form. The SSA control number is then assigned by the computer when it is posted. Use DA Form 2064 (fig 24-1) to record, in document number sequence, all supply transactions generated for the account that require a number prior to posting. The circled entries in the figure are examples of types of entries.

#### **24-37. DA Form 3151-R**

DA Form 3151-R is a multipurpose form used when ammunition is issued, shipped, received, turned-in, or relocated (fig 24-8). Computer generated facsimiles are acceptable and pre-printed forms.

#### **24-38. Posting corrections to stock records**

*a. Over-issue or under-issue adjustments.* When posting errors occur because more or less of a DODIC or lot was issued than was originally intended, due to recording errors or types of packaging, take the following actions:

(1) When the error is discovered before the customer leaves the SAAS-4 area, make corrections to the DA Form 3151-R and DA Form 581 and have the SRO (or designated representative) and unit representative initial the corrections. Make sure the corrections include at least the NSN, lot number, DODIC, condition code, warehouse location, and quantity actually issued.

(2) When the error is discovered after the customer has left the SAAS-4 area, verify the amount actually issued by contacting the customer and/or conducting a special inventory. Post the quantity shown on the original transaction document to the stock records. When it is verified that the error occurred against a specific document, a POSTING ERROR transaction can be posted. Prepare a Memorandum for Record explaining the reason for the error. The original SSA voucher number must also be included. Post the PEP or PEM and record the SSA voucher number on the Memorandum. File one copy of the Memorandum with the original voucher and file the original in the proper sequence in the completed voucher file.

*b. Catalog data change.* Post DODIC, NSN and unit of issue (U/I) changes from DA Form 4508 or other change document. These transactions must be posted as ISSUES (ITR) and then TURN-INS (RFR). Both transactions should be posted one right after the other. Both SSA voucher numbers generated by the computer will be placed on the DA Form 4508. A copy will be placed in the completed voucher file to support each SSA voucher number. Only one original document number, usually from Surveillance, is required for the transaction.

#### **24-39. Document numbers**

All documents recorded in an automated SRA are treated similarly to those in a manual system. Documents initiated by customer units or other supply activities are vouchered under the SSA document number. Documents initiated by the SSA are also vouchered under the SSA document control number.

a. Document control numbers are 14 positions divided into 3 fields as follows:

(1) *DODAAC*. The SRA serial number is in position 1 through 6 of the SSA document control number. This field does not appear in the computer and it is not necessary to place it on the supporting documents/vouchers, unless the document was originated at the SSA.

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

(3) *Serial number*. The serial number of the document is in position 11 through 14 of the SSA document control number. Do not duplicate serial numbers on the same day. The computer will start with 0001 each day.

b. SROs may reserve blocks of serial numbers to segment the document register. Normally these will be assigned within the supply activity to various sections. A separate DA Form 2064 will be maintained for each segment of the document register not supported by the computer. The SRO is responsible for each segment of the register, since it is still part of the account.

c. When an SSA document control number is canceled for any reason, enter CANCELED in the Remarks column of the DA Form 2064 or in the document register file if it has been posted to the automated system. Do not reuse canceled SSA document control numbers. All supporting documentation will be filed as a completed document.

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

#### **24-40. Vouchers**

The voucher is the evidence of a transaction in an SRA. Documents processed as adjustments, issues, shipments, turn-ins, or receipts, whether posted to the records or not, are vouchers.

a. There are three types of vouchers:

(1) *Adjustment voucher*. This voucher is used to make the recorded condition or quantity agree with the actual condition or quantity of items on hand. Post adjustment vouchers to the stock accounting record.

(2) *Credit voucher*. This voucher lists items deducted from the account. Credit vouchers decrease assets; post them as losses. Issues and shipments are credit vouchers. Post credit vouchers to the stock accounting record.

(3) *Debit voucher*. This voucher lists items added to the account. Debit vouchers increase assets; post them as gains. Receipts and turn-ins are debit vouchers. Post debit vouchers to the stock accounting record.

b. Mark vouchers that are canceled or rejected for any reason CANCELED or REJECTED. Write the reason for cancellation or rejection on the voucher; the SRO signs the reason. If the voucher was pre-posted to the stock accounting record, use the post-post process to cancel the document. If the voucher was post-posted, and for some reason the items are not shipped or the document canceled, reverse the posting by posting a Posting Error (PEP or PEM). Prepare a Memorandum for Record (MFR) to explain what happened and enter the voucher number on it. File the MFR as a completed document and a copy with the original voucher.

c. Hold incomplete vouchers in the suspense file until they are completed. Examples of incomplete vouchers are those that have a wrong signature, missing signature, statement missing, or back-up document. Ensure that only completed vouchers are filed in the completed voucher file.

d. When a voucher is missing, make a thorough search. If the voucher is not found, file a certificate in the voucher file in place of the voucher. The certificate must include—

(1) All data in the document register entry for the missing document and any applicable posting data. This can be obtained from the History file.

(2) An explanation of actions taken to find the missing document.

(3) Copies of correspondence or documents that show proof that all possible sources were checked for the missing voucher.

(4) The SRO's signature.

#### **24-41. Active stock record file**

For an automated system, this will consist of the Daily Back-up of the data files. These files must be backed-up each day transactions are posted. Not less than three back-ups will be maintained. In the event a problem arises with the data base, recovery is more likely.

#### **24-42. Account code ammunition**

Ammunition stocks are maintained at a storage point by DODIC, NSN, lot number, condition code, account code, and warehouse location. An account code is a three position code that identifies the owner, or intended user, of the ammunition. It may also explain the reason why the ammunition is reserved. Account codes are assigned by SAAS 1/3, when available, above the SAAS-4. If the SAAS-4 is operating independent, as in some TDAs, installations, or posts, camps and stations, the account codes will be assigned locally by the commodity managers. When ammunition is found during an inventory or turned-in under amnesty, it will be placed in account code MAA (Excess).

#### **24-43. Inactive stock record file**

The inactive stock record file for an automated SAAS-4 is the Archived History File (AJD301). This is the equivalent of the inactive DA Form 5203s and DA Form 5204s from a manual stock accounting system. The file is created in the End-Of-Day, Back-up process by selecting option number two. This file must be backed-up not less than annually and stored in a safe place. Because ammunition records are kept by calendar year, this back-up should be conducted on 31 December after running the End-Of-Day processes. The original disks will be maintained for 2 years past the cutoff date (31 December of the year it was backed-up). As an example, a history file created 31 December 1992 must be maintained until 1 January 1995. Printed history files may be used in addition to the file back-up but not in place of them.

#### **24-44. Active document register file**

This file contains document registers for the current year. The entire document register will be kept together until closed at the end of the year. When a new document register is opened on 1 January, all open documents will be transferred to the new document register. In the automated system, this will be done by the MACOM SAAS-4 system administrator. In the case of segmented document registers, treat those portions that are maintained on a DA Form 2064 as a manual register (para 24-19).

#### **24-45. Inactive document register file**

This file contains document registers for past years. All the documents are either closed or have been brought forward to the current year. After the automated document register file is closed and the open documents put into the new document register file, the old file will be backed-up to diskette and maintained with the History files for that year.

#### **24-46. Completed voucher file**

This file is maintained the same as for manual records (para 24-21).

#### **24-47. Suspense voucher file**

This file contains a copy of adjustments, requests for issue, pending shipments, requests for cancellation, reports of excess, requests for turn-in, unreconciled training issues, and any other incomplete voucher until they are completed. This file has four sections. File suspense vouchers in document-number sequence within each of the following sections:

a. *Due-in status section.* This file contains the incomplete vouchers for turn-ins and receipts.

b. *Due-out status section.* The file contains the incomplete requests for pending shipments, issues, and reports of excess. File the documents related to each document number together so that the oldest is in the back and newest is in the front.

c. *Incomplete voucher file.* Place a copy of each incomplete adjustment, and any other incomplete voucher that must be posted to the stock records, in this file.

d. *Training issue reconciliation file.* Place a copy of each training issue in this file. As turn-ins and other documentation are received to support the expenditure/reconciliation of the issue, add them behind the issue document. When all necessary documentation is received to support the complete reconciliation (all ammunition and residue accounted for), mark the front of the issue document RECONCILED and file the complete packet in the unit reconciliation file (para 24-21d).

#### **24-48. Processing issues**

a. *Transfers.* An issue is the transfer of ammunition stocks from a SAAS-4 activity to an authorized user. Using units request ammunition by submitting DA Form 581. Issues cause a decrease in ammunition stocks on hand in SAAS-4. Post issues as losses on the using a transaction type code of "A." Post the SSA voucher number assigned to the DA Form 581 as the document number.

b. *Authority to request/receipt for supplies.* The SAAS-4 activities maintain a DA Form 1687 for all personnel authorized to sign as requesting or receiving ammunition (fig 24-15).

(1) Using unit commanders must designate, on DA Form 1687 submitted to the SAAS-4 activity, unit members authorized to request and receive Class V items. The DA Form 1687 must be accompanied by the assumption of command, or appointment orders (PBO or battalion S-4), for the individual delegating the authority.

(2) Before accepting a DA Form 581 for processing at the SAAS-4 activity, check to ensure the request is properly authenticated.

##### *c. Authentication.*

(1) A designated officer from the customer unit must authenticate all valid requests for issue of ammunition made to a SAAS-4 activity. The commander who controls the ammunition allocation may designate a responsible person to authenticate (sign block 14c on DA Form 581) ammunition requests, that is, the DAO, BAO, or the representative S-4. Authentication gives commanders control of ammunition issues. This designation will be provided to the SAAS-4 activity on DA Form 1687.

(2) The authentication DA Form 1687 must be accompanied by the appointment orders or assumption of command orders for the individual delegating the authority.

(3) Before accepting a DA Form 581 for processing at SAAS-4, check to ensure the request is properly authenticated and prepared per DA Pam 710-2-1, figure 11-9.

##### *d. Types of issues.* Issues are either routine or immediate.

(1) Routine issues request ammunition for pick-up on a specific required delivery date (RDD). Most peacetime issues are routine and normally involve two actions. The first action is to pre-post the issue, which obligates the stocks; the second action (the actual issue) reduces the balance on hand when the issue is post-posted. Do not confuse routine issues with the forecasts that users submit to SSAs to ensure sufficient stocks are on hand to support projected training or operating requirements.

(2) Immediate issues provide ammunition for unscheduled or short-notice requirements. Examples are unforecasted training ammunition requests and most combat issues. They are posted in the same manner as routine issues but disrupt the normal support operations. Because of this, the SSA Commander should establish some guidelines, for customer units, requiring special approval in peacetime.

##### *e. Processing issues.*

(1) Normally, a routine issue is not fully processed until 1 to 3 days before the RDD, since actual lot and location selections are

involved. Edit the request (ensure it is filled out properly), and pre-post the request to the system. During the stock selection process, enter the SSA document number and TAMIS control number on the DA Form 581. The chief of the stock control section gives stock selection guidelines, per issue priorities established for the SAAS-4 activity, for selecting stocks for issue. Account codes will also be used to determine which stocks are issued. The system will automatically prepare a DA Form 3151-R. Either the facsimile or pre-printed forms may be used.

(2) After completing the DA Form 3151-R, send it to the surveillance section for lot clearance and restriction certification. The surveillance section returns the approved DA Form 3151-R to the stock control section. If more than 30 days have passed since surveillance has granted clearance, it must be recleared.

(3) The checker uses the approved DA Form 3151-R, to select stocks and load items on using-unit vehicles. The checker returns the DA Form 3151-R, showing quantities loaded, to the stock control section for final processing.

(4) Stock control reviews entries, and completes the DA Form 581.

(5) The customer unit is provided a copy of the DA Form 581, DA Form 3151-R. For training issues, a listing of all residue required to be turned-in will also be provided.

(6) When the issue is completed, post-post the issue to the system.

f. *Reporting issues.* All transactions are reported during the End-of-Day processing. SSAs not reporting to a SAAS 1/3 unit report issues per MACOM established procedures.

g. *Filing.* After the issue is completely processed, file the DA Form 581, the DA Form 3151-R, and any additional supporting documents at the SAAS-4 activity by SSA document control number. Training issues will have a copy of the DA Form 581, DA Form 3151-R, and a copy of the residue requirements placed in the training issue reconciliation suspense file (para 24-22d).

h. *Issues for demilitarization or destruction.* Ammunition stocks programmed for demilitarization (demil) or destruction are issued by the SAAS-4 activity on DA Form 581. Process them as follows:

(1) Assign a document number from the document register (DA Form 2064).

(2) For demilitarization, place an "X" in ISSUE (block 1). In the REMARKS (block 28), enter the statement "Ammunition certified unserviceable by qualified inspector and authorized for destruction under the provisions of DA Pam 738-750." Show the ACR number, authority message number, or other reason/authority for disposal. Enter the signature block of the individual certifying the destruction and a blank line to sign on.

(3) The stock control section then processes the issue the same as another issue using transaction code DES. The computer generated SSA control number will be placed in block 29. Do not enter a TEC. Forward the DA Form 3151-R to the Surveillance section for verification of lot serviceability.

(4) The Surveillance section returns the verified DA Form 3151-R to stock control. Stock control forwards the DA Form 581, DA Form 3151-R, and a residue requirements list for the items issued (or DA Form 581), to the storage section for issue to the unit that will demilitarize or destroy the ammunition. The individual receiving the ammunition will sign in block 31. Stock control keeps suspense-file copies of all the forms in the due-out file.

(5) When the demilitarization or destruction is completed, the individual certifying the destruction will sign in block 28. The DA Form 581 is then returned to the stock records section for post-posting. This now serves as a Demilitarization certificate and is posted to the stock records. The residue turn-in is handled the same as a normal residue turn-in.

(6) Report the quantities issued for demilitarization or destruction by DODIC and condition code using procedures in paragraph 24-48f.

#### **24-49. Processing turn-ins**

a. *Accepting munitions.* The SAAS-4 activities must accept ammunition, explosives, and residue turned in by using units. Units

make turn-ins using DA Form 581. A turn-in causes an increase to ammunition stocks at the SAAS-4 activity. Post a unit turn-in as a transaction type code "B." Use the SSA voucher number assigned from the SSA to the DA Form 581 as the document number.

*b. Use and edit of DA Form 581 by the SSA.* Using units use separate DA Forms 581 to turn-in serviceable ammunition, unserviceable ammunition, and residue. Ammunition residue is defined as components and packaging materiel identified as recoverable by the SAAS-4 activity. The SAAS-4 activity's SOP should tell customers which items are required to be turned in. Turn-ins of live ammunition are considered "SERVICEABLE" when they have not been opened or had the seals removed or broken. All other live turn-ins are considered "UNSERVICEABLE." The stock control clerk who receives the DA Form 581 edits it to ensure the form is completed and correct (figs 24-7 and 24-16). Turn-ins of ammunition and residue, non-property book items, do not require authentication prior to processing unless specified in local regulations or directed by MACOM. However, copies of completed turn-ins must be forwarded to the authentication authority to ensure proper credits for training and operational items.

*c. Processing DA Form 581.*

(1) Pre-post the turn-in based on the information contained on DA Form 581. The assigned SSA voucher number will be placed in block 29. The TAMIS control number, if assigned, will be placed in block 32. If the turn-in is for non-training items, residue, or live unserviceable, do not enter a TEC. Select a tentative warehouse location based on the storage plan or from the stock records if the lots involved are currently on-hand.

(2) Print the DA Form 3151-R, either facsimile or on a pre-printed form.

(3) Have a checker accompany the unit to the turn-in facility with the DA Form 3151-R only.

(4) Surveillance personnel will verify lot numbers, serial numbers, date of manufacture for GMLR items and condition codes. The checker will verify count. Any items found damaged by other than FWT will require action to be taken by the unit (investigation per AR 15-6 or Report of Survey) before final action can be taken on the turn-in.

(5) Only those items listed on the DA Form 581 will be accepted on that form. No items will be added to it. If additional condition codes or lot numbers are present, note them on a blank DA Form 3151-R.

(6) The checker will sign the DA Form 3151-R as the receiving checker and return to the stock control office. The stock control section will transfer the data from the DA Form 3151-R to the DA Form 581. In the event items were noted on a blank DA Form 3151-R that do not appear on the DA Form 581, the unit will have 24 hours to process another DA Form 581 to cover those items.

(7) A TAMIS number will be assigned to all live serviceable turn-ins of training ammunition. Items turned-in in condition code "K" do not qualify for TAMIS credit.

(8) The stock records section will complete the DA Form 581.

(9) The customer unit will be provided a copy of the DA Form 581 and DA Form 3151-R. Additionally, they will be provided a copy of any DA Form 3151-R that was for items received without a DA Form 581.

(10) Any completed voucher will be filed in the completed voucher file. Incomplete vouchers will be filed in a due-in suspense file.

*d. Training turn-in reconciliation.*

(1) Reconciliation of training ammunition issues will be accomplished within 5 working days of the training completion date listed on the issue document.

(2) The stock control clerk will compare the training event codes (TEC), issue document number and lot numbers or serial numbers on the issue with that information on the turn-ins to ensure they match. If discrepancies are found, they will be resolved by the SRO.

(3) Quantities of residue and packing materiel required will be determined by subtracting the quantities used to pack the live turn-

ins from that issued on the issue. Brass requirements will be determined by weight conversion.

(4) Items required but short, must have a valid DA Form 5811-R or other evidence of a pending investigation.

(5) Special items, listed in DA Pam 710-2-1, appendix L require an Ammunition Consumption Certificate, DA Form 5692-R. This must be present to reconcile the document.

(6) Losses of residue from CIIC 1, 5, 6, or C items will be investigated per AR 15-6 and reported per AR 190-11.

(7) If the issue can not be reconciled within 5 days of the completion of training date, no further issues will be made to that unit until such time as the issue is reconciled.

(8) When the reconciliation is complete, the suspense copy of the issue (from the unit reconciliation suspense file) will be stamped RECONCILED. All documents supporting the reconciliation will be filed together in the unit reconciliation file by the SSA control number on the issue.

(9) If necessary, remove the applicable records from the turn-in suspense file in SAAS-4 manually through System Maintenance.

*e. Amnesty turn-ins.* Amnesty turn-ins will be conducted per DA Pam 710-2-1, paragraph 11-18.

*f. Reporting turn-ins.* All transactions are reported during the End-of-Day processing. The SSAs not reporting to a SAAS 1/3 unit report turn-ins per MACOM established procedures.

*g. Completing turn-in processing.* When turn-in processing is completed file the DA Form(s) 581, and any additional documents supporting the turn-in, in the completed voucher file by SSA control number. This file will contain the original DA Form 581s and DA Form 3151-R. The unit reconciliation file will contain copies.

## **24-50. Processing receipts**

*a. Ammunition received.* The SAAS-4 activities receive shipments of ammunition and explosives as directed by the SAAS 1/3 activity, based on reported issues and remaining on hand stockage levels. Receipts are defined as ammunition received from an ammunition supply activity and do not include unit turn-ins. Receipt of ammunition shipped from other SAAS-4 activities or higher-echelon Class V activities results in an increase of ammunition stocks on-hand. Upon receipt of (figs 24-17 and 24-18) having an assigned supply activity document number or TCN, pre-post the transaction to the SAAS-4 system. Ensure the transaction type code is "C."

*b. Advance shipment notice.*

(1) The SAAS-4 gets advance notice of an ammunition shipment from SAAS 1/3. This advance notice is a DIC XBT-IIN. This should be contained in the AJD81I file received from SAAS 1/3. All essential data about the shipment is in the XBT transaction, including DODIC, condition code, quantity, document number (transportation control number (TCN)), account code, and RDD. The detail format for the DIC XBT-IIN is in paragraph 24-31. The Due-in record will automatically be built when the file (AJD81I) is processed.

(2) The stock control, storage, and surveillance sections use the information on the XBT-IIN for planning.

*c. Receipt processing.*

(1) The stock control section pre-posts the and compares the data on the XBT-IIN (in the Due-in file) to the data on the. Note any discrepancies on the XBT record and files the in the suspense voucher file.

(2) When the document is pre-posted, a DA Form 3151-R is printed. Forward the DA Form 3151-R to the storage section for verification while off-loading.

(3) When the storage section sends the completed DA Form 3151-R to stock control, the stock control clerk compares the DODIC, NSN, lot number, condition code and quantity received between the and DA 3151-R. If there is a discrepancy, have the storage section recheck the actual receipts. If rechecking does not resolve the discrepancy, prepare SF 364 per AR 735-11-2 and local directives. To show receipt of the item, write the quantities and condition codes actually received.

(4) Post-post the document with quantities received. If the account code is not known, contact SAAS 1/3 for a determination.

*d. Reporting transactions.* All transactions are reported during the End-of-Day processing. SAAS-4 activates that do not report to SAAS 1/3 activates report receipts per MACOM-established instructions.

*e. Filing.* All documents supporting the receipt are completed, assembled, and filed in SSA document number sequence.

*f. Materiel receipt.* The CONUS installations/units and OCONUS SAAS-1 activities will submit a materiel receipt acknowledgement (DIC D6S). The OCONUS units not subordinate to a SAAS-1 activity must submit a DIC D6S. The submission of DIC D6S will close the accountability loop from depot to consignee.

*g. Documentation for LIF.* The LIF documentation and customer responsibilities are addressed in AR 725-50 and LIF inquiry procedures are outlined in DA Pamphlet 700-30.

*h. Partial receipts.* Process partial receipts the same way as complete receipts.

*i. Receipt without advance notice.* When a shipment is received, and there was no advance notice of the shipment, process the receipt as listed above.

## 24-51. Processing shipments

### *a. Movement and transfer.*

(1) Shipments are defined as the movement and transfer of ammunition stocks. Shipments are directed by SAAS 1/3. Most often, shipments are made to other SAAS-4 activities, but shipments are also made other activities, such as division-operated ATPs or storage locations outside the Corps.

(2) Shipments cause a decrease of ammunition stocks on-hand. Process shipments when the notice to ship is received at the SAAS-4 activity. The shipping directive will be received in the AJD8II file received from SAAS 1/3. If the shipment is for a specific lot number (for surveillance function test), it will be received in a message format.

*b. XBT transaction.* SAAS 1/3, or SAAS-1, directs ammunition shipments by; sending an DIC XBT with a transaction code IFD (Intransit-From Directive), ICD (Intra-corps Directive), or LTD (Location Transfer Directive) to the SAAS-4 activity that will make the shipment. An XBT transaction is sent for each quantity and DODIC/condition code/account code to be shipped. The XBT transaction(s) give the consignee and RDD/RDP information that the SAAS-4 activity needs to prepare DD Form 1384 and for the shipment. Preparation instructions for are in AR 725-50 and figure 24-18. Preparation instructions for DD Form 1384 (TCMD) are in DOD 4500.32-R (MILSTAMP) and figure 24-19.

### *c. Shipment processing.*

(1) When the AJD8II file is received from SAAS 1/3, it is processed in the Process Received Transaction, SAAS 1/3 process. This will automatically produce a record in the Shipment Header file and Due-out file.

(2) The next step is to select stocks. When stock selection is made, stock control prepares DA Forms 3151-R and sends it to the surveillance section to verify the condition and suitability of the stocks selected for shipment. When approved, an information copy of the DA Form 3151-R is given to the storage section for planning shipment requirements. The remaining copies are placed in suspense files until there is transportation for shipping. In the event more than 30 days pass between the surveillance approval date and the date of the shipment, the stocks must be recleared. All shipments destined for another SAAS-4 activity will be bar coded with LOGMARS labels prior to shipment. Labels are required for each serial numbered item and on each pallet for non-serial numbered items. Labels will be affixed per MIL-STD 129.

(3) Prepare a Shipment Planning Work Sheet and forward it to the transportation section. If local policy dictates, prepare DD Form 1384 and offer the shipment to the local TMO. Prepare the DD Forms 1384 per DOD 4500.32-R (MILSTAMP) and figure 24-19.

(4) Inventory and inspect the shipment before and after loading. Send the completed DA Form 3151-R, with the vehicle numbers

assigned and signed by the vehicle drivers and the checker, to stock control for final processing.

(5) The stock control section verifies the returned DA Form 3151-R against suspense copies and post-posts the shipment. In this process the DA Form 3151-R and DD Form 1384 are created and stocks dropped from the stock records.

*d. Reporting shipments.* If required, a REPSHIP message will be prepared per DOD 4500.32-R. Shipment transactions will be reported automatically in the End-of-Day processing. SSAs not reporting to a SAAS 1/3 unit report shipments per MACOM established procedures.

*e. Filing.* Mark, assemble and file all documents supporting the shipment using the document number assigned from the document register in SAAS-4.

*f. Acceptance of facsimile forms.* The acceptance of computer generated facsimile forms is at the discretion of the MACOMs and local directives. MACOMs may make agreements between themselves as to the acceptability of these forms. Generally they are not accepted by other DOD components.

## 24-52. Inventory procedures

This paragraph gives procedures for conducting inventories and making inventory adjustments.

*a. Inventories and adjustments.* The purpose of inventory and adjustment is to—

(1) Verify the general condition, quantity, location of ammunition stock by a physical inspection and count.

(2) Adjust stock record balances as required to match the results of the physical inspection and count.

*b. Types of inventories.* Ammunition inventories are conducted as follows:

(1) *Scheduled wall-to-wall.* In this inventory, all stocks (DODICs) are counted as of a specific date. In place of doing a wall-to-wall inventory under one SSA control number, Special inventories by warehouse maybe conducted. However, all storage structures must be inventoried within the prescribed time frame. During a wall-to-wall inventory, all receipts, issues, obligations, and shipments are held until the inventory is over. No transactions are posted to the accountable stock records. If emergency issues and receipts are necessary, tightly control and supervise them to minimize discrepancies. Wall-to-wall inventory is coordinated with customers in peacetime and not permitted in wartime. SAAS-4 may not close for more than 5 working days.

(2) *Scheduled cyclic.* In a cyclic inventory, a selected number of DODICs are inventoried during a prescribed period so that all DODICs on hand are inventoried at least once annually or as prescribed by AR 710-2, paragraph 3-42. During a cyclic open inventory, processing and posting of receipts, issues, obligations, and shipments continue.

(3) *Damaged warehouse.* Damaged warehouse inventory is used only in wartime and then only against a warehouse that has been damaged or destroyed.

(4) *Special.* A special inventory is taken on selected ammunition items for a specific reason. Special inventories are conducted either by DODIC, lot number, or warehouse.

*c. Inventory time constraints.* Special inventories (DODIC, lot number, or warehouse) will be conducted within one workday. Cyclic inventories for any single DODIC will be conducted in one workday. Do not exceed 5 workdays when doing a wall-to-wall inventory unless more time is approved under paragraph 9-7. A damaged warehouse inventory must be completed as soon as possible.

*d. Ammunition inventory requirements.*

(1) Ammunition inventory frequency is dictated by AR 710-2, paragraph 3-42. The intended use, or account code, for all ammunition falls into two categories, training and other. The inventory frequency is based on this intended use or account code, and the CIIC. The only authorized source for the CIIC is the AMDF which is produced and distributed monthly on microfiche.

(2) Training ammunition in CIIC 1, 5, and 6 must be inventoried monthly.

(3) Training ammunition in CIIC codes other than 1, 5, or 6 must be inventoried quarterly.

(4) Other ammunition in CIIC 1, 5, and 6 must be inventoried semi-annually.

(5) Other ammunition in CIIC codes other than 1, 5 or 6 must be inventoried annually.

(6) Special inventories will be conducted whenever—

(a) Nonclerical errors are found in recorded balances.

(b) There is materiel release denial (stocks can not be shipped or issued as indicated or directed).

(c) Inventory discrepancies are found during a location survey.

(d) There is evidence of forced entry to a warehouse, magazine, or other storage area.

(e) If outer packages have been tampered with, and confirmed by surveillance personnel.

(f) When directed by higher headquarters.

*e. Location surveys.*

(1) Location surveys physically verify the actual location of stocks in the SAAS-4 activity. A location survey may be conducted to—

(a) Ensure that location data on the lot locator file and serial number file is correct.

(b) To verify the accuracy of stock records when directed by the commander or accountable officer.

(2) Using the procedures outlined in ADSM 18-L69-AJD-UNI-EM, plan and prepare the necessary documentation to conduct the survey.

(3) Properly conducted location surveys identify the following errors on accountable records:

(a) A recorded balance but no recorded location.

(b) A recorded balance but stocks not at the recorded location.

(c) An unrecorded location and unrecorded balance of stocks.

(d) Identification of storage practices that require corrective action.

(4) When discrepancies are found, they must be corrected by conducting a special inventory or posting the necessary documents.

*f. Preinventory procedures.* Make the following preparations for taking the inventory:

(1) Schedule specific dates for the inventory.

(2) Notify supported units of the date(s), type of inventory, and the types of transactions that are authorized for processing during the inventory.

(3) Plan the inventory in the SAAS-4 Plan Inventory menu option.

(4) Prepare the control listing(s) and count sheets by using the SAAS-4 menu option. If a LOGMARS inventory is conducted, prepare the bar code reader (BCR) assignment sheet and pick and download the inventory file. If two copies of the control listing or BCR assignment list are prepared, cut the record balances off one copy for use by the Inventory Supervisor.

(a) The inventory control, or BCR assignment, listing for the accountable officer includes the sequence numbers, item nomenclatures, DODICs, lot numbers, condition codes, locations, and recorded balances.

(b) The inventory control listing for the inventory supervisor has the same information as the listing for the accountable officer except that the recorded balances are omitted.

*g. Inventory procedures.*

(1) Inventory teams, a counter and recorder, make the count and record the balance for each item on the applicable count sheet or in the BCR. Members of the team sign, date, and return the forms to the inventory supervisor. Maintain strict control over all inventory count sheets and ensure that each count sheet is signed for by serial number. Count data entered on the forms will be in pen. Entries will not be obliterated. If incorrect data is entered, a single line through will be done and the correct data entered below or above. Items found but not on the inventory count sheets, will be added to the bottom. As a minimum the following data are needed:

(a) DODIC.

(b) NSN.

(c) Lot number.

(d) Serial number (if applicable).

(e) Date of manufacture.

(f) Condition code.

(g) Warehouse location.

(h) Count quantity.

(2) The inventory supervisor checks off the serial number of the count sheets on the control listing, makes sure the forms are complete, ensures that all forms out for count are returned, and, after the initial count is completed, gives the count sheets and control listing to the accountable officer. For LOGMARS inventories, the BCR will be uploaded back to the TACCS and the file processed.

(3) The accountable officer checks the serial numbers of the count sheets against the control listing, then compares the count quantity with the record balance. After reviewing the inventory data, he then passes the count sheet and control listings to the stock records clerk for input. Math errors found will be corrected in red ink and initialed by the accountable officer.

(4) When additional counts are required, they will be produced by the system.

(5) When no further counts are required and an Inventory Statistics Report has not been produced, conduct the necessary adjustments process(es).

*h. Discrepancies.*

(1) *Security/law enforcement reporting.*

(a) Report all discrepancies meeting the requirements of AR 190-11, appendix C through Security/Law Enforcement channels.

(b) Any loss suspected of being by theft will be reported through Security/Law Enforcement channels immediately.

(c) Recovery of any munition or explosive item meeting the requirements of (1) or (2) above will be reported through Security/Law Enforcement channels.

(2) *Inventory adjustment reporting.* All adjustments requiring reporting, will be recorded on a computer generated Inventory Adjustment Report. Adjustments will be made as Administrative Adjustments and Inventory Adjustments. Administrative Adjustments are those adjustments that involve no net gain or loss and can essentially be attributed to clerical or operational error (errors in condition code, lot number, warehouse location or serial number). Inventory Adjustments are adjustments necessary due to actual gain or loss of stocks based on DODIC quantity by storage point (SSA). The dollar value will be calculated on the first day of the calendar year. This value will be used throughout the year.

(a) Those lines on the Inventory Adjustment Report that can be attributed to an AAR may be marked as "AAR," in the right margin of the computer generated report. If the item is a loss, show the corresponding gain sequence number. If the item is a gain, show the corresponding loss sequence number. If the adjustment crosses over between two SSA numbers, then show SSA number and sequence number and provide copies of all supporting documents (control listing, count sheets, Adjustment Report, and Statistics Report). File a copy of the completed AAR in the Inventory Adjustments file. File the original count sheets, control listings, AAR, and statistics report in the completed document file in SSA document number sequence.

(b) Using the computer generated IAR, add the dollar values and commander authentication as prescribed in chapter 9 and figure 24-23. The dollar value will be calculated as of the first day of the calendar year. This value will be used throughout the year.

(c) Conduct causative research (see app H and para 9-13) for inventory discrepancies involving sensitive items or adjustments over \$500 in extended line item value. Results of the causative research will be in memorandum format attached as a cover letter to the IAR package. Supporting evidence (history file prints, MDC copies, copies of supporting documentation, and so forth) will be attached to copies of the control listing, count sheets, and Statistics report.

(d) Process IARs for review and approval based on the total dollar value of adjustments prescribed in AR 735-5, paragraph 14-29, AR 710-2 paragraph 3-42 and/or 4-34.

(e) The approval authority for the IAR will either approve the

IAR, return it to the SSA for more research, indicate and appoint a Survey Officer (AR 735-5), or indicate and appoint an investigation per AR 15-6. If more research is indicated, the SSA has an additional 15 days to conduct the research.

*i. Posting inventory results.* Inventory results are posted to the records when the inventory is closed (all adjustments made and the statistics report is produced). Necessary transactions are reported to SAAS 1/3 during the End-of-Day processes. SAAS-4 activities that do not report to a SAAS 1/3 activity report inventory adjustments per MACOM procedures.

#### **24-53. Processing intra-depot transfers**

*a. Movement of stocks.* An intra-depot transfer (IDT) is the movement (rewarehouse) of ammunition stocks from one storage magazine or pad to another storage magazine or pad within the same storage point (SSA). The total balance on hand by DODIC, condition code, lot number, and account code at the storage point (SSA) is not changed. IDT transactions are not reported to SAAS 1/3.

*b. Preparing and posting IDT transactions.*

(1) Prepare a DA Form 3151-R by pre-posting the proposed move for each item scheduled for rewarehousing. An SSA document control number will be assigned by the computer. Send the form to the storage section for action.

(2) After moving the stocks, the storage section returns the completed and signed DA Form 3151-R to the stock control section.

(3) The stock control clerk post-posts the DA Form 3151-R using the Process Documents, Intra-depot Transfer process. After the posting is completed, file the DA Form 3151-R in the supporting voucher file.

(4) DA Form 4508 may be used in place of DA Form 3151-R for IDTs. However, only one NSN may be placed on the form.

#### **24-54. Processing condition code changes**

*a. Notification.* Surveillance personnel use DA Form 4508 (Ammunition Transfer Record) to notify stock control of ammunition suspensions, function tests, and inspections that result in changes in condition code in on-hand stocks. Follow figure 24-27 when preparing DA Form 4508. This document requires a document number to be assigned prior to posting in the automated SAAS-4. To accomplish this, a block of document numbers should be assigned on a segmented document register to the surveillance section.

*b. Posting condition code changes.* Upon receipt of a DA Form 4508 from the surveillance section, the stock control clerk—

(1) Determines the account code of the ammunition by looking at the lot locator file through the System Maintenance menu option. Write the account code(s) in the remarks block of the DA Form 4508.

(2) Post the condition code change by following the steps in ADSM 18-L69-AJD-UNI-EM.

(3) Marks "Posted" and the posting date on the face of the DA Form 4508, then initials the entry and files the form in the active supporting voucher file.

*c. Reporting.* The SAAS-4 activities that report to a SAAS 1/3 activity will have the transaction reported automatically during the End-of-Day processing. The SAAS-4 activities that do not report to a SAAS 1/3 activity report condition code changes per MACOM procedures.

#### **24-55. Account code changes**

*a. Notification.* The SAAS 1/3 directs account code changes at the SAAS-4 activities in their area by message (fig 24-28). Each message will be sequentially serial numbered and transmitted to all subordinate SAAS-4s. If SAAS-4 is missing a message, it can then be requested from the SAAS 1/3.

*b. Posting account code changes.*

(1) When an account code message is received from SAAS 1/3, check the lot locator file through the System Maintenance menu option for stock availability.

(2) Post the applicable line(s) of the account code change message. A separate SSA voucher number will be assigned to each line. Annotate the SSA voucher number beside each line.

(3) Mark the message "Posted" and file it in the completed voucher file in SSA voucher number sequence.

(4) When all postings are complete, prepare an XBA-ACC transaction for each record changed by the transactions and forward them to SAAS 1/3.

*c. Reporting.* The SAAS-4 activities that report to a SAAS 1/3 activity will have the transaction reported automatically during the End-of-Day processing. The SAAS-4 activities that do not report to a SAAS 1/3 activity report account code changes per MACOM procedures.

*d. Non-directed account code changes.* The SAAS-4 activities may make one-for-one account code changes to enhance stock rotation and management without prior approval of SAAS 1/3. Post the transactions with the transaction code of AC4 using a memorandum for documentation. All other procedures are the same.

#### **24-56. Interpreting and processing SAAS 1/3 data**

*a. Interface.* The SAAS 1/3 system generates required SAAS-4 data in the form of transferable files (AJD81I) to support the following transactions:

(1) *XBT: Location Transfer Directive (LTD).* This transaction is prepared by the SAAS 1/3 manager. It directs one SAAS-4 activity within the SAAS 1/3 area to ship a quantity of ammunition to another SAAS-4 activity within the same SAAS 1/3 area.

(2) *XBT: Intransit-from Directive (IFD).* This transaction is also prepared by the SAAS 1/3 manager. It directs a SAAS-4 activity to ship a quantity of ammunition to another activity outside of the SAAS 1/3 area.

(3) *XBT: Intra-corps Directive (ICD).* This transaction is also prepared by the SAAS 1/3 manager. It directs a SAAS-4 activity to ship a quantity of ammunition to another activity within the SAAS 1/3 area but in different sub-command code.

(4) *XBT: Intransit-in Notification (IIN).* This transaction is produced by SAAS 1/3 to notify a SAAS-4 activity to expect to receive ammunition from another SAAS-4 activity, either within the SAAS 1/3 area or from outside the SAAS 1/3 area.

(5) *XBT: Intransit-in Cancellation (IIC).* This transaction is produced by SAAS 1/3 to cancel an XBT-IIN previously sent to a SAAS-4 activity.

(6) *REC: DODIC.* This transaction, or notice, is generated automatically by SAAS 1/3 to show SAAS-4 the imbalances of a given DODIC, Condition Code, Account Code at a specific Storage Point.

(7) *REC: GMLR.* This transaction, or notice, is generated automatically by SAAS 1/3 to show SAAS-4 the imbalances of a given GMLR item. The imbalance may be the lot number, account code, serial number condition code, DODIC, and so forth.

(8) *REC: LOT.* This transaction, or notice, is generated automatically by SAAS 1/3 to show SAAS-4 the imbalances between the lot numbers reported and the lot numbers currently residing in the lot serviceability file in SAAS 1/3.

*b. Processing.* Process the AJD81I file received from SAAS 1/3 per ADSM 18-L69-AJD-UNI-EM. See tables 24-1 through 24-5. REC transactions build the reconciliation data for SAAS-4 which will automatically print (AJD56A).

*c. Posting.* The daily transaction file (AJD30A or AJD30C) and the reconciliation file (AJD531) are sent from SAAS-4 to SAAS 1/3. All transactions posted in SAAS-4, except IDTs, are reported to SAAS 1/3. The reconciliation file is sent periodically, or monthly, to identify errors between the two systems.

### **Section IV Reporting and Reconciliation**

#### **24-57. Transaction reporting**

*a. Reports to SAAS 1/3.* The SAAS-4 reports transaction data to SAAS 1/3 by DODIC, condition code, account code, quantity, and type of transaction. The transaction report is submitted on a schedule specified by SAAS 1/3. The transaction report supports all issue,



adjustment, receipt, shipment, and turn-in transactions affecting balances on the DODIC master record or lot locator file. There are six formats for reporting transactions to SAAS 1/3. Automated systems format and report using the End-of-Day processes.

(1) DIC-XBH (Issues, turn-ins, and adjustments (less condition code changes)).

(2) DIC-XBC (Condition Code changes).

(3) DIC-XBT (Shipments and receipts to include notifications).

(4) DIC-XBA (Account code changes).

(5) DIC-XAM (GMLR transactions manually prepared at SAAS-4 and sent to SAAS 1/3).

(6) DIC-XBM (GMLR transactions automatically created and reported to SAAS 1/3).

*b. Reporting Cutoff date on stock records.* This procedure applies on the manual SAAS-4 activities. At the end of each transaction reporting period, enter a cutoff date on every DODIC master record that had activity during the reporting period. Enter the cutoff date as follows:

(1) Using black ink, enter the end-of-Reporting-period cutoff date (Julian date) in the DATE block below the last entry on the DA Form 5203 DODIC master record.

(2) Draw a heavy black line across the rest of the line that shows the reporting period cutoff date. If no entries were made since the previous cutoff period, don't draw a new line.

(3) Use this date line to determine the cutoff period balance on hand during the reconciliation process explained in paragraph 24-59.

*c. SAAS-4 transaction codes.* Transaction codes tell SAAS 1/3 what type of transaction took place. They also show how to handle the rest of the data on that particular report entry. SAAS 1/3 requires certain standard transaction codes (app J) for proper record keeping. A SAAS 1/3 activity may use additional transaction codes of its own to get more detail from the reporting system. However, none of the codes listed will be used for another purpose than that shown. Locally developed codes are listed in command SOPs or regulations. In the automated system, this data is loaded in the "Transaction Type File" through the System Maintenance option.

*d. Transaction inputs.* Transaction inputs from automated systems are formatted by the system. Report all transaction data using information taken from the transaction documents or stock records entered in the following DIC formats:

(1) Prepare a DIC-XBH record to report issues, gains, losses, adjustments, and turn-ins of all ammunition, including components and packaging (C and P) and GMLR items. Prepare the transaction data on a DA Form 5209-R (XBH/XBC Record) or OF 65 following the instructions on figure 24-31 using the transaction codes listed in appendix J.

(2) Prepare a DIC-XBC record to report each condition code change. Prepare the transaction data on a DA Form 5209-R or OF 65 following the instructions on figure 24-32 using the transaction codes listed in appendix J.

(3) Prepare a DIC-XBT record to report shipments or receipts of ammunition. Prepare the transaction data on a DA Form 5210-R (XBT Record) or OF 65 following the instructions on figure 24-29 using the transaction codes listed in appendix J.

(4) Prepare a DIC-XAM or XBM record to report any transaction that affects a GMLR item. Prepare an XAM transaction on a DA Form 5211-R (XAM Record) or OF 65 (ADP Transcript Sheet) following the instructions on figure 24-33. Prepare an XBM transaction on an OF 65 following the instructions on figure 24-34. No transaction codes are used. Use AR 710-9 for necessary data in conjunction with the stock records. DA Forms 5209-R, 5210-R, and 5211-R are prescribed by and located in TM 38-L69-11.

*e.* Transaction data will be forwarded to SAAS 1/3 either by AUTODIN, punch card, magnetic tape, or other means as requested by SAAS 1/3.

#### 24-58. TAMIS reporting

All issue and serviceable turn-in transactions for training ammunition will be reported to TAMIS. Automated SAAS-4 activities will

report directly via file transfer protocols. Manual SAAS-4 activities will report as directed by MACOM.

#### 24-59. Stock-status reconciliation (manual SAAS-4)

*a. Reporting stock-status.* Not less than monthly SAAS 1/3 sends two copies of a stock status by storage point (SP) report to each SAAS-4 activity. This report shows the balances on-hand (BOH) at SAAS-4 as recorded in the SAAS 1/3 computer as of a specific report cutoff date on the SAAS-4 DODIC master records. This reconciliation between the SAAS 1/3 summary asset balances and actual stock record balances is required since SAAS-4 does not report BOH as part of the normal transaction reporting process.

*b. Certification actions.* Certification actions that SAAS-4 must take upon receipt of an SP report from SAAS 1/3 are described below and apply to all items stocked at SAAS-4 except GMLR items. GMLR reconciliation reporting is in paragraph 24-60.

*c. Report format.* Figure 24-35 explains the data on the SP report used in the SAAS-4, 1/3 reconciliation process. The report is organized by DODIC, account code, condition code, and quantity. The beginning of period (BOP) balance for a report is the end of period (EOP) balance from the previous stock status reconciliation report. The EOP balance is shown in the OH-HAND QUANTITY field and should correspond to the balance on-hand for the DODIC, account code, and condition code on the corresponding DODIC master record.

*d. Using the reconciliation stock status report.*

(1) *Cutoff dates.* The report balances show the effect of all transactions processed as of a specific period or reporting period cutoff date. The cutoff date is shown in the report heading or cited in the transmittal letter from SAAS 1/3. Use this date reconciling DODIC master record balances to EOP balances. Since the cutoff date of the previous report is not shown on the current report, keep a copy of the previous stock status reconciliation report as a reference for BOP balances. (2) *Reconciliation.* Find the appropriate EOP cutoff date (black line) on the corresponding DODIC master record. Compare the balance on-hand by condition code and account on the DODIC master record with the same data on the stock status reconciliation report. If the balances agree, do nothing. If the balances do not agree, audit all transactions processed against that DODIC master record since the last reconciliation to find the error that caused the mismatch. Verify all transactions posted to the DODIC master record and reported to SAAS 1/3. When there is doubt as to which document is in error, pull and examine all related transaction vouchers. Since the stock status report is updated from SAAS-4 transactions reports, match actual transactions to stock record postings and to transaction report work sheets.

(a) When the stock status report is in error, correct the report by sending it back to SAAS 1/3 along with correct transaction reports (XBH, XBC, XBA or XBT) to balance SAAS 1/3 records.

(b) When the error is caused by the SAAS-4 accountable records, initiate the appropriate action (inventory or correct postings) to correct the accountable records.

*e. Disposition of the reconciliation stock status report.*

(1) When the reconciliation stock status report agrees with the data on the stock records, the accountable officer certifies that the report is correct by entering and signing the following statement on the last page of the report: "I certify that the balances shown in this report by DODIC, account code, condition code, and quantity accurately reflect the balances shown on the corresponding accountable records." If necessary, reflect that there are attachments to the report.

(2) Return one copy of the certified stock status reconciliation report to SAAS 1/3.

#### 24-60. Guided Missile, Large Rocket (GMLR) reconciliation (manual SAAS-4)

*a. GMLR stock status reconciliation.* The SAAS 1/3 furnishes two copies of a GMLR stock status report to SAAS-4 on a monthly basis. The report is similar to that shown in figure 24-35. This report shows asset balances recorded in SAAS 1/3 as of a specific reporting period cutoff date shown on the DODIC master records.

The GMLR reconciliation report is classified. Safeguard it using classified document control procedures.

*b. GMLR reconciliation procedures.* Compare GMLR reconciliation report balances to the DODIC master record and DA Form 5204 for each GMLR item on hand.

(1) When the GMLR reconciliation report agrees with the data contained on the DODIC masters and DA Form 5204s, the accountable officer certifies the report. The report is certified by typing the following statement on the last page: "I certify that the balances shown in this report by serial number, DODIC, condition code, account code, lot number, and quantity reflect the balances shown on the corresponding accountable records." The accountable officer then signs the report. Send one copy of the certified report to SAAS 1/3 and retain the other copy.

(2) When the GMLR reconciliation report does not agree, re-search the accountable records (DODIC master and Serial number records) to determine the errors. Submit the necessary transactions to make the adjustments to the SAAS 1/3 data base. Enter the statement shown in paragraph 24-60b(1) above with an addition statement that the correction transactions were submitted with the certification.

#### **24-61. Stock status and GMLR reconciliation (automated SAAS-4)**

*a. Stock status and GMLR reconciliation between SAAS-4 and SAAS 1/3 must be done not less than monthly. It must be performed prior to the reporting up the chain for WARS information.*

*b. SAAS-4 creates and transmits a reconciliation file using the menu options outlined in ADSM 18-L69-AJD-UNI-EM. The file is then processed in SAAS 1/3. Discrepancies are printed at the SAAS 1/3 and returned to SAAS-4 in the AJD811 file. When the AJD811 file is processed at SAAS-4, the reconciliation report is printed.*

*c. All DODIC and GMLR discrepancies will be corrected by SAAS 1/3.*

*d. Lot number discrepancies will be corrected by SAAS-4 surveillance personnel with the assistance of the stock records section as follows:*

(1) If a quantity in SAAS-4 is shown as zero and a quantity in SAAS 1/3 is greater than zero, an XAP/XAQ DELETE transaction must be submitted for the DODIC/NSN/Lot number/condition code record.

(2) If a quantity in SAAS-4 is greater than zero and a quantity in SAAS 1/3 is zero, an XAP/XAQ NEW transaction must be submitted for the DODIC/NSN/Lot number/condition code record.

(3) If the quantities for both SAAS levels is zero, no transaction input is required.

#### **24-62. Department of Defense Small Arms Serialization Program (DODSASP) reporting and reconciliation**

*a. All transactions affecting the balance on-hand by DODIC/lot number/serial number of items reported for DODSASP will be reported to the DODSASP manager. Transaction reporting will be per with procedures established by the DODSASP manager.*

*b. Not less than quarterly, the DODSASP manager will submit to the SAAS-4 a listing of all serial numbers for items under the DODSASP. SAAS-4 will reconcile the report per procedures established by the DODSASP manager. Section V Surveillance Procedures*

#### **24-63. Ammunition surveillance**

All ammunition, ammunition components, and residue on-hand at a SAAS-4 activity are subject to ammunition surveillance, inspection and classification during movement, storage, and maintenance. Surveillance program requirements are performed by civilian quality assurance, quality control (QA/QC) surveillance inspectors and military personnel specially trained in ammunition inspection. Surveillance ends only when the ammunition is expended or destroyed.

#### **24-64. Records**

At SAAS-4, maintain ammunition surveillance records per the following publications, forms, and directives:

*a. DA Form 3022-R (Army Depot Surveillance Record (DSR)).* Maintain one of these cards for each lot number, serial number or group of ammunition on-hand. The DSR card has information on the technical history of the materiel, such as the results of all investigations, examinations, or tests, as well as any unusual or changing conditions that affect the ammunition and type of storage. Maintain the DSR cards as prescribed by SB 742-1.

*b. DD Form 1650 (Ammunition Data Card).* When ammunition is renovated, modified, and/or regrouped, revised data cards are prepared by the unit performing the operations and are approved by the inspector in charge. The requirements for new ammunition data cards, including their distribution, is shown in MIL-STD 1167B, and specific instructions from the national maintenance points (NMP). Enter the condition code in the remarks section for materiel that does not meet the requirements for condition code "A" because of functional defects found during initial or renovation acceptance testing. Include a statement explaining the reason for the condition code.

*c. Ammunition Suspension Record.* This lists ammunition suspected of being unsafe or defective. Such ammunition is placed under suspension to prevent the issue or use of a lot or item. This action is based on malfunction or accident reports, function tests, or inspection reports.

*d. TB 9-1300-385-1 and -2.* These bulletins, issued by message and published by AMCCOM, list up-to-date notices of worldwide ammunition suspension, destruction and release.

*e. DA Form 3782 (Suspended Notice).* This form is used to identify stocks in storage that are prohibited from issue and use. Surveillance ensures that suspended items are tagged and restricted from handling or shipment, except as authorized.

*f. DA Form 4508.* This form is used to report condition code changes or re-identifications to the SRA.

#### **24-65. Reports**

*a. Required surveillance program data is reported to SAAS 1/3 via the XAP and XAQ transactions. Locally developed formats will be used by SAAS-4 activities operating under a manual stock records accounting system. For transaction format and instructions for an automated SAAS-4 system, see ADSM 18-L69-AJD-UNI-EM.*

*b. SAAS 1/3 will provide a lot status report (AJC054) to the surveillance section monthly. This report will be in a printed format. This report will provide all the necessary data to surveillance personnel for the performance of their periodic inspections.*

*c. Prepare DA Form 2415 (Ammunition Condition Report) per DA Pam 738-750 to report failures, discrepancies and other conditions of ammunition materiel. It provides the data necessary for the control and management of serviceable, unserviceable, and permanently suspended items at a SAAS-4 activity. The control number on the form may either be from the SRA or the surveillance activity.*

*d. Within the automated SAAS-4 there is a "lot number restriction file." This file should contain a clear text remark as to the restriction or suspension of any lot number on-hand at the SAAS-4 activity. The purpose of the file is to provide any necessary restriction data to the stock records clerk at the time of lot selection for issues and shipments. It also prints those remarks on the DA Form 3151-R for the customer unit. Those lots cleared for overhead fire may also be resident in the file. It is the surveillance sections responsibility to maintain the data in this file.*

*e. Within the automated SAAS-4 there is an "explosive safety limits file" that controls each storage magazine, warehouse, or pad. The data within this file could be considered to be the "Explosive License" for the storage point (ASP). The information necessary to build, or update, each record should come from the surveillance section since the data needed pertains to quantity distance, maximum explosive weights allowed and compatibility. Usually this file*

will be maintained by the stock records section with input from the surveillance section.

#### **24–66. Forecasting peacetime procedures**

*a. Forecasting.* Forecasting is a peacetime procedure that customer units use to tell the SAAS–4 activity what and how much training ammunition the unit needs for a specific period.

(1) Using units submit training ammunition forecasts through their chain of command.

(2) The forecasts are consolidated at each level in the chain and forwarded and approved by the MACOM. They are then considered by the Training Ammunition Allocation Committee (TAAC) at the DA level under AR 5–13 and AR 15–20.

(3) The TAAC gives each MACOM an allocation of ammunition for training based on availability of stocks, funding ammunition production, need for training, and other considerations.

(4) The MACOM gives the unit a subauthorization showing the type and quantity of ammunition authorized for the annual training program.

(5) The G3, DAO, or other appropriate office, uses the Training Ammunition Management Information System (TAMIS) to monitor the using unit's use of the subauthorization.

##### *b. Forecast submission.*

(1) To get ammunition for training, the unit must prepare training ammunition forecasts under DA Pam 710–2–1, chapter 11 and submit the forecasts as directed by the TAMIS manager.

(2) The DAO or other authenticating authority reviews and approves the unit forecast, to ensure that the using unit is authorized the ammunition forecasted, before sending the forecast to the SSA. The ultimate destination of the forecast is the activity that requisitions the ammunition. This may be the MMC, SAAS–1, SAAS–3, DOL, and so forth.

(3) Units submit their forecast on DA Form 5514–R (TAMIS Training Ammunition Forecast Report) (fig 24–36), or computer generated facsimile in the same format. The forecast must identify the quantity of each DODIC, when it is needed, and where the ammunition (ASP) is being forecasted for.

*c. Forecast processing.* The SAAS–4, or requisitioning agent, uses forecasts for general planning to ensure that SSA training ammunition stocks on-hand, plus dues-in, less dues-out do not exceed 90 days of supply (except for CALS or economic ship quantities). The requisitioning activity—

(1) Edits unit forecasts to ensure that all required entries are made and that the forecast is properly authenticated.

(2) Posts the edited forecast to applicable stock records or other accounting system (SAAS 1/3) that determines availability. Document numbers are not assigned to forecasts.

(3) Conducts a supply control study by comparing the quantities required for all forecasted DODICs to the sum of the quantities on hand plus quantities due-in by RDD (from the DA Form 4999) less quantities due-out (from DA Form 1298).

(4) If there are sufficient stocks available to support the forecast, takes no further supply action.

(5) If there are not sufficient stocks to support the forecast, review authorized substitute items for possible substitution. If there still isn't enough stock to meet the forecasted requirements, then requisitions are submitted per MACOM directions.

(6) After all actions have been taken, the manager (requisitioning activity) notifies the authenticating authority and the unit of the availability of ammunition to support the forecast and the actions taken.

*d. Supply control study.* Except when directed by the MACOM, all training ammunition is stocked based on training ammunition

forecasts submitted as part of the using unit budget. Actual quantities of DODIC stocks at a SAAS–4 activity are governed by worldwide availability, forecasted requirements, explosive limits, item costs, shipping costs, order/ship time, and other considerations. Stocks on hand are the minimum in terms of storage that allow 100 percent demand satisfaction of authorized and approved training requirements. The SAAS–4 activity uses unit forecasts and supply control studies to determine if assets will meet requirements.

(1) *Study period.* Conduct the supply control study far enough in advance to allow low priority shipments to meet requirements.

(2) *Source of study data.* Take requirements from DA Form 1298 by RDD. Take dues-in from DA Form 4999 by RDD. Take balance on hand from the DODIC master record.

(3) *Study format.* The on-hand quantity plus the quantity due-in during the period of the study, less the quantity due-out during the period of the study, equals availability.

(4) *Post-study actions.* Compare availability to the unit forecast. Determine if the SAAS–4 activity must request a high priority shipment to prevent a zero balance on the forecasted items between due-in RDDs.

*e. Wartime conversion.* Theater will forecast unit training requirements in the theater of operation.

#### **24–67. Reportability in war**

There is difference in peacetime accountability and wartime reportability. To effectively account for, manage, and ensure safety of ammunition in peacetime, a system as described in this chapter must be used. Therefore, SAAS–4 accounts for ammunition by DODIC/NSN, account code, condition code, warehouse location, and serial number, if present. In time of conflict, a system must be in place that will allow the manager to have visibility of what stocks are available to support the theater. To provide that information to the manager (SAAS 1/3), only the DODIC and quantity has any bearing. However, to the maximum extent possible, peacetime requirements should be met.

*a. Accountability by location.* Only the storage point code must reflect accurately. Accountability by warehouse location may be suspended by the company commander.

*b. Lot number.* Lot number accounting may be suspended by the Theater commander.

*c. Serial number accounting and reporting.* The GMLR reports will not be submitted in time of conflict. Serial number accounting will be suspended on mobilization, deployment, or as directed by the theater commander.

*d. Condition code accounting.* Unserviceable items will be placed in condition code "H." All other items will be considered serviceable and place in condition code "A." Condition code accounting may be suspended by the theater commander.

*e. Account codes.* All stocks will be placed in account code MAA.

*f. Reconciliations between SAAS–4 and SAAS 1/3.* Asset and GMLR reconciliations will be as directed by SAAS 1/3.

*g. DODSASP reporting.* The DODSASP reporting and reconciliation will be suspended when serial number accounting is suspended. However, the Theater Commander may still require reporting of selected items.

*h. Inventories.* Inventories, other than for damaged warehouses, will be at the direction of the SRO.

**Table 24-1**  
**Interpretation of data elements on an XBT-IIN transaction--required entries<sup>1</sup>**

Field No.	Card col.	Field description	Screen caption	Structure length
(1)	4-6	Transaction Code	TRANSACTION CODE	3AN
(2)	7-8	Storage Point Code (To)	STOR-PT-CD (TO)	2AN
(3)	9-12	Department of Defense Identification Code	DODIC	4AN
(4)	13-15	Account Code Ammunition	ACCOUNT CODE	3AN
(5)	16	Condition Code	CONDITION CODE	1A
(6)	17-24	Transaction Quantity	TRANSACTION QTY	8N
(7)	25-29	Ordinal Date of Transaction	ORD-DATE-TRNSCTN	5N
(8)	30-46	Transportation Control Number	TCN	17AN

Notes:

<sup>1</sup> Card columns 1-3 will be DIC.

**Table 24-2**  
**Interpretation of data elements on an XBT-LTD transaction<sup>1</sup>**

Field No.	Card col.	Field description	Screen caption	Structure length
Field No.	Card col.	Field description	Screen caption	Structure length
<b>Required entries:</b>				
(1)	4-6	Transaction Code	TRANSACTION CODE	3AN
(2)	7-8	Storage Point Code (From)	STOR-PT-CD (FROM)	2AN
(3)	9-12	Department of Defense Identification Code	DODIC	4AN
(4)	13-15	Account Code Ammunition	ACCOUNT CODE	3AN
(5)	16	Condition Code	CONDITION CODE	1A
(6)	17-24	Transaction Quantity	TRANSACTION QTY	8N
(7)	25-29	Ordinal Date of Transaction	ORD-DATE-TRNSCTN	5N
(8)	30-43	Document Number	DOCUMENT NUMBER	14AN
(9)	50-51	Storage Point Code To	STOR-PT-CD (TO)	2AN
(10)	63-65	Routing Identifier Code To	RIC (TO)	3AN
(11)	67-69	Account Code Ammunition To	ACCOUNT CD (TO)	3AN
<b>Optional entries:</b>				
(12)	47-49	Required Delivery Period	RDP	3AN
(13)	52-57	Supplementary Address	SUP ADDRESS	6AN
(14)	58-60	Project Code	PROJECT CODE	3AN
(15)	61-62	Priority Designator	PRIORITY DESN	2N
(16)	80	Mode of Shipment Code	MODE OF SHIP	1AN

Notes:

<sup>1</sup> Card columns 1-3 will be DIC.

**Table 24-3**  
**Interpretation of data elements on an XBT-LTD transaction<sup>1</sup>**

Field No.	Card col.	Field description	Screen caption	Structure length
(1)	4-6	Transaction Code	TRANSACTION CODE	3AN
(2)	7-8	Storage Point Code	STOR-PT-CD	2AN
(3)	9-12	Department of Defense Identification Code	DODIC	4AN
(4)	13-15	Account Code Ammunition	ACCOUNT CODE	3AN
(5)	16	Condition Code (From)	CONDITION CODE	1A
(6)	17-24	Transaction Quantity	TRANSACTION QTY	8N
(7)	25-29	Ordinal Date of Transaction	ORD-DATE TRNSCTN	5N
(8)	30-43	Document Number	DOCUMENT NUMBER	14AN
(9)	52-57	Supplementary Address	SUP ADDRESS	6AN
<b>Optional entries:</b>				
(10)	44	Suffix Code	SUFFIX CODE	1AN

Notes:

<sup>1</sup> Card columns 1-3 will be DIC.

**Table 24-4**  
**Interpretation of data elements on an XBT-LTD transaction<sup>1</sup>**

Field No.	Card col.	Field description	Screen caption	Structure length
<b>Required entries:</b>				
(1)	4-6	Transaction Code	TRANSACTION CODE	3AN
(2)	7-8	Storage Point Code (From)	STOR-PT-CD (FROM)	2AN
(3)	9-12	Department of Defense Identification Code	DODIC	4AN
(4)	13-15	Account Code Ammunition	ACCOUNT CODE	3AN
(5)	16	Condition Code	CONDITION CODE	1A
(6)	17-24	Transaction Quantity	TRANSACTION QTY	8N
(7)	25-29	Ordinal Date of Transaction	ORD-DATE-TRNSCTN	5N
(8)	30-43	Document Number	DOCUMENT NUMBER	14AN
(9)	50-51	Storage Point Code To	STOR-PT-CD (TO)	2AN
(10)	63-65	Routing Identifier Code To	RIC (TO)	3AN
(11)	67-69	Account Code Ammunition To	ACCOUNT CD (TO)	3AN
<b>Optional entries</b>				
(12)	47-49	Required Delivery Period	RDP	3AN
(13)	52-57	Supplementary Address	SUP ADDRESS	6AN
(14)	58-60	Project Code	PROJECT CODE	3AN
(15)	61-62	Priority Designator	PRIORITY DESN	2N
(16)	80	Mode of Shipment Code	MODE OF SHIP	1AN

Notes:

<sup>1</sup> Card columns 1-3 will be DIC.

**Table 24-5**  
**Interpretation of data elements on an XBT-IIC transaction<sup>1</sup>**

Field No.	Card col.	Field description	Screen caption	Structure length
(1)	4-6	Transaction Code	TRANSACTION CODE	3AN
(2)	7-8	Storage Point Code (To)	STOR-PT-CD (TO)	2AN
(3)	9-12	Department of Defense Identification Code	DODIC	4AN
(4)	13-15	Account Code Ammunition	ACCOUNT CODE	3AN
(5)	16	Condition Code	CONDITION CODE	1A
(6)	17-24	Transaction Quantity	TRANSACTION QTY	8N
(7)	25-29	Ordinal Date of Transaction	ORD-DATE-TRNSCTN	5N
(8)	30-46	Transportation Control Number	TCN	17AN

Notes:

<sup>1</sup> Card columns 1-3 will be DIC.

DOCUMENT REGISTER FOR SUPPLY ACTIONS For use of this form see DA PAM 710-2-1 The proponent agency is ODCSIOG				ELEMENT KEEPING THE REGISTER 663d Ord Co ASP #1 VILSECK, GERMANY		DOD ACTIVITY ADDRESS CODE WK4FBP		UNIT IDENTIFICATION CODE WT3NAA		PAGE NUMBER 1			
DOCUMENT NUMBER		DOCUMENT SERIAL	STOCK NUMBER	NOMEN	REQUIRET FOR	REQD	INITIALS	QUANTITIES			DATE FOLLOW UP FOR	DATE COMPLETED	REMARKS
DATE	SERIAL							REQUEST	REC'D	DUE IN			
2173	0001	WIRK 341 2168-1000	1305-A071	CTG 556 MM BALL	NIS		RHS	5000				2173	
2173	0002	WIRK 341 2172-1000	1305-A06B	CTG 556 MM TRCR	TAR		RHS	500				2173	
2173	0003	WK1YBP 2160-0001	1315-C445	CTG 105 M.M HE	IIR			560	40				PARTIAL RECEIPT
2173	0004	WK3FBP 2170-0002	1315-C445	CTG 105 M.M HE	LTS		RHS	10				2173	
2173	0005		1315-C445	CTG 105 M.M HE	LOT		RHS	90				2173	MAG 18 TO MAG 25
2173	0006		1320-0544	FRON 155 HE	DE		RHS	25				2173	
2174	0001		1305-A071	CTG 556 MM BALL	CCW		RHS	1680				2174	CC A TO CC-H
2175	0001		1315-C445	CTG 105 M.M HE	INV		RHS					2180	
2175	0002	DIRK 241 2174-0001	RESILINE	5.56 BRASS	TAR		SC	388 LBS				2180	RESIDUE

SAMPLE

DA FORM 2064 JAN 82 EDITION OF SEP 85 IS OBSOLETE

Figure 24-1. Sample of a completed DA Form 2064

Legend for Figure 24-1;

Completion instructions by column or block for DA Form 2064.

- (1) (Element keeping the register). Enter designation of your organization.
- (2) (DOD Activity address code). Enter your DOD activity address designator.
- (3) (Unit identification code). Enter your UIC.
- (4) (Page number). Enter page number. Pages are numbered in sequence.
- (5) (Column headings that apply to all transactions)
  - (a) Enter the current Julian date.
  - (b) Enter the consecutive four-digit document serial number. Restart the sequence at 0001 at the beginning of each day.
  - (c) Enter the complete document number from the source document, including the DODAAC.

- (d) Enter the DODAC from the source document. If source document contains multiple items, enter DODAC of the first item only.
- (e) Enter the abbreviated nomenclature of the item on the source document. If source document contains multiple items, enter abbreviated nomenclature of the first item only.
- (f) (See specific examples.)
- (g) Leave blank: not applicable.
- (h) After final posting of transaction data, the document control clerk initials this block.
- (i) (See specific examples.)
- (j) (See specific examples.)
- (k) (See specific examples.)
- (l) Leave blank: not applicable.
- (m) Enter the Julian date of the day the transaction was posted.

- (n)** (See specific examples.)
- (A)** (Posting a DA Form 581, ISSUES, to document register.)
- (f) (Request for).** Enter the applicable SAAS transaction code, such as NIS. See appendix G.
- (i) (Quantity request).** Enter the amount of the first item listed on the DA Form 581.
- (B)** (Posting a DA Form 581 TURN-IN, to document register.)
- (f) (Request for).** Enter the applicable SAAS transaction code, such as TAR. See appendix G.
- (i) (Quantity received/turn-in).** Enter the amount of the first item listed on the DA Form 581.
- (E)** (Posting a DA Form 3151-R, Intra-Depot Transfer, to document register.)
- (f) (Request for).** Enter the letters IDT. This is a nonreportable transaction to SAAS-3 and has no assigned transaction code.
- (j) (Quantity received/turn-in).** Enter quantity rewarehoused.
- (n) (Remarks).** Enter the From and To magazine locations.
- (F)** (Posting a DA Form 581, ISSUE TO EOD FOR DESTRUCTION, to document register.)
- (f) (Request for).** Enter the applicable SAAS transaction code, such as DEM. See appendix G.
- (i) (Quantity received/turn-in).** Enter quantity that is issued for destruction.
- (G)** (Posting CONDITION CODE CHANGE TRANSACTIONS to document register.)
- (f) (Request for).** Enter the applicable SAAS transaction code, such as CCC or CCH. See appendix G.
- (i) (Quantity request).** Enter quantity affected by the condition code transaction.
- (n) (Remarks).** Enter the From and To condition codes.
- (H)** (Posting INVENTORY to document register.)
- (f) (Request for).** Enter the applicable inventory transaction code. See appendix J.
- (n) (Remarks).** Enter the completion date.
- (I)** (Posting RESIDUE TURN-IN to document register.)
- (f) (Request for).** Enter the applicable SAAS transaction code. see appendix G.
- (i) (Quantity request).** Enter quantity affected by the turn-in.
- (n) (Remarks).** Enter RESIDUE.

DA FORM 5203, MAY 83

**DODIC MASTER/LOT LOCATOR RECORD**

FOR USE OF THIS FORM, SEE TM 38-L69-11,  
PROONENT AGENCY IS TRADOC

							BALANCE	CC	CC	CC	CC	
							ON	A	B	H		
							HAND	LOC	LOC	LOC	LOC	
DATE	DATE	DODAAC	TRANS CODE		GAIN	LOSS	BALANCE BROUGHT FORWARD					
	SERIAL		GAIN	LOSS	QUANTITY	QUANTITY						
							10,000	10,000				
2031	2031 0001	1/ 48 INF		NIS		500	9,500	9,500				
2031	2031 0002	1/ 69 INF		NIS		250	9,250	9,250				
2035	2035 0001	1/ 48 INF	TAR		100		9,350	9,350				
2035	2035 0002	1/ 69 INF	TAR		50		9,400	9,400				
REMARKS ASP 50							OD CLASS	NEW	U/I	U/PK	U/PRICE	
ACCT: AAB							COMP GP	FS CAI	WT/RD	WT/PK	CUBE	
DODIC	FSC/NSN	DESCRIPTION					CC	LOT NO				
C 236	1315	CT6, 81MM, HE W/O FUSE										

Figure 24-2. DA Form 5203, used as master record

Legend for Figure 24-2;  
Completion instructions by column or block for DA Form 5203 used as master record.

Complete blocks at the bottom portion of the form before posting any transactions.

- (1) (DODIC). Enter DODIC.
- (2) (FSC/NSN). Enter Federal Supply Class/National Stock Number.
- (3) (Description). Enter nomenclature and description.
- (4) (Remarks). If ammunition assets are identified by account-code within a DODIC, condition code, and lot number or serial number, enter account-code in lower left corner of remarks block on DA Forms 5203 and 5204. Enter unit price per unit of issue. Enter "ACCT: AAB" in lower left corner of the ASP number is not known.

Enter transaction heading data at the top of the DODIC Master Record.

(5) (DODIC master/lot locator record). Draw a line through or blot out LOT LOCATOR in the form title.

(6) (CC). Enter the condition codes on hand in the DODIC.

(7) (Balance on hand brought forward). Enter total amount of the DODIC transferred from the preceding DODIC Master Record. Make no entry when the record is established for a new DODIC.

(8) (Condition code quantity brought forward). Enter the quantities in each condition code brought forward. Make no entry when the record is established for a new DODIC. If more condition code columns are required for a given DODIC, prepare additional cards and file the cards behind the original card in the same file pocket. Make a notation in the remarks section of the top card that more than one DODIC Master Record is on file.



DA FORM 5203, May 83							BALANCE ON HAND	CC A	CC B	CC H	CC			
DODIC MASTER/LOT LOCATOR RECORD							LOC	LOC	LOC	LOC				
FOR USE OF THIS FORM, SEE TM 38-L69-11; THE PROPONENT AGENCY IS TRADOC.							BALANCE BROUGHT FORWARD							
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY								
	SERIAL		GAIN	LOSS										
1	2031	2031 0001	1/48 Inf.		NIS		500	9,500	9,500					
1	2031	2031 0002	1/60 Inf.		NIS		250	9,250	9,250					
2	2035	2035 0001	1/40 Inf.	TAR		100		9,350	9,350					
2	2035	2035 0002	1/69 Inf.	TAR		50		9,400	9,400					
3	2039	2039 0001	SURV	CCC				9,400	9,375	25				
3	2039	2039 0002	SURV	CCH				9,400	9,300	25	75			
4	2041	2041 0001	MIESAU DEPOT	LTR		350		9,750	9,650	25	75			
4	2042	2042 0002	Anniston DEPOT	IIR		350		10,100	10,000	25	75			
5	2045	2045 0001	ASP#6		LTS		25	10,975	10,000	0	75			
5	2045	2045 0002	MIESAU DEPOT		LTS		75	10,000	10,000	0	0			
	2046													
A	B	C	D	E	F	G	H	I	J	K	L	M		
REMARKS ASP 50 ACCT: AAB							QD CLASS	NEW	U/I	U/PK	U/PRICE			
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE			
							DODIC	FSC/NSN	DESCRIPTION				CC	LOT NO.
							C 236	1315-00-935-2003	CTG, 01MM, HE, % Fuze					

Figure 24-3. Sample DA Form 5203, used as master record

Legend for Figure 24-3;

Completion instructions by column or block for DA Form 5203 used as master record.

Enter transaction data in (A) through (I) of the DODIC Master Record. Enter one completed transaction, called a DODIC transaction, per line. Record up to 16 DODIC transactions on each side of the DODIC Master Record.

(A) (Date). Enter the Julian date of the day the posting is made.

(B) (Date/Serial). Enter the Julian date and serial number from the SSA document control number assigned to the transaction.

(C) (DODAAC). Enter the customer unit name or its DODAAC.

(D) (Trans code-gain). Enter the appropriate SAAS transaction code for gains. See appendix G.

(E) (Trans code-loss). Enter the appropriate SAAS transaction code for losses. See appendix G.

(F) (Gain quantity). Enter gain quantity from the transaction voucher.

(G) (Loss quantity). Enter loss quantity from the transaction voucher.

(H) (Balance on hand). Enter the balance on hand for the DODIC after adding the gain or subtracting the loss.

(I) (Quantity on hand by condition). Enter the balance brought forward or on-hand for each condition code. There are four columns for this. Enter 0 if balance is zero.

Numbers are keyed to each example. Two examples are given for each type of transaction shown.

(1) (Issue transactions). Sample issue transactions. NIS is the loss transaction code for combat training.

(2) (Turn-in transactions). Sample turn-in transaction. TAR is the gain transaction code for training assets returned.

(3) (Condition code transactions). Sample condition code change transaction. Transaction code CCC is used for all condition code

changes except changes to CC-H. Use transaction code CCH to show condition code change to CC-H.

is the transaction code for a location transfer receipt. IIR is the transaction code for an intransit-in receipt. Receipts are gain transactions.

(4) (Receipt transactions). Sample shipment-receipt transaction. LTR

(5) (Shipment transactions). Sample shipment transaction. LTS is the transaction code for a location transfer shipment. IFS is the transaction code for an intransit-from shipment. Shipments are loss transactions.

DA FORM 5203, MAY 83							RAIANCE	CC	CC	CC	CC	
<del>DODIC</del> MASTER/LOT LOCATOR RECORD							ON	A	B	H		
FOR USE OF THIS FORM, SEE TM 38-L69-11, PROONENT AGENCY IS TRADOC							HAND	LOC	LOC	LOC	LOC	
DATE	DATE	DODAAG	TRANS CODE		GAIN	LOSS	BALANCE BROUGHT FORWARD					
	SERIAL		GAIN	LOSS	QUANTITY	QUANTITY	10,000	10,000	10,000			
REMARKS ASP50 ACCT: AAB							QD CLASS (08)12	NEW 210	U/I EA	U/PK 3	U PRICE \$5.29	
							COMP GP E	FR CAT	WGT/RD 51	WGT/PK 1068/PKT	CUBI 48.182	
DODIC	FSC/NSN	DESCRIPTION					CC A	LOT NO				
C236	1315-00-935-2003	CT6, 81MM, HE, w/o FUZE					B H	LC-10-5				

Figure 24-4. DA Form 5203, used as lot locator record

Legend for Figure 24-4;  
Completion instructions by column or block for DA Form 5203 used as lot locator record.

Complete blocks (1) through (16) at the bottom of the form before posting any transactions.

- (1) (DODIC). Enter the DODIC.
- (2) (FSC/NSN). Enter the national stock number.
- (3) (Description). Enter item nomenclature.

- (4) (CC). Enter condition codes (pencil entry).
- (5) (Lot No.). Enter the lot number.
- (6) (Remarks). Enter information that applies to the DODIC. Enter a storage site identification code in this block if the SSA is controlling stock for several storage sites. When ammunition assets are identified by account-code with a DODIC, condition code, and lot number, enter the account-code in the lower left corner of remarks block.
- (7) (QD Class). Enter the Quantity Distance (QD) class (UNO class) of the NSN for Zone of Interior (ZI).

**(8) (COMP GO).** Enter storage compatibility group is Zone of Interior (ZI) storage methods are used.

**(9) (NEW).** Enter net explosive weight per round.

**(10) (FS CAT).** Enter field storage category for the NSN if field storage methods are used.

**(11) (WGT/RD).** Enter weight per round.

**(12) (WGT/PK).** Enter weight per unit pack.

**(13) (U/PK).** Enter type of pack.

**(14) (CUBE).** Enter cubic feet per unit pack.

**(15) (U/I).** Enter unit of issue.

**(16) (U/Price).** Enter unit price.

**(17) (Record title).** Draw a line through or blot out DODIC Master in the form title.

**(18) (CC).** Enter condition code for lot quantity that is posted in each column.

**(19) (LOC).** Enter the storage location. Storage location is a five-position code. Do not duplicate warehouse numbers within a SAAS-4 account. For example, if two ammunition supply points (ASPs) have accounts maintained by the same SAAS-4 SSA, ensure their warehouse numbers are different. At present, the storage location is a five-position code. The first three positions are numeric for warehouse designation. The fourth and fifth codes are used to identify storage locations within the warehouse. The storage point may assign the fourth and fifth codes to meet their own special requirements; however, make the fourth and fifth codes alphabetic because the automated SAAS-4 system includes plans for a sixth and seventh code.

**(20) (Balance on hand brought forward).** Enter the total amount of the lot transferred from the preceding lot locator record. Make no entry when the record is established for a new lot.

**(21) (Location quantity brought forward).** Enter the quantities in the locations brought forward. There are four columns for this. use of more than one column for the same condition code is allowed when locations are different. If more columns are required for condition code/location code entries, prepare additional lot number records.

DA FORM 5203, May 83						BALANCE ON HAND					
DODIC MASTER/LOT LOCATOR RECORD						CC A	CC B	CC H	CC		
FOR USE OF THIS FORM, SEE TM 38 169-11 THE PROONENT AGENCY IS TRADOC						LOC	LOC	LOC	LOC		
						1A1	1B1	1C1			
DATE	DATE SERIAL	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
			GAIN	LOSS							
						10,000	10,000				
1	2031	0001	1/40 Inf.	NIS	500	9,500	9,500				
	2031	0002	1/69 Inf.	NIS		250	9,250	9,250			
2	2035	0001	1/40 Inf.	TAR	100		9,350	9,350			
	2035	0002	1/69 Inf.	TAR	50		9,400	9,400			
3	2039	0001	SURV	ccc			9,400	9,375	25		
	2039	0002	SURV	ccH			9,400	9,300	25	75	
4	2041	0001	MIESAU DEPOT	LTR	350		9,750	9,650	25	75	
	2042	0002	Amiston DEPOT	IIR	350		10,100	10,000	25	75	
5	2045	0001	ASP#6	LTS		25	10,075	10,000	0	75	
	2045	0002	MIESAU DEPOT	LTS		75	10,000	10,000	0	0	
REMARKS ASP 50 ACCT:AAB						DD CLASS (00) 12	NEW 2 10	U I EA	U PK 3	U PRICE 29 59	
DODIC C 236						FSC NSN 1315-00-935-2003	DESCRIPTION CTG, 0.1MM, HE, 1/6 Fuze			CC A B H	LOT NO LC-10-5

Figure 24-5. Sample DA Form 5203, used as a lot locator record

Legend for Figure 24-5;  
Completion instructions by column or block for DA Form 5203 used as lot locator record.

Enter transaction data in (A) through (J) of the Lot Locator Record. Enter one completed transaction, called a lot number transaction, per line. Record up to 16 DODIC transactions on each side of the DODIC Master Record. The lot locator record in this figure assumes that all the ammunition in conditions A, B, and H from figure 24-4 is in a single lot number. If more than one lot number is involved in the transactions, prepare additional lot locator records.

**(A) (Date).** Enter the Julian date of the day the posting is made.

**(B) (Date/Serial).** Enter the Julian date and serial number from the SSA document control number assigned to the transaction.

**(C) (DODAAC).** Enter the customer unit name or its DODAAC.

**(D) (Trans code-gain).** Enter the appropriate SAAS transaction code for gains. See appendix G.

**(E) (Trans code-loss).** Enter the appropriate SAAS transaction code for losses. See appendix G.

**(F) (Gain quantity).** Enter gain quantity from the transaction voucher.

**(G) (Loss quantity).** Enter loss quantity from the transaction voucher.

**(H) (Balance on hand).** Enter the balance on hand for the DODIC after adding the gain or subtracting the loss.

**(I) (Location quantity).** Enter the quantity in each storage location by condition code after posting the gain or loss quantity. There are four columns for this. Enter 0 if the balance is zero. Numbers are keyed to each example. Two examples are given for each type of 841 transaction shown. The lot locator record data in this figure assumes that all the ammunition in condition codes A, B, and H from figure 24-4 is in a single lot number. If more than one lot number is involved in the transactions, prepare additional lot locator records.

(1) **(Issue transactions).** Sample issue transactions. NIS is the loss transaction code for combat training.

(2) **(Turn-in transactions).** Sample turn-in transaction. TAR is the gain transaction code for training assets returned.

(3) **(Condition code transactions).** Sample condition code change transaction. Transaction code CCC is used for all condition code changes except changes to CC-H. Use transaction code CCH to show condition code change to CC-H.

(4) **(Receipt transactions).** Sample shipment-receipt transaction. LTR is the transaction code for a location transfer receipt. IIR is the transaction code for an intransit-in receipt. Receipts are gain transactions.

(5) **(Shipment transactions).** Sample shipment transaction. LTS is the transaction code for a location transfer shipment. IFS is the transaction code for an intransit-from shipment. Shipments are loss transactions.

Note: When a transaction quantity is distributed to or issued from two or more storage locations, take extra care to add or subtract the correct quantity for each location. When postings are completed, make an audit as a double check.

DA FORM 5203, May 83							BALANCE ON HAND					
DODIC MASTER/LOT LOCATOR RECORD							CC	CC	CC	CC		
							LOC	LOC	LOC	LOC		
For use of this form, see TM 38-L69-11; the proponent agency is TRADOC.							8					
							10					
							IA					
DATE	DATE		DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	9 BALANCE BROUGHT FORWARD				
	SERIAL			GAIN	LOSS							
2174	2174	0010	1/48 INF	TAR		318 LBS		318 LBS				
A	B	C	D	E	F	G	H	I	I	I	I	
REMARKS 4							OD CLASS	NEW	U/P 5	U/PK	U. PRICE 6	
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE	
DODIC 1	FSC/NSN 2 RESIDUE		DESCRIPTION 3				CC	LOT NO				

Figure 24-6. DA Form 5203, used for residue and packing component material

Legend for Figure 24-6;  
Completion instructions by column or block for DA Form 5203 used for residue and packing component material.

Complete bottom portion of the form before posting any transactions.

(1) **(DODIC).** Enter the DODIC.

(2) **(FSC/NSN).** Enter the complete national stock number for the

brass, component, or packing material, when available, and the word "RESIDUE."

(3) **(Description).** Enter nomenclature and description.

(4) **(Remarks).** Enter other information that applies to the DODIC. Enter a storage site identification code in this block when the SSA is controlling stock for several storage sites.

**(5) (U/I).** Enter the unit of issue.

**(6) (U/Price).** Enter unit price per unit of issue.

Complete blocks (7) through (10) at the top of the DODIC Master/Lot Locator Record.

**(7) (DODIC master/lot locator record).** Draw a line through or blot out LOT LOCATOR in the form title.

**(8) (CC).** Enter the condition codes on hand in the DODIC. See AR 725-50.

**(9) (Balance on hand brought forward).** Enter total amount of the DODIC transferred from the preceding DODIC Master Record. Make no entry if establishing the record for a new DODIC.

**(10) (LOC).** Enter location where items are stored.

**Condition code quantity brought forward.** Enter the quantities brought forward for each condition code. Make no entry when establishing the record for a new DODIC. If more condition code columns are required for a given DODIC, prepare additional card(s) and file behind the first card in the same file pocket. Make a notation in the

remarks section of the top card that more than one DODIC Master Record is on file.

**Enter transaction data in (A) through (I) of the DODIC Master Record.** Enter one completed transaction per line. Record up to 16 DODIC transactions on each side of the DODIC Master Record.

**(A) (Date).** Enter the Julian date of the day the posting is made.

**(B) (Date/Serial).** Enter the Julian date and serial number from the SSA document control number assigned to the transaction.

**(C) (DODAAC).** Enter the customer unit name or its DODAAC.

**(D) (Trans code-gain).** Enter the appropriate SAAS transaction code for gains. See appendix G.

**(E) (Trans code-loss).** Enter the appropriate SAAS transaction code for losses. See appendix G.

**(F) (Gain quantity).** Enter gain quantity from the transaction voucher.

**(G) (Loss quantity).** Enter loss quantity from the transaction voucher.

**(H) (Balance on hand).** Enter the balance on hand for the DODIC after adding the gain or subtracting the loss.

**(I) (Location quantity).** Enter the quantity in each storage location by

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. Issue	3. DOCUMENT NO.	4.	5. PAGE	6. DOCUMENT SERIAL NO.	
For use of this form, see AR 710-2; the proponent agency is DCSLOG										2. Turn-In	X	WK4ABC-9158-0002		1 OF 1	AA581 0083510
7. SEND TO ASP Ft Knox, KY			8. REQUEST FROM 1-505th Arty Bn Ft Knox, KY			9. DATE MATERIEL REQUIRED 6 Jun 89, 0900 hrs			10. PRIORITY	11. ALLOCATION PERIOD Third Quarter		12. DODAAC WK4ABC			
13a. REQUESTED BY James R. Smith, CPT, IN, S-4						13b. DATE 9157		13c. SIGNATURE							
14a. APPROVED BY James E. Dean, CPT, OD, DAO						14b. DATE 9157		14c. SIGNATURE							
15. ITEM	16. DOCIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY. REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE			
1		NSN	Case ckg, fired brass, 5.56mm	1b	15,9	FTX	TIR								
2		NSN	Launcher, rocket M72A2, expended	ea	10	FTE	TIR								
3		NSN	Primer block M72A2, expended	ea	10	FTX	TIR								
			LAST ITEM												
28. REMARKS The above items were drawn on document number WK4ABC-9121-0009 and were properly expended. All other items drawn on that document number are being returned under document number WK4ABC-9158-0001.  Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials. Signed (x) _____.										29. RELATED DOCUMENT SERIAL NOS. AA581 000 000 047  AA581 000 000 054  AA5515 000 000 027  AA5515 000 000 078					
30a. ISSUED BY				30c. DATE		31a. RECEIVED BY				31c. DATE		32. TAMIS CONTROL NO.			
30b. SIGNATURE						31b. SIGNATURE						1234567			

DA FORM 581, AUG 89

EDITION OF MAY 64 IS OBSOLETE

Figure 24-7. Sample of a completed DA Form 581 as a turn-in document for residue

AMMUNITION STORES SLIP FOR USE OF THIS FORM, SEE DA PAMPHLET 710-2-2. PROPOSING AGENCY IS DCSLOG		AUTHORITY 2173-0001 (1)		DATE: 3173 (2)			
FROM: 1/39 INF BN (3)		NAME OF ACTIVITY ASP #1 (4)					
TO: ASP #1 (5)		VEHICLE NO. USA 1235647 (6)					
RECEIPT <input type="checkbox"/>		ISSUE <input type="checkbox"/> (7)		OTHER (SPECIFY) <input checked="" type="checkbox"/> TURN-IN			
		DRIVER SPC Jerry Jones (8)					
NSN DODIC NOMENCLATURE (9)	LOT NO. (10)	ACC (11)	LOCATION (12)		PLTS / BXS (13)	TOTAL ROUNDS (14)	INIT (15)
			FROM	TO			
1305-00-926-1876 A071 CTG 5.56 MM BALL M193	TW-101 215	A		3	0/2	3360	H.W.
----- LAST ITEM -----							
REMARKS (16)  <b>SAMPLE</b>							
DATE: 3173 (17)	SIGNATURE OF ISSUING CHECKER (18)		DATE: 3173 (19)	SIGNATURE OF RECEIVING CHECKER (20)			

DA FORM 3151-R  
1 APRIL 1976

Figure 24-8. Sample of a DA Form 3151-R

Legend for Figure 24-8;

Completion instructions by column or block for DA Form 3151-R.

(1) (Authority). Enter SSA document control number assigned to the transportation order, redistribution order, etc.

(2) (Date). Enter the Julian date of the transaction.

(3) (From). Enter the name of the activity that is losing the ammunition.

(4) (Name of activity). Enter the name of the ammunition supply activity preparing the DA Form 3151-R.

(5) (To). Enter the name of the activity that is gaining the ammunition.

(6) (Vehicle no.). Enter the registration or serial number of the vehicle transporting the ammunition.

(7) (Receipt, issue, other). Check appropriate block. If OTHER, enter

specific word that explains the transaction (for example, rewarehousing, turn-in, etc.).

(8) (Driver). Enter the name of the transport vehicle operator.

(9) (NSN, DODIC, nomenclature). Enter national stock number, Department of Defense identification code, and nomenclature of each item.

(10) (Lot no.). Enter the lot number (only one lot number per line).

(11) (ACC). Enter the condition code.

(12) (Location from/to). Self-explanatory.

(13) (PLTS/BXS). Enter number of pallets/number of boxes issued. Explain short pallets or boxes by adding an asterisk (\*) in this block and an explanation in the remarks block.

(14) (Total rounds). Enter the quantity.



(15) (INIT). The clerk who posts the stock records initials this block as each item is posted to the stock records.

(16) (Remarks). Use this block for special instructions, restrictions, or explanations.

(17) (Date). Enter the current Julian date.

(18) (Signature of issuing checker). The representative of the activity losing the ammunition signs this block.

(19) (Date). Enter the current Julian date.

(20) (Signature of receiving checker). The representative of the activity gaining the ammunition signs this block.

**DA FORM 5204, May 83**  
**SERIAL NUMBER RECORD**  
 FOR USE OF THIS FORM, SEE TM 38 L69 11. THE PROONENT AGENCY IS TRADOC

DODIC		NSN		DESCRIPTION			LOT NO		COND CODE	
PA44		1410 00-555-6185		Guided Msl, Intercept-Chaparral			14		A	
DATE GAIN	GAIN DATE	GAIN DODAAC	SERIAL NUMBER	LOC CODE	DATE OF MFG	TRANS CODE		DATE LOSS	LOSS DATE	LOSS DODAAC
	SERIAL					GAIN	LOSS		SERIAL	
2031	2030 0006	WKR 316	4112	R,1,2	1081	IIR	NIS	2063	2062 0002	WKR083
2031	2030 0006	WKR 316	4113	R,1,2	1081	IIR	NIS	2063	2062 0002	WKR083
2031	2030 0006	WKR 316	4114	R,1,2	1081	IIR				
2031	2030 0006	WKR 316	4115	R,1,2	1081	IIR				
2031	2030 0006	WKR 316	4116	R,1,2	1081	IIR				
2031	2030 0006	WKR 316	4117	R,1,2	1081	IIR				
2031	2030 0006	WKR 316	4118	R,1,2	1081	IIR				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>
REMARKS					DATE OF MFG	GMLR TYPE	ASRL COMP DSG	SIC		
					5	A	6	8	9	
ACCT: AAB										
DODIC		NSN		DESCRIPTION			LOT NO		COND CODE	
PA44		1410 00-555-6185		Guided Msl, Intercept-Chaparral			PG B 14-105		A	

SAMPLE

Figure 24-9. Sample of a DA Form 5204

Legend for Figure 24-9;

Completion instructions by column or block for DA Form 5204.

(1) (DODIC). Enter DODIC of the item.

(2) (Remarks). Enter special information that pertains to the serial-numbered item not covered elsewhere on the form. If ammunition assets are identified by account-code within a DODIC, condition code, and lot number or serial number, enter account-code in the lower left corner of the remarks block.

(3) (NSN). Enter the item NSN.

(4) (Description). Enter the item nomenclature and model number.

(5) (Date of MFG). Enter month and year of manufacture or rebuild. The first two digits represent the month and the second two digits represent the year. For example, May 1986 is 0586. Enter zeroes if the date is unknown. Leave blank if items on the form are under serial number reporting.

(6) (GMLR type no. CD). Enter the appropriate GMLR type number code (also called card code in AR 710-9) for the item. use "A" for

items reported to MICOM by serial number. Leave blank if the code is unknown.

**(7) (Lot no.).** Enter end item lot number for items recorded on this form. Leave blank if items are under serial number reporting.

**(8) (ASBL Comp DSG).** Enter a Y if item is assembled in an end item. Leave blank if items on form are end items or components not assembled in end items.

**(9) (SIC).** Enter the system identification code from AR 710-9, appendix B.

**(10) (Cond code).** Enter the condition code of items posted to this record.

**(11) (DODIC).** Enter the DODIC.

**(12) (NSN).** Enter NSN of the item.

**(13) (Description).** Enter nomenclature and model number of item.

**(14) (Lot no.).** Enter end item lot number for items recorded on this form. Leave blank if items on form are under serial number reporting.

**(15) (Cond code).** Enter the condition code of items posted to this record.

**(A) (Date gain).** Enter the Julian date of the day the posting is made.

**(B) (Date/Serial).** Enter the Julian date and serial number from the SSA document control number assigned to the transaction.

**(C) (DODAAC).** Enter the customer unit name or its DODAAC.

**(D) (Serial no.).** Enter item serial number.

**(E) (Location code).** Enter in pencil the location code (LOC) for the storage location of the item.

**(F) (Date of MFG).** Enter date of manufacture for serial-number-reported items. Leave blank if items are reported by lot number.

**(G) (Trans code-gain).** Enter the appropriate SAAS transaction code for gains. See appendix G.

**(H) (Trans code-loss).** Enter the appropriate SAAS transaction code for losses. See appendix G.

**(I) (Date loss).** Enter the Julian date the item is issued or shipped.

**(J) (Loss date/Serial).** Enter the Julian date and serial number from the SSA document control number assigned to the issue or shipping document.

**(K) (Loss DODAAC).** Enter the DODAAC of the activity to which the item is issued or shipped.

DA FORM 5203, May 83						BALANCE ON HAND	CC	CC	CC	CC					
DODIC MASTER/LOT LOCATOR RECORD							A								
FOR USE OF THIS FORM, SEE TM 38-169-11; THE PROONENT AGENCY IS TRADOC.							R,1,2								
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD								
	SERIAL		GAIN	LOSS											
2031	2030 0006	WKR 316	IIR		7		0	0							
2063	2062 0002	WKR 083		NIS		2	5	5							
2064															
<b>SAMPLE</b>															
REMARKS						QD CLASS	NEW	U/I	EA	U/PK	U/PRICE				
ACCT: AAB						(4) 1.2	70				69,540				
						COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE					
						E					24.4				
DODIC	FSC/NSN	DESCRIPTION				CC	LOT NO.								
PA 44	1410	MEM-76C Guided Msl, Intercept Chaparral													

Figure 24-10. Sample of DA Form 5203 for guided missiles and large rockets (GMLR)





DODIC MASTER/LOT LOCATOR RECORD

For use of this form, see DA PAM 710-2-2; the proponent agency is TRADOC.

						BALANCE ON HAND	CC A	CC B	CC H	CC	
						LOC	LOC	LOC	LOC	LOC	
						J.F,2	J.F,3	J.K,1			
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
	SERIAL		GAIN	LOSS			10,000	10,000			
① 2031	<del>2031</del> 0001	1/48 Inf		NIS		500	9,400	9,400			
2031	0001	1/48 Inf		NIS		500	9,500	9,500			
2031	0002	1/69 Inf		NIS		250	9,250	9,250	REV	⊙	
② 2035	<del>2035</del> 0002	1/48 Inf	TAR		100	100	9,350	9,350			
2035	0002	1/69 Inf	TAR		50		9,400	9,400		CORR	
③ 2039	0002	SURV	CCC				9,400	9,375	25		
2035	0002	1/69 Inf	PEP		25		9,425	9,375	50	CORR	
④ 2041	<del>2041</del> 0001										
2041	0001	SURV	CCH				9,425	9,300	50	75	
⑥ 2042	0001	1/69 Inf	PEP		250		9,675	9,550	50	75	
⑤ 2045	0001	INV		INL PEM		1	9,674	9,550	50	74	
2047	0001	23 EOD DET	OMITTED				9,674	9,550	50	74	
<b>SAMPLE</b>											
REMARKS ASP 50 ACCT: AAB							QD CLASS (08) 12	NEW 2.10	U/I	U/PK 4	U/PRICE
							COMP GP E	FS CAT	WGT/RD	WGT/PK 49	CUBE 01.0
DODIC C236	FSC/NSN 1315-00-935-2003	DESCRIPTION CTG 81MM, HE W/O FUZE				CC A-B-H	LOT NO. LC-10-5				

Figure 24-13. Sample of posting error corrections on DA Form 5203

Legend for Figure 24-13;

Completion instructions by example number for posting error corrections on DA Form 5203.

(1). Correction made before other entries added. Draw a single line through the entry. Make the correct entry on the next line down.

(2). Balance on hand unchanged. Line out incorrect part(s) of entry and put them in correct columns.

(3). Balance on hand changed.

a. Make correction for amount of increase or decrease on next available line.

b. Enter original document number and date the correction was

made on the corrected entry line. Write CORR somewhere on that line.

c. Write CORR on the incorrect line.

d. Enter proper SAAS transaction code in the proper GAIN/LOSS column.

e. Post the proper amount in the quantity GAIN or LOSS column.

f. Keep balance up to date.

(4) Document number Incorrect. Line out incorrect entry and make correct entry on next available line.

(5) Unposted document. If there was an inventory since the error, enter the SSA document control number and DODAAC. Bring current balance on hand and balance by condition down and enter the word "OMITTED" in the transaction code column.

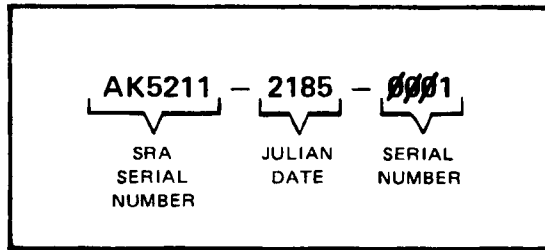


Figure 24-14. Sample of a document number

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b>					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					25 Sep 93
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
<b>ORGANIZATION RECEIVING SUPPLIES</b> 1st BN., 18th Inf Bde, WK4ABC			<b>LOCATION</b> Friedburg, Germany		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
ETS:INDEF WESNER, William H.	CW2	YES	YES	<i>William H. Wesner WHR</i>	
ETS:22 Mar 95 GROSS, Steven T	SSG	NO	YES	<i>Steven T. Gross STG</i>	
ETS:16 Aug 95 GENIS, Cherylene	SSG	NO	YES	<i>Cherylene Genis CGN</i>	
ETS:04 Dec 96 BULLOCK, Eric	SSG	NO	YES	<i>Eric Bullock EB</i>	
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
<b>THE AUTHORITY TO:</b> Request and receive class 5 supplies from ASP #3					
<b>REMARKS</b> Commander HHC, 99th BN, FT. Home, VA.					
<b>I ASSUME FULL RESPONSIBILITY</b>					
<b>UNIT IDENTIFICATION CODE</b> WKPAAA			<b>DODAAC/ACCOUNT NUMBER</b> WKYRAA		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
MADDOX, Michael D.	LTC	650-7890	24 Sep 94	<i>Michael L. Maddox</i>	

Figure 24-15. Sample of completed DA Form 1687

Legend for Figure 24-15;

Completion instructions by block number for a completed DA Form 1687.

Note: For use with ammunition requests/receipts only. Do not use this card for other classes of supply.

(A) (Date). Enter the calendar date the form is prepared.

(B) (Organization receiving supplies). Enter the name and DODAAC of the unit.

(C) (Location). Enter the name of the installation on which the unit is located.

Authorized representative(s).

(D) (Last name, first name, middle initial). Enter the name of the person(s) authorized to request or receive ammunition. Also enter the person's rank and, above the person's name, the ETS date. Ensure

that the rank of the individual matches the scope of his/her responsibilities.

(E) (Social security number). Enter "not used" on next available line when all lines are not used.

(F) (REQ). Enter "YES" in this block for each person authorized to request ammunition. Otherwise, enter "NO."

(REC). Enter "YES" in this block for each person authorized to receipt for ammunition. Otherwise, enter "NO."

(G) (Signature and initials). Enter the signature and initials of authorized representatives.

Authorization by responsible officer or accountable officer

(H) (Responsibility of supply or accountable officer). Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for ammunition. Enter the statement, "Authorized to request and/or receive Class 5 supplies as shown above."

**(I) (Remarks).** Enter authority of the person who signs block P (commander, etc.). When adding persons, enter the statement, "Added, previous additions remain in effect." When deleting persons, check the "WITHDRAWS FROM" block, circle the block using colored pencil or ink, and enter in this block the statement, "Deleted. Other personnel listed remain in effect."

**(J) (Unit identification code).** Enter the unit for the individual who signs block P.

**(K) (DODAAC/Account number).** Enter the DODAAC for the unit in block J.

**(L) (Last name, first name, middle initial).** Enter the name of the delegating authority.

**(M) (Grade).** Enter the military rank of the delegating individual. If a civilian, enter the grade.

**(N) (Telephone number).** Enter the office telephone number of the delegating authority.

**(O) (Expiration date).** Enter the expiration date of the card. This date is determined by the person making the delegation. Enter an earlier expiration date when a definite date for change in delegating authority is known.

**(P) (Signature).** Enter the signature of the responsible person.

Note: All entries except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered ink. FOR USE WITH AMMUNITION REQUESTS/RECEIPTS ONLY. DO NOT USE THIS CARD FOR OTHER CLASSES OF SUPPLY.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. Issue	3. DOCUMENT NO.			4.	5. PAGE	6. DOCUMENT SERIAL NO.	
For use of this form, see AR 710-2, the proponent agency is DCSLOG										2. Turn-in	X WK4ABC-9158-0001				1 OF 1	AA581 0861362	
7. SEND TO ASP Ft Knox, KY			8. REQUEST FROM 1-505th Arty Bn Ft Knox, KY			9. DATE MATERIEL REQUIRED 6 Jun 89			10. PRIORITY	11. ALLOCATION PERIOD Third Quarter		12. DODAAC WK4ABC					
13a. REQUESTED BY James R. Smith, CPT. IN. S-4						13b. DATE 9157		13c. SIGNATURE									
14a. APPROVED BY James E. Dean, CPT. OD. DAO						14b. DATE		14c. SIGNATURE									
15. ITEM	16. DOCIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY. REQUESTED/ TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/ RECEIVED	24. LOT/SERIAL NO	25. CC	26. POSTED BY	27. DATE					
1	A071	1305-00-926-3930	CIG, 5.56mm ball, M193	EA	425	FTX	TAR										
			LAST ITEM														
28. REMARKS The above items drawn on document number WK4ABC-9121-0009 were not expended. All other items drawn on that document number were properly expended. Residue turn-in is under document number WK4ABC-9158-0002.										29. RELATED DOCUMENT SERIAL NOS AA581 000 000 047 AA581 000 000 055 AA5515 000 000 027 AA5515 000 000 078							
												30a. ISSUED BY	30c. DATE	31a. RECEIVED BY		31c. DATE	32. TAMM CONTROL NO. 1234567
30b. SIGNATURE																	

DA FORM 581, AUG 89

EDITION OF MAY 84 IS OBSOLETE

Figure 24-16. Editing checklist for DA Form 581 when used as a turn-in of ammunition

Legend for Figure 24-16;  
Completion instructions by column or block for DA Form 581 when used as a turn-in of ammunition.

**(1) (Transportation order, allocation, turn-in, other).** (Review blocks

1, 3, 4, and 6.) When TURN-IN is checked, the customer must enter AMMUNITION and SERVICEABLE, RESIDUE, or OTHER.

**(2)(Item number).** Ensure there is an item number for each item turned in.





TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																	PAGE NO.	
1. Doc Id <b>(A)</b>	2. Trn Cont	3. Consignor <b>(B)</b>			4. Comm-Spec Hdlg <b>(L)</b>			5. Air Dim <b>(D)</b>	6. POE		7. POD							
8. Mode	9. Pack <b>(E)</b>	10. Trans Control No. <b>(F)</b>			11. Consignee <b>(G)</b>			12. Pri <b>(H)</b>	13. Rdd <b>(I)</b>	14. Proj <b>(J)</b>	15. Date Shpd	16. ETA	17. Tr Area <b>(K)</b>					
18. Carrier		19. Flight-Truck-Voy Doc No. <b>(Z)</b>			20. Ref	21. Remarks			22. Piece <b>(L)</b>	23. Weight <b>(M)</b>	24. Cube <b>(N)</b>							
25 a. Tranship Point (1)		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.		g. Ref.	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks						
26 a. Tranship Point (2)		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.		g. Ref.	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks						
27 a. Tranship Point (3)		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.		g. Ref.	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks						
28. Consignee		29. Date Received-Offered (Sign)			30. Condition		31. Remarks											
32. Doc Id	33. Trailer/Container	34. Consignor Comm Abbr Other	35. Commodity Spec Hdlg	36. VOY NO. Air Dim a	37. POE b	38. POD	39. M O D E	40. Type Pack	41. Transportation Control Number	42. Consignee	43. REMARKS AND/OR					44. ADDITIONAL REMARKS OR		
<b>(C)</b>	<b>(P)</b>											<b>(J)</b>	<b>(L)</b>	<b>(M)</b>	<b>(N)</b>	<b>(R1)</b>	<b>(R2)</b>	<b>(R3)</b>
<b>(S)</b>	<b>(T)</b>											<b>(U)</b>	<b>(V1)</b>	<b>(V2)</b>	<b>(V3)</b>			
<b>(W)</b>												<b>(X)</b>	<b>(Y)</b>					

DD FORM 1384, 1 APR 66  
REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED.

Figure 24-18. Sample of DD Form 1384

Legend for Figure 24-18;

Completion instructions by block number for DD Form 1384.

**Planning TCMD.** When a shipment is directed (XBT card) by SAAS-3 or SAAS-1, prepare a planning transportation control and movement document (TCMD) for each national stock number (NSN) and DODIC to be shipped. Instructions for preparing a planning TCMD are below and in DOD 4500.32-R.

**(A) (DOC ID).** Enter TEO if shipment requires an export release from the appropriate port authority before shipment (i.e., shipment from CONUS to Germany). Enter TE1 if shipment doesn't require an export license (i.e., shipment within CONUS or shipment within a Corps area).

**(B) (Consignor).** Enter storage point code and address to include DODAAC.

**(C) (Comm-Spec Hdlg-Air shipment).** This is a two-position code found in DOD 4600.32-R, para B-73 through B-75.1 (i.e., 32).

**(D) (Air dim).** Enter the air dimension code if air shipment. Air dimension codes are found in DOD 4500.32-R, para B-13 through B-15.

**(E) (Pack).** Enter type pack.

**(F) (Trans control no. w/suffix).** Enter the document number from the XBT card that directed the shipment.

**(G) (Consignee).** Enter ship point name and address to include DODAAC that is to receive the shipment.

**(H) (Pri).** Enter UMMIPS priority designator (01 through 15).

**(I) (Rdd).** Enter the required delivery date.

**(J) (Date shpd).** Enter projected date for pick-up of shipment.

**(K) (Tr acct).** Enter locally assigned transportation account number.

**(L) (Pieces).** Enter total number of pieces in the shipment.

**(M) (Weight).** Enter the total weight in pounds of the shipment.

**(N) (Cube).** Enter the total cube of the shipment.

**(O) (Doc ID).** Enter TE6.

**(P).** Enter total number of rounds in the shipment

**(Q) (Remarks).** Enter the NSN.

**(R1).** Enter DODIC to be shipped.

**(R2).** Enter the UNO serial number.

**(R3).** Enter United Nations Quantity Distance and Compatibility Group. This information is found in the AMDF Hazard Files.

**(S) (Doc ID).** Enter TE7. One complete TE7 for each lot of ammunition.

**(T).** Enter total new explosive weight for this lot number.

**(U).** Enter lot number. One lot number per TE7 line.

**(V1) (Pieces).** Enter the number of pieces for this lot number.

**(V2) (Weight).** Enter total weight for this lot number.

**(V3) (Cube).** Enter total cube for this lot number.

**(W) (Doc ID).** Enter TE9.

**(X).** Enter the DOT shipping name (i.e., ammunition with cannon w/ explosive projectile).

**(Y).** Enter DOT hazard class (i.e., class A, B, or C explosives).

**(Z).** Enter the GBL or TMR and TIN number furnished by the local TMO.

**Final TCMD.** If the shipment is given a Government bill of lading (GBL), prepare one final TCMD for the entire shipment. If the shipment is assigned a TMR and TIN, prepare a final TCMD for each shipment unit (truckload, railcar, etc.) of ammunition. Prepare one TCMD for each NSN and DODIC per shipment unit. A shipment unit may require more than one TCMD if more than one DODIC and NSN are loaded on the same shipment unit. Prepare the final TCMD using the same format as the planning TCMD, except the for the following:

**(H) (Pri).** Change the priority from a UMMIPS priority designator to a transportation priority code.

**(J) (Date shpd).** Enter the actual pull date.

**(L) (Pieces).** Enter total number of pieces for all lot numbers of the DODIC and NSN shipped on this TIN.

**(M) (Weight).** Enter the total weight of all pieces for all lot numbers of the DODIC and NSN shipped on this TIN.

**(N) (Cube).** Enter the total cube of all pieces for all lot numbers of the DODIC and NSN shipped on this TIN.

**(P) (Qty).** Enter the recomputed quantity of rounds of all pieces for all lot numbers of the DODIC and NSN shipped on this TIN.

**(T).** Enter recomputed net explosive weight of all pieces for this lot number shipped on this TIN.

DA FORM 2000-3, 1 OCT 63

PRYOR G 04541

INC NO 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

LOCATION: 1A.2

NSN: 1305-01-926-3930

ACCT CODE: A EA

UNIT OF ISSUE: 5.56MM BALL

NOUN: 5.56MM BALL

SERIAL NUMBER: 2300-0001

COUNT QUANTITY: 97,440

CONT NO	NUMBER OF PALLETS	PACKAGES PER PALLET	QUANTITY PER PACKAGE	TOTAL QUANTITY	COUNTER AND DATE	RECORDED AND DATE	ACCEPTED	RECOUNT	SUSPEND	RECORDER BALANCE	UNIT PRICE	QUANTITY	VALUE	SHORT
9	1	48	1,680	80,640	Bill Baker 27 Oct 82		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	97,440	.15	0	0	0
6	1	10	1,680	16,800	Robert Schmidt 27 Oct 82		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0	0	0
1														
5														
13				97,440										
18														
19														

INSTALLATION INVENTORY COUNT CARD (AR 711-16)

Figure 24-19. Sample of a DA Form 2000-3

Legend for Figure 24-19;

Completion instructions by column or block for DA Form 2000-3.

(1) (Location). Enter the location (from the locator card) where the ammunition is stored. Prepare separate cards for each location.

(2) (Stock number). Enter the NSN and DODIC of the item.

(3) (Acct code). Enter the condition code from the lot locator record.

(4) (Unit of issue). Enter the unit of issue from the DODIC Master Record.

(5) (Noun). Enter the nomenclature from the lot locator record.

(6) (Lot number). Enter the lot number from the lot locator record. Prepare separate cards for each lot number.

Note: Leave all other blocks blank and prepare two control listings (fig 24-20). After the listings are prepared, post the serial numbers to the inventory count cards (one number per card). Items 1 through 8 are filled out by the stock record clerks.

(7) (Serial number). Enter serial number from inventory control listing.

(8). Enter the voucher number.

(9) (Number of pallets). Enter the number of pallets of the ammunition. If a broken (partial) pallet is on hand, add the broken pallet on the next line.

(10) (Packets per pallet). Count the packages per full pallet and enter the number of packages. Enter the packages for a broken pallet on the next line.

(11) (Quantity per package). Enter the quantity per package from the packing data on the container.

(12) (Total quantity). Enter total quantity for each line. Compute this quantity by multiplying column 9 X column 10 X column 11 and entering the result in this column.

(13) (Counter and date). The person who counts the ammunition signs and dates this block.

(14) (Recorded and date). The person who records (writes) the count on the card signs and dates this block.

Note: Items (9) through (14) are completed by the inventory team members. At this point, the count cards are returned to the inventory supervisor, who verifies that all cards are in by checking them against the control listing. When all cards are accounted for, the inventory supervisor gives the cards to the accountable officer who reconciles differences, has the cards completed as follows, and directs additional counts as needed.

(15) (Count quantity). Enter the grand total of the total column in these blocks.

(16) (Accepted-Recount-Suspend). Place an X in the appropriate block.

(17) (Recorder balance). Enter the balance from the lot locator card.

(18) (Quantity). Enter the difference between the actual count and the recorded quantity. A positive difference is the quantity over; negative difference, quantity short. If there is no difference, enter zero in both blocks.

(19) (Unit price and value). Compute this value for the over or short quantity. If there is no inventory discrepancy, enter zero in both blocks. Note: Items (15) through (19) are completed by the accountable officer or authorized representative. The accountable officer also completes the inventory control listing (fig 24-20).





INVENTORY ADJUSTMENT REPORT (IAR)			SSA ASP50 ATTN: STOCK CONTROL OFFICER			MATCAT		VOUCHER NUMBER					
FOR THE USE OF THIS FORM, SEE DA PAM 710 2-2. THE PROPONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS								DODAAC	DATE	SERIAL			
								WK4ABC	1091	0003			
TOTAL NUMBER OF ITEMS	IAR REASON	STATION			COUNT CARD LOCATION								
1	INVENTORY	FT HOME, VA			Stock Control Office File Cabinet #3, Drawer 2								
ITEM	STOCK NUMBER	ITEM NOUN	C O N D	S E C	R I C C	RECORDED BALANCE	QUANTITY INVENTORIED	POST		UI	UNIT PRICE	EXTENDED PRICE	
								GAIN	LOSS			GAIN	LOSS
1	1319 00-935-2003	C76, 81MM, HE w/o Fuze	A	U	1	74	75	1		EA	\$25.29	\$25.29	
Total Gains FY to date: \$292.51 Total Losses FY to date: \$148.51  TOTAL \$144.00  Dollar Value of Stockage Allowances: \$25,000.00 2 1/2% of Stockage Allowance Value: \$ 625.00													
STOCK RECORD OFFICER			SSA COMMANDER			ASSET REPORT COPY SENT		GAIN	TOTAL DOLLARS	LOSS			
THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SSA COMMANDER'S APPROVAL			I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER (CIRCLE ONE) AR 15-6 AR 735-11			DATE	INITIALS	\$25.29					
DATE	SIGNATURE	DATE	SIGNATURE	IAR REVIEWED		GAIN	NET DOLLARS	LOSS					
1 APR 91	Richard De Grew			DATE	INITIALS	\$25.29							

DA FORM 444 JAN 82 EDITION OF JUN 78 IS OBSOLETE. U.S. GOVERNMENT PRINTING OFFICE: 1982 - 355-946

Figure 24-22. Sample of a DA Form 444

Legend for Figure 24-22;

Completion instructions by block number for DA Form 444.

(A) (SSA). Enter the storage point name and operating section.

(B) (Voucher number). Enter document number that was assigned to the inventory.

(C) (Total number of items). Enter the number of items on the IAR.

(D) (IAR reason). Enter reason for IAR (see para 9-13e).

(E) (Station). Enter location of storage point.

(F) (Count card location). Enter location where count cards are stored.

(G) (Item). Number each item sequentially, starting with 1.

(H) (Stock number). Enter stock number for each item.

(I) (Item noun). Enter nomenclature of each item.

(J) (Cond). Enter the condition code of each item.

(K) (Sec). Enter the SEC from the AMDF for each item.

(L) (Ricc). Enter the RICC for the item from the AMDF.

(M) (Recorded balance). Enter the quantity recorded on stock records.

(N) (Quantity inventoried). Enter the quantity inventoried.

(O) (Post). Enter the quantity gained or lost.

(P) (UI). Enter the unit of issue.

(Q) (Unit price). Enter the unit price.

(R)(Extended price). Enter total dollar value.

(S) (Stock record officer). The stock record officer signs and dates the IAR.

(T) (Total dollars). Total gains and losses.

(U) (Net dollars). Enter the difference between the total dollars gained and total dollars lost in either the gain or loss block.

Note: Enter total gains FY to date, total losses FY to date, sum of total gains and

total losses FY to date, dollar value of stockage allowance, and 2 1/2% of stockage allowance value on the last page of the IAR (see fig 9-11). Submit IAR through the chain of command to the appropriate approval authority per para 9-13, AR 710-2.

DA FORM 5203, May 83 DODIC MASTER/LOT LOCATOR RECORD						BALANCE ON HAND	CC A	CC B	CC H	CC
FOR USE OF THIS FORM, SEE TM 38-100-11: THE PROPONENT AGENCY IS TRADOC						LOC	LOC	LOC	LOC	LOC
DATE	DATE SERIAL	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD			
			GAIN	LOSS						
<del>2031</del>	<del>2031</del> <del>0001</del>	<del>48 INF</del>		<del>NIG</del>		<del>500</del>	<del>10,000</del>	<del>10,000</del>		
2041	2041 0001	SURV	CCH					50	75	
2045	2045 0001	INV		<del>INL</del> <del>PEM</del>		1	9,424	9,300	50	74
2042	2042 0001	23 EOD DET		<del>OMITTED</del>			9,424	9,300	50	74
RED INK										RED INK LINE
SAMPLE										
REMARKS ASP 50 ACCT: AAB						QD CLASS (00) 1.2	NEW 2.10	U/I	U/PRK 4	U/PRICE
						COMP GP E	FS CAT	WGT/RD	WGT/PRK 49	CYBE 010
DODIC C 236	FSC/NSN 1315-00-935-2003	DESCRIPTION CTG BIMM, HE w/o Fuze				CC'S A-B-H	LOT NO LC-10-5			

Figure 24-23. Posting inventory results to lot locator record (DA Form 5203)

Legend for Figure 24-23;  
Completion instructions by block or column for posting inventory results to lot locator record (DA Form 5203).

(Date). Enter the current Julian date.

(Date serial). Enter the Julian date and serial number from the document number assigned to the inventory.

(DODAAC). Enter INV in red ink to identify the inventory posting.

(Trans code). Enter the appropriate SAAS transaction code for an inventory gain or loss transaction. See appendix G.

(Gain or loss quantity). Enter the inventory overage or shortage in red ink.

(Balance on hand). Increase or decrease the balance on hand by the amount of the inventory overage or shortage. When the posting is completed, draw a single red ink line immediately beneath the inventory entry.

Note: If there is no discrepancy, bring the posted balances on hand forward to the next line as an inventory posting. Make no entry in the gain or loss posting.





DA FORM 5204, May 83

SERIAL NUMBER RECORD

FOR USE OF THIS FORM, SEE TM 38-L69 11. THE PROPONENT AGENCY IS TRADOC

DODIC PA44	NSN 1410-00-555-6185	DESCRIPTION MIM-72C Guided Msl Intercept-Chaparral	LOT NO	COND CODE A
---------------	-------------------------	----------------------------------------------------------	--------	----------------

DATE GAIN	GAIN DATE	GAIN DODAAC	SERIAL NUMBER	LOC CODE	DATE OF MFG	TRANS CODE		DATE LOSS	LOSS DATE	LOSS DODAAC
	SERIAL					GAIN	LOSS		SERIAL	

2031	<del>2030</del> 0006	WKR 316	4115	R,1,2	1081	IIR	INL	2094	2093 0002	Report of Survey (4)
2031	<del>2030</del> 0006	WKR 316	4116	R,1,2	1081	IIR				
2031	<del>2030</del> 0006	WKR 316	4117	R,1,2	1081	IIR				
2031	<del>2030</del> 0006	WKR 316	4118	R,1,2	1081	IIR				
1 2044	<del>2044</del> 0001	INV								
2 2064	<del>2063</del> 0005	INV (OVER)	3890	R,1,3	0980	ING				
2064	<del>2063</del> 0005	INV (OVR)	3891	R,1,3	0980	ING				
3 2094	<del>2093</del> 0002	INV (SHORT)								
<div style="border: 1px solid black; padding: 5px; display: inline-block;">RED INK</div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 200px;">RED INK LINE</div>										
SAMPLE										
REMARKS ACCT: AAB					DATE OF MFG	GMLR TYPE A	ASBL COMP DSG	SIC C		
DODIC PA44	NSN 1410-00-555-6185	DESCRIPTION MIM-72C Guided Msl Intercept-Chaparral	LOT NO	COND CODE A						

DA FORM 5204  
SERIAL NUMBER RECORD  
(POSTING INVENTORIES)

NO DISCREPANCIES

Column or Block

1 DATE GAIN

GAIN DATE SERIAL

GAIN DODAAC

Instructions

Enter the inventory posting date below the last transaction entry on the card.

Enter the SSA control number for the inventory assigned to the DA Form 5037-R (Inventory Control Listing).

Enter INV in red ink.

Draw a red ink line below the inventory entry.

Figure 24-25. Posting inventory results to serial number record (DA Form 5204)

Legend for Figure 24-25;

*Completion instructions by block or column for posting inventory results to serial number record (DA Form 5204)*

**(1) Posting Inventory When There Are No Discrepancies.**

**(Date gain).** Enter the current Julian date.

**(Gain date serial).** Enter the Julian date and serial number from the document number assigned to the inventory.

**(Gain DODAAC).** Enter INV in red ink to identify the inventory posting. Draw a red ink line below the inventory entry. Leave all other blocks on the line blank.

**(2) Posting inventory when there are overages.** Make a separate transaction entry to the serial number record for each serial numbered item picked up by the inventory.

**(Date gain).** Enter the current Julian date.

**(Gain date serial).** Enter the Julian date and serial number from the document number assigned to the inventory.

**(Gain DODAAC).** Enter INV (OVER) in red ink.

**(Serial number).** Enter the serial number.

**(Loc code).** Enter location code.

**(Date of MFG).** Enter the date of manufacture.

**(Trans code gain).** Enter the appropriate SAAS transaction code for gains. See appendix G.

Note: Submit DA Form 444 as supporting documentation. The IAR is assigned the same document number as the inventory.

**(3) (4) Posting inventory when there are shortages.** Post shortages in two ways, on the inventory line (3) and on the locator line (4) for the specific serial-numbered item that is missing. As with all sensitive items, initiate an investigation under AR 735-5 or AR 190-11, as appropriate, whenever a shortage is discovered.

**(3).** Make the following postings on the inventory line.

**(Date gain).** Enter the current Julian date.

**(Gain date serial).** Enter the Julian date and serial number from the document number assigned to the inventory.

**(Gain DODAAC).** Enter INV (SHORT) in red ink.

**(4).** Make the following postings on the locator line for the specific serial-numbered item that is missing.

**(Trans code loss).** Enter INL, as appropriate.

**(Date loss).** Enter the Julian date that the loss is posted.

**(Loss date serial).** Enter the Julian date and serial number from the document number assigned to the inventory.

**(Loss DODAAC).** Enter IAR or REPORT OF SURVEY. The IAR and, if applicable, the report of survey are assigned the same document number assigned to the inventory.

AMMUNITION TRANSFER RECORD												DATE: 7 JULY 82		CONTROL NUMBER: 2188-001												
For use of this form, see TM 743-200-1; the processing agency is DARCOM.												STOCK NUMBER		NOMENCLATURE												
STOCK NUMBER 1345-00-028-031-N002				NOMENCLATURE MINE ANTI-PERSONNEL M16 AND FURE, MINE COMBINATION M685								STOCK NUMBER SAME		NOMENCLATURE SAME												
SERIAL/LOT NUMBER		C	B	S	M	M	M	M	M	M	M	SERIAL/LOT NUMBER		C	B	S	M	M	M	M	M	M	Q	ND	UP	
SERIAL	LOT	D	TYPE	LOCATION	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS	SERIAL	LOT	D	TYPE	LOCATION	CLASS	CLASS	CLASS	CLASS	CLASS	CLASS	QTY	PHS	QTY	
OP 21-2		A	3 B12	AGAF	A	I	M	C21	400	100		SAME		E	SAME	AGAF	A	I	A	C21	400					
																							Posted 3034		00	
REMARKS:												TYPE OF ACTION						SIGNATURE OF FOREMAN/CHECKER/INSPECTOR				DATE OF ACTION				
												<input type="checkbox"/> LOCATION CHANGE <input type="checkbox"/> RECLASSIFICATION <input type="checkbox"/> SERIAL/LOT NUMBER CHANGE <input checked="" type="checkbox"/> OTHER CHANGE <input type="checkbox"/> STOCK NUMBER CHANGE <input type="checkbox"/> ITEM DATA CHANGE						M.O. Tucker Inspector				7 July 82				
																		APPROVED DATE								

DA FORM 4508

Figure 24-26. Sample of DA Form 4508, Ammunition Transfer Record

MESSAGE

TO: ALL UNITS  
FM: CLASS V ITEM MANAGERS

SUBJECT: ACCOUNT CODE CHANGES. MESSAGE NUMBER 364

ST PT	DODIC	COND CD	ACCT FM	ACCT TO	QTY
C1	A010	A	TRA	AAB	5000

//signed//  
you guess

Figure 24-27. Sample account change message from SAAS 1/3

XBT RECORD																
FOR USE OF THIS FORM SEE TM 18 189 11 THE PROPOSENT AGENCY IS TRADOC																
DIC	TRANS CODE	ST PT (LT)	DODIC	ACCT CODE (AMMO)	FROM CC	TRANSACTION QUANTITY	ORDINAL DATE TRANS	TRANSPORTATION CONTROL NUMBER	SUF	ST PT CD TO	SUPPLEMENTARY ADDRESS	PROJ CODE	PRI DSG	REF ID CODE	MODE	
																1
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102
103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119
120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136
137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153
154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187
188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204
205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221
222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238
239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272
273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289
290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306
307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323
324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340
341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357
358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374
375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391
392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408
409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425
426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442
443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459
460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476
477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493
494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510
511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527
528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544
545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561
562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578
579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595
596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612
613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629
630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646
647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663
664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680
681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697
698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714
715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731
732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748
749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765
766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782
783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799
800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816
817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833
834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850
851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867
868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884
885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901
902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918
919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935
936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952
953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969
970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986
987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003

Figure 24-28. Sample of DA Form 5210-R

Legend for Figure 24-28;

Completion instructions by column or block for DA Form 5210-R.

- (1) (DIC) (cc 1-3). Enter XBT.
- (2) (Trans code) (cc 4-6). Enter appropriate three-digit transaction code (LTS, IFS, LTR, or IIR). See appendix H.
- (3) (St Pt code) (cc 7-8). Enter two-digit code that identifies the SAAS-4 activity making the report.
- (4) (DODIC) (cc 9-12). Enter DODIC for reported item.
- (5) (Acct code ammo) (cc 13-15). Enter ammunition account code, if known.
- (6) (From CC) (cc 16). Enter condition code of reported DODIC.
- (7) (Transaction quantity) (cc 17-24). Enter the transaction quantity.
- (8) (Ordinal date trans) (cc 25-29). Enter the ordinal date of the report from the data column of the DODIC Master Record.  
Note: The ordinal date is a five-position number. It is the last two digits of the calendar year and the three-digit Julian date. For example, use 86031 for 31 Jan 86.

- (9) (Transportation control number/Document number) (cc 30-43). Enter the first 14 digits of the transportation control number from the XBT-LTD, XBT-IFD, or XBT-IIN cards, or TCMC (DD Form 1384), as applicable.
- (10) (SUF) (cc 44). Enter suffix code when one is given on the XBT-LTD or XBT-IFD cards, or TCMD, as applicable. Leave blank for LTR and IIR transactions.
- (11) (RDD) (cc 47-49). Enter RDD from XBT-LTD card when reporting a location transfer shipment. Otherwise, leave blank.
- (12) (St Pt Cd To) (cc 50-51). Enter from XBT-LTD when reporting a location transfer shipment. Otherwise, leave blank.
- (13) (Supplementary address) (cc 52-57). Enter from XBT-LTD card when reporting a location transfer shipment or from XBT-IFD card when reporting an intransit-from shipment. Otherwise, leave blank.
- (14) (Proj code) (cc 58-60). Enter from XBT-LTD card when reporting a location transfer shipment. Otherwise, leave blank.
- (16) (Pri Dsg) (cc 61-62). Enter from BT-LDT card when reporting a location transfer shipment. Otherwise, leave blank.
- (17) (Mode) (cc 80). Enter appropriate mode of shipment code from appendix E.

STOCK NUMBER C 236								1315-00-935-6033							
DATE	DODAAC	DATE		QUANTITY	RECEIVED		RECEIVED	BAL	RECEIVED	BAL	DAYS RECEIVED REQ				
		SERIAL			BAL	BAL									
2025	MIESAU DEPOT	2025		350	350	0					13		041		
2026	MIESAU DEPOT	2026		350	350	0					13		042		
2030	MIESAU DEPOT	2029		400	IIC	2031					13		053		

**DUE IN RECORD**  
FOR USE OF THIS FORM SEE DA PAM 710 2 2 THE PROPONENT AGENCY IS DDCSLOG  
**DA FORM 4999, JAN 82**

Figure 24-29. Posting a due-in cancellation to DA Form 4999

Legend for Figure 24-29;  
Completion instructions by column or block for posting a due-in cancellation to DA Form 4999.

After receiving an XBT-IIC, withdraw the corresponding XBT-IIN from

the due-in suspense file and make the following entries on the DA Form 4999:

- (1) (1st RECEIVED/BAL column). Enter IIC.
- (2) (2d RECEIVED/BAL column). Enter the Julian date that the XBT-IIC was received.



XBH/XBC RECORD																																																																															
1				2			3		4				5				6				7				8				9				10																11				12																										
DIC				TRANS CODE			ST PT		DODIC				ACCT CODE AMMO				TRANSIT FROM				RECIPIENT																				TRANS SER NO																																						
1 B C C C				2 C C C			3 2 3		4 4 4 4 4 4 4 4 4 4				5 4 4 4 4 4 4 4 4 4				6 4 4 4 4 4 4 4 4 4				7 2 5 8 2 3 9 8				8				9																				11 6 4				12 2																										
SAMPLE																																																																															

DA FORM 5209-R, May 83

Figure 24-31. Sample of DA Form 5209-R used as an XBC record

Legend for Figure 24-31;  
 Completion instructions by column or block for DA Form 5209-R when used as an XBC record

- (1) (DIC) (cc 1-3). Enter XBC.
- (2) (Trans code) (cc 4-6). Enter applicable transaction code, such as CCC, for all changes to conditions (except changes to CC-H). For condition code changes to CC-H, use DIC CCH.
- (3) (ST PT code) (cc 7-8). Enter two-digit code that identifies SAAS-4 activity making the report.
- (4) (DODIC) (cc 9-12). Enter DODIC for reported item.
- (5) (Acct code ammo) (cc 13-15). Enter ammunition account code, if known.
- (6) (From cc) (cc 16). Enter losing condition code from DA Form 4508.
- (7) (Transaction quantity) (cc 17-24). Enter the transaction quantity.
- (8) (Ordinal date trans) (cc 25-29). Enter the ordinal date of the report from the data column of the DODIC Master Record.  
 Note: The ordinal date is a five-position number. It is the last two digits of the calendar year and the three-digit Julian date. For example use 86031 for 31 Jan 86.
- (9) (To cc) (cc 30). Enter the gaining condition code from DA Form 4508.
- (10) (cc 31-76). Leave blank.
- (11) (Trans ser no) (cc 77-79). Serial number of reported transaction.
- (12) (cc 80). Leave blank.  
 Note: Assign serial numbers to individual transactions beginning with 001 at the start of the reporting period and ending at the reporting period cutoff date. Serial numbers ensure that no two valid transactions during the same reporting period are identical. Serial numbers range from 001 through 999. If there are more than 999 XBC transactions during a reporting period, use letters to begin each subsequent block of 100 transactions, such as A01-A99, B01-B99, etc.





XBM RECORD																		Page	of
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
XBM	07PJ01AABA	000001	1090	WK7888	K14250	930992	3GDP	32-318A						ARTA					
XBM	07PJ01AAA	000001	1280	WK7888	E14250	107892	5850	P-34-270						A		8			
XBM	07PJ01AABA	000002	1176	WK7888	X14250	093099	23GD	P-34-522						A		AAA			

Figure 24-33. Sample of GMLR transaction report prepared on Optional Form 65

Legend for Figure 24-33;

Completion instructions by column or block for GMLR transaction report prepared on Optional Form 65.

Note: The column headings in this figure are added to make data fields easier to understand. They are not printed on Optional Form 65.

(1)(DIC)(cc 1-3). Enter XBM.

(2) (TRNSCTN-CD-SAAS)(cc 4-6). Leave blank.

(3) (STOR-PT-CD)(cc 7-8). Enter two-digit code that identifies the SAAS-4 activity making the report.

(4) (DODIC) (cc 9-12). Enter DODIC for reported item.

(5) (Acct code ammo) (cc 13-15). Enter ammunition account code, if known.

(6) (COND-CD) (cc 16). Enter condition code of reported DODIC.

(7) (Transaction quantity) (cc 17-22). Enter the transaction quantity.

(8) (DATE-MFG-GMLR) (cc 23-26). Enter the Julian date of manufacture or rebuild of GMLR item.

(9) (UIC) (cc 27-32). Enter the unit identification code.

(10) (ACT-CD-GMLR) (cc 33). Enter appropriate action code from appendix J.

(11) (NSN) (cc 47-49). Enter the NSN of the reported item.

(12) (LOT-NO-AMMO or SER-NO-AMMO) (cc 47-62). Enter lot or serial number of reported item as required by GMLR-TYPE-NO-CD.

(13) (GMLR-TYPE-NO-CD) (cc 63). Enter applicable code from appendix L base on type reporting required by AR 700-19.

(14) (TNG-EVT-CD) (cc 64-66). Enter applicable training event from appendix K.

(15) (Blank) (cc 61-62). Leave blank.

(16) (ACCT-CD-AMMO-TO) (cc 63-65). Enter ACCT-CD-AMMO to which ammo is assigned.

(17) (COND-CD-TO) (cc 72). Enter COND-CD-TO to which ammo is assigned.

(18) (TNG-EVT-RMKS) (cc 73-80). Enter brief, nonstandard remark as required. Mandatory for training transaction not covered by established TAMIS codes.

XXXXCLASSIFICATIONXXXX

Prepared DD MMM YY

CONVENTIONAL AMMUNITION STOCK STATUS REPORT

PCN: A JC-021

CONVENTIONAL SECTION

INQUIRY BY XX SP NAME XXXXXXXX

DODIC	ACCOUNT	AUTHORIZED	CONDITION CODE	ON-HAND QUANTITY	OH SERV	OH UNSERV	LOCATION TO	TRANSFER FROM	INTRANSIT TO FROM
XXXX	XXX	XXXXXXXXXX	X	XXXXXXXXXX					
			X	XXXXXXXXXX					
			X	XXXXXXXXXX					
	XXX	XXXXXXXXXX	X	XXXXXXXXXX					
			X	XXXXXXXXXX					
	XXX		X	XXXXXXXXXX					
			X	XXXXXXXXXX					
	TOTAL THIS DODIC			X-----X	X--X	X-----X	X-----X	X-----X	X-X X-X
XXXX	XXX	XXXXXXXXXX	X	XXXXXXXXXX					
			X	XXXXXXXXXX					
	XXX		X	XXXXXXXXXX					
			X	XXXXXXXXXX					
	XXX	XXXXXXXXXX	X	XXXXXXXXXX					
	TOTAL THIS DODIC			X-----X	X--X	X-----X	X-----X	X-----X	X-X X-X

XXXXCLASSIFICATIONXXXX

Figure 24-34. Sample of an Ammunition Stock Status Report inquiry by SP used for SAAS 3/4 reconciliation

TAMIS TRAINING AMMUNITION FORECAST REPORT

RCS CSGLD-1941

FOR USE OF THIS FORM, SEE DA PAM 710-2-1: THE PROPONENT AGENCY IS DCSLOG.

CREATION DATE:

1 May 86

UIC: A Co 1-505 Army BN WABHAB

THRU: G3/OP FT KNOX, KY  
SIGNATURE

LOCATION: FT. KNOX, KY

THRU: 1-505 Army BN  
SIGNATURE

TO: G4/DIA OF LOGISTICS  
FT KNOX, KY

DDIC	AUTH QTY	REMAIN QTY	ASP	1st MON JAN	2nd MON JUL	3rd MON AUG	4th MON SEP	5th MON OCT	6th MON NOV	7th MON DEC	8th MON JAN	9th MON FEB	10th MON MAR	11th MON APR	12th MON MAY		
A071	1000	800	P1	200													
			P2	L2			100										
			P3	L3		100											
			P4	L4	100		100										
			P5	L5					200								
B588	100	60	P1	L2			30							10			
			P2	L4		20									10		
			P3														
			P4														
			P5														
E881	100	50	P1	L1	20										30		
			P2	L3					10					15			
			P3	L4		20											
			P4	L5				10									
			P5														
m	n	o	P1														
			P2														
			P3														
			P4														
			P5														

DA FORM 5514-R, APR 86

Figure 24-35. Sample of a DA Form 5514-R

## Chapter 25 Petroleum Management

### Section I General

#### 25-1. Requirements submission

Estimated requirements for petroleum products for contract bulletins and all other purchase programs according to the submission schedule published by U.S. Army Petroleum Center (USAPC). The activities or commands, as indicated in AR 710-2, submit estimated petroleum requirements to USAPC. Use table 25-1 for selecting reportable products, NSN, descriptive data of item nomenclature, and product code numbers. Installation ordering officers will maintain a record showing actual quantities ordered. The information will be the basis for the next requirements submission and will ensure more realistic quantities are contracted for each line on the Defense Energy Supply Center (DESC) contract bulletin, to ensure total orders do not exceed the contract quantity.

#### 25-2. Methods of requirements submission

a. Review and update ADP listings furnished by USAPC. See table 25-2 for completing instructions.

b. Submit requirements for purchase programs if ADP work sheets are not provided to your activity in a letter or message. Provide complete information as listed in table 25-2.

c. After completing ADP work sheets, refer to table 25-3 for review.

#### 25-3. Requirement revision

Installation ordering officers will maintain a record showing actual quantities ordered, compared to the required quantity, for each line item on the DESC contract bulletin, to ensure that the line items are not overlifted. If significant requirement changes occur anytime during the contract delivery period, submit requirement revisions immediately to USAPC. Submit priority or emergency requirements by memorandum, message, or telephone (DSN 977-6886).

#### 25-4. Mobilization/activation requirements

The following items must be considered in determining mobilization/activation requirements:

a. Mobilization requirements should be determined based on full mobilization level troop basis stationing plan and installation mobilization plans. Activities should include additional requirements based on lengthening hours of operation to accommodate mobilization mission.

b. Activation requirements will be determined based on activities for which no current peacetime requirement exists. These activities include dormant manufacturing plants and installations not currently receiving petroleum products via DESC Contract Bulletin.

c. Major commands will submit mobilization activation/activation requirements to USAPC in 10 day increments for each type petroleum product from D-Day to D+90. Installations and activities that currently receive fuel support via DLA contracts should cross-reference the line item number shown in the DLA Contract Bulletin to the product required. Installations that are dormant and have no current peacetime fuel requirements will also report method(s) of delivery and the capacity and number of storage tanks available by product.

d. Installations that would only have a short term surge in demand will identify increased requirements for the duration of the surge. Major commands that will become tenant activities on an installation of another major command must coordinate submission of their fuel requirements with the host installation/activity.

### Section II Supply Support Activity Supply Points

#### 25-5. Accounting for bulk petroleum

a. The SSA supply points (see Glossary) establish and maintain

stock record accounting for all bulk petroleum products. SSA supply points maintain accountability from the time of receipt until an issue is made. This procedure includes periods of time that the activity is engaged in field operations or training exercises.

b. SSA supply points establish a DA Form 1296 for each type or grade of bulk petroleum (see fig 25-1). Use DA Form 272 to post and control accountable documents.

(1) *Receipts*. Assign a voucher number to all petroleum receipts, except defuels and post to the applicable accountable record as of the date received. (See fig 25-1, item A) Post defuels on DA Form 3643 (Daily Issues of Petroleum Products) in the receipt column and abstract daily to the DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies). Defuels are identifiable by vehicle/equipment USA/tail number. Figure 25-2, item A is an example of a posting for fuel received from a defueling operation on a DA Form 3643.

(2) *Issues*. For bulk issues (see Glossary), use DA Form 2765 or DD Form 1348 series documents. Post the issues to the appropriate accountable record as of the day of the issue. (See fig 25-1, item B.) Record retail issues (see Glossary) in ink on DA Form 3643 (fig 25-2, item B). Initial and line through errors and enter corrections on the next available line. Abstract the combined total by product daily from all DA Form 3643 to DA Form 3644 (fig 25-3). At the end of each month, total DA Form 3644; assign a voucher number and post to the appropriate accountable record. (See fig 25-1, item C.)

c. Use of DA Form 4702-R (Monthly Bulk Petroleum Accounting Summary), which is referred to as the "MBPAS" in this pamphlet, to adjust the stock record account (Normal inventory adjustments to ensure book balance is in line with inventory records). The MBPAS serves as the document for posting inventory losses and gains. Instructions for preparing the DA Form 4702-R are found in figure 25-4. DA Form 4702-R is prescribed by and available in DA Pam 710-2-1.

d. Establish a DA Form 272 for posting and controlling documents. Procedures for preparing DA Form 272 are outlined in chapter 2 of this pamphlet.

### Section III Inventory

#### 25-6. Bulk fuel storage tanks

a. *Required inventories*. Inventories are required for both rigid wall and collapsible wall tanks and containers. Rigid wall tanks and containers above or below ground are physically gaged according to the procedures in FM 10-18 and FM 10-69. Collapsible wall tanks are physically inventoried by reconciling beginning inventory, issues, and receipts and by physically checking the tank couplings, fittings, and the surrounding area to ensure that no leaking occurred. If leakage of a collapsible wall tank has occurred due to rupture, remove the tank from service and document losses. Inventory is adjusted when the tank is returned to home station. (See AR 200-1.)

b. *Gaging*. Bulk fuel storage tanks that have either issues or receipts are gaged and reconciled daily. Bulk fuel storage tanks that do not have any issues or receipts are physically gaged and reconciled at least once a week. Record the gaging data on DA Form 3853-1 (Innage Gage Sheet (Using Innage Tape and Bob)) or equivalent local form. Obtain DA Form 3853-1 from DA publication centers. FM 10-18 and FM 10-69 contain detailed procedures for gaging bulk petroleum products. Volume correction of daily and weekly reconciliation is optional, however, once established, volume correction must be continued.

c. *Monthly inventories*. In addition to the daily and weekly inventories, a monthly physical inventory is performed for each type or grade of bulk fuel on hand within the unit. The monthly inventory reflects inventory as of 0800 hours the first day of each month. Use DA Form 3853-1 or local equivalent form to record inventory data. Inventory all product on hand to include trucks, pipelines, hose lines, tanks, and any other fuel containers. Include in the total inventory the totals for each type and grade of product within that

account. Volume correction of storage containers for monthly inventories is required.

*d. Volume correction.* Volume correction of quantities less than 3,500 gallons is optional. Correct measured volumes that equal or exceed 3,500 gallons. American Society for Testing Materials (ASTM) Tables 5A and 6A will be used for JP4 and may be obtained through normal publications channels as PMT Volume I. ASTM Tables 5B and 6B will be used for petroleum products other

than JP4 and may be ordered as PMT Volume II. Use ASTM tables 52, 53, and 54 to correct measured volumes to gallons at 15 degrees Celsius. Correct the volume of residual fuel (FO#4, FO#5, FO#6) regardless of measured quantity.

*e. Reconciliation.* Reconcile inventories to compare physical inventory data against daily issues as reflected on proper issue documents and the pump totalizer meter readings (if available). The responsible individual ensures that inventory is reconciled to identify shortages or overages and initiates corrective action.

**Table 25-1**  
**Descriptive items for ADP listings**

NSN	Nomenclature	Product code
9130-00-031-5816	Turbine Fuel, Aviation, Grade JP-8, Kerosene Types, MIL-T-83133	JP-8
9130-00-753-5026	Turbine Fuel, Aviation, Grade A-1, ASTM D1655, Type A-1	JA1
9130-00-111-7350	Turbine Fuel, Aviation, Grade Jet B, ASTM D-1655	JAB
9130-00-359-2026	Turbine Fuel, Aviation, Grade Jet A, ASTM D-1655	JAA
9130-00-160-1818	Gasoline Automotive, NATO Symbol F-46 Combat Type I, 1.88 gm per gal max. metallic lead cont, MIL-G-3056	MG1
9130-00-160-1830	Gasoline Automotive, NATO Symbol F-48 Combat Type II, 1.88 gm per gal max. metallic lead cont, MIL-G-3056	MG2
9130-00-264-4538	Gasoline Automotive, Premium 4.2 gm per gal max. lead content, ASTM D-349	MGP
9130-00-264-6218	Gasoline Automotive, Regular 4.2 gm gal max. lead content, VV-G-1690	MGR
9130-01-147-1344	Gasoline Automotive, Combat, Korean Industrial Standard commercial method, KSM 2612	MG4
9130-00-142-9457	Gasoline Automotive, Referee Grade, MIL-G-46015	MGX
9130-00-148-7102	Gasoline Automotive, Limited Octane, Unleaded, ASTM D-439	MUS
9130-00-148-7103	Gasoline Automotive, Regular Grade, Unleaded, ASTM D-439	MUR
9130-00-148-7104	Gasoline Automotive, Premium Grade, Unleaded, ASTM D-439	MUP
9130-00-090-1092	Gasoline (Gasohol) Automotive, Special Grade, Unleaded, MIL-G-53006	GUS
9130-01-090-1093	Gasoline (Gasohol) Automotive, Regular Grade, Unleaded, MIL-G-53006	GUR
9130-01-090-1094	Gasoline (Gasohol) Automotive, Premium Grade, Unleaded, MIL-G-53006	GUP
9130-00-273-2377	Fuel Naval Distillate, NATO Symbol F-76, MIL-F-16844	DFM
9140-00-286-5286	Diesel Fuel, Grade DF-1, Winter, VV-F-800	DF1
9140-00-286-5294	Diesel Fuel, NATO Symbol F-54, Regular, DF-2, VV-F-800	DF2
9140-00-286-5283	Diesel Fuel, Artic, DF-A, VV-F-800	DFA
9140-00-247-4366	Fuel Oil, Burner, FS-1, ASTM D-396	FS1
9140-00-247-4365	Fuel Oil, Burner, FS-2, ASTM D-396	FS2
9140-00-247-4360	Fuel Oil, Burner, FS-4, ASTM D-396	FS4
9140-00-247-4359	Fuel Oil, Burner, FS-5, ASTM D-396	FS5
9140-00-247-4354	Fuel Oil, Burner, FS-6, ASTM D-396	FS6
9140-00-242-6748	Kerosene, ASTM 3699	KSN
9140-00-145-0004	Fuel Oil, Burner, Navy Distillate, MIL-F-16884	NDF
9140-00-256-8610	Fuel Oil, Burner, Navy Special, MIL-F-859	NSF
9150-00-753-5059	Lubricating Oil, Aircraft, Type II MIL-L-22851	LAS
9150-00-181-8232	Lubricating Oil, Engine Diesel, 9250, MIL-L-9000	LO6
9150-00-235-9064	Lubricating Oil, Steam Turbine, 2190 TEP, MIL-L 17331	LOT
9150-00-235-9061	Lubricating Oil, Steam Turbine, 2190 TEP, MIL-L 17331, 5 gal can	LOT
9150-00-235-9062	Lubricating Oil, Steam Turbine, 2190 TEP, MIL-L 17331, 55 gal drum	LOT
9150-00-183-7807	Lubricating Oil, Engine, Grade OE/HDO 10, MIL-L-2104	LO8
9150-00-183-7808	Lubricating Oil, Engine, Grade OE/HDO 30, MIL-L-2104	LO9
9150-00-405-2987	Lubricating Oil, Engine, Grade OE/HDO 40, MIL-L-2104	LO4
9150-00-186-6668	Lubricating Oil, Engine, Grade OE/HDO 10, MIL-L-2104, 5 gal can	LOA
9150-00-191-2772	Lubricating Oil, Engine, Grade OE/HDO 10, MIL-L-2104, 55 gal drum	LOA
9150-00-188-9858	Lubricating Oil, Engine, Grade OE/HDO 30, MIL-L-2104, 5 gal can	LOA
9150-00-189-6729	Lubricating Oil, Engine, Grade OE/HDO 30, MIL-L-2104, 55 gal drum	LOA
9150-01-188-9865	Lubricating Oil, Engine, Grade OE/HDO 15W40, MIL-L-2104	LOA
9150-00-188-9867	Lubricating Oil, Engine, Grade OE/HDO 15W40, MIL-L-2104	LOA
9150-00-451-6947	Lubricating Oil, Engine, 10W30, MIL-L-46152	LO7
9150-00-265-6411	Lubricating Oil, Engine, 10W30, MIL-L-46152, 5 gal can	LO7
9150-00-582-5480	Hydraulic Fluid, Petroleum Inhibited 2110 T-H, MIL-H-17672, 55 gal drum	LOG
9150-00-985-7237	Hydraulic Fluid, Petroleum Inhibited 2136 T-H, MIL-H-17672, 5 gal can	LOG
9150-00-985-7232	Hydraulic Fluid, Petroleum Inhibited 2175 T-H, MIL-17672, 5 gal can	None
9150-00-985-7233	Hydraulic Fluid, Petroleum Inhibited 2075 T-H, MIL-H-17672, 55 gal drum	None
9150-00-243-3197	Lubricating Oil, Compounded MIL SYM 4065, MIL-L-15019, 55 gal drum	LOC
9150-00-231-6646	Lubricating Oil, MIL SYM 6135, MIL-L-15019, 55 gal drum	None
9150-00-190-0907	Grease, A&A 35 lb can, MIL-G-10924	None
9150-00-530-7369	Grease, A&A, 120 lb drum, MIL-G-10924	None
9150-00-985-6986	Lubricating Oil, Engine	LOB
9150-00-823-8025	Lubricating Oil, Steam Turbine	LOD
6850-00-082-2522	Inhibitor, Icing Fuel System, MIL-I-27686	SII
6850-00-285-8012	Dry Cleaning Solvent P-D- 680 Type I, 55 gal drum	None
6850-00-264-9039	Dry Cleaning Solvent P-D-680 Type I, Bulk	None
6850-00-637-6135	Dry Cleaning Solvent P-D-680 Type II, Bulk	None
6850-00-285-8011	Dry Cleaning Solvent P-D-680 Type II, 55 gal drum	None

**Table 25-1**  
**Descriptive items for ADP listings—Continued**

NSN	Nomenclature	Product code
9160-00-685-0914	Insulating Oil, Elec, 55 gal drum Turbine Fuel, Aviation, MIL-F-82522	RJ4

**Table 25-2**  
**Instructions for preparing ADP listing (CONUS requirements for petroleum products)**

**Item: 1**  
**Instructions:** Check the following information listed on the work sheet.

- Delivery address and DODAAC.
- Product.
- Method of delivery (for example, tank wagon (TW), tank truck(TT), or tank car (TC))
- Size and number of tanks above ground and below ground. (For above ground, indicate fixed, TW, TT, TC as applicable.)
- Special instructions (for example, hose requirements and security requirements).
- Total quantity of the product.

**Item: 2**  
**Instructions:** No change. If the requirements are to remain the same, indicate at the bottom of each sheet "NO CHANGE."

**Item: 3**  
**Instructions:** Change information. To change any part of the work sheet, line through the portion that is to be changed with a single line; place the correct information above the lined through portion. If information not previously listed is to be added and space is not available, reference the information by use of the item code and place the information at the bottom of the work sheet. For additional space, attach a separate piece of paper to the work sheet, and use the item code as a reference.

**Item: 4**  
**Instructions:** Product additions. To add a new product requirement to a delivery point currently listed, place the addition at the bottom of the page. List the item code, product name, method of delivery, size and number of tanks, special instructions, and quantity. If the item has previously been purchased locally, indicate the supplier, price paid, and the last purchase date.

**Item: 5**  
**Instructions:** Location additions. Place satellite activities, (not previously listed) and new delivery locations (not to include new locations within the confines of an installation that are currently listed) on a separate sheet of paper, one sheet per delivery point.

**Item: 6**  
**Instructions:** Deletions. To delete an item listed, but not required for the next delivery period, line through all information about the item with a single line and print the word *DELETE*.

**Item: 7**  
**Instructions:** List separate entries for deliveries of the same product by more than one type of vehicle.  
**Item code:** 34  
**Product delivery:** Diesel-Grade DF-2  
**Method of delivery:** TT into 1/5,000  
**Item code:** 34  
**Product delivery:** Diesel-Grade DF-2  
**Method of delivery:** TW into 2/400

**Item: 8**  
**Instructions:** Contract coverage in lieu of local purchase. If contract coverage is desired for a product that qualifies for local purchase, state that contract coverage is desired.

**Item: 9**  
**Instructions:** Multiple drop. Print the words *multiple drop* at the end of each entry that required that service.

**Item: 10**  
**Instructions:** Automatic fill-up. Automatic fill-up deliveries require all of the following conditions: Metered deliveries by vehicles of distillate burner fuels into numerous small tanks. The requirement is for heating purposes only; the frequency of deliveries depends on weather

**Table 25-2**  
**Instructions for preparing ADP listing (CONUS requirements for petroleum products)—Continued**

conditions. The requirement must state "Automatic fill-up delivery required."

**Item: 11**  
**Instructions:** Degree day system. This system may be used under the following conditions: Conditions as stated under automatic fill-up deliveries exist. The total estimated requirement during the heating season (1 Oct through 31 Mar) is 500,000 gallons or more. Activities desiring the degree day system must: State "Degree day system required." Furnish the number and total capacity of vehicles needed to accomplish the "on post" distribution of product requirement to meet the maximum daily demand. The vehicle requirement should not include additional equipment (vehicles) required to cover other "pipeline" operations in order to guarantee the on base capability. Item code:

**Item: 12**  
**Instructions:** Complete the mailing address, DSN, and commercial telephone number, and names of personnel to be contacted for further information.

**Table 25-3**  
**Instructions for reviewing ADP listing (CONUS requirements for petroleum products)**

**Critical information:** Address  
**Instructions:** Verify. Note any changes including office symbol and county. If drop points are different (not within confines of installation), enter name of subdivision, direction, approximate mileage, and route of highway numbers.

**Critical information:** Contact person  
**Instructions:** Name and DSN/commercial telephone numbers of person to be contacted for questions on areas such as submission, contract awards, contractor performance, and so forth.

**Critical information:** Product  
**Instructions:** Type fuel, special requirements (month required; for example, diesel fuel number 1, Oct-Mar with DF-1). (See note 1.)

**Critical information:** Yearly requirement  
**Instructions:** Usually based on demand of preceding 12 months, allowing for mission changes, training, and exercises. Defense Energy Information System (DEIS) consumption for the past 12 months is identified on your header sheets. Submit all annual requirements. Annual requirements under 10,000 gallons may be procured locally, if desired, or processed for DESC contract support. Specify on each line under 10,000 gallons what type of procurement is desired. (See note 2.)

**Critical information:** Delivery method  
**Instructions:** Narrative. Verify type of delivery (TW, TT, TC), size and location of storage tanks (1/500 gallons). Note if tanks are underground, above-ground, pods, and if they are connecting. Narrative should also state any special requirements such as hose length, pump, delivery hours, escorts required, multiple drop, automatic fill, degree day, and unusual demands.

Notes:  
 1. Sulphur limitations must meet State and local Environmental Protection Agency (EPA) requirements. Maximum allowable sulphur percent prescribed by Federal, State, and Local law for Fuel Oil, Grade Numbers 1,2,4,5 (light), 5 (heavy), 6 and all diesel fuels must be indicated on work sheets. The Environmental Protection Agency can impose fines for noncompliance with sulfur limitations. The using activity furnishes required information to facilitate the award of acceptable product on contract.

2. Standby items for use during potential contingency situations (natural gas curtailment, severe weather conditions, and nondelivery of primary fuel) other than vital military contingencies. Submit requirements previously submitted as standbys, but ordered on a basis of higher natural gas prices or more favorable fuel oil costs, as firm requirements with a realistic estimated quantity.

## Section IV Allowable Losses or Gains for Bulk Petroleum

### 25-7. Losses or gains as management guides for Army-owned bulk petroleum products

a. Losses of volatile products vary somewhat for each type of product and for each individual case. Variance depends upon factors such as the volume handled, prevailing weather, and type and condition of tanks and equipment. Allowable loss percentages (see para 25-8) are considered sufficient to accommodate normal product losses.

b. Gains (overages) of bulk petroleum products that exceed authorized allowances require the attention of management. Bookkeeping errors, systems manipulation, or failure to correct volume can cause gains. All of these are unacceptable in the audit trail.

c. At all units and activities handling bulk petroleum, allowable and actual losses and gains are a guide to improve the management of operations. Allowable loss and gain provisions do not relieve commanders of the responsibility to ensure that losses and gains are reduced to the minimum possible under existing conditions. Accountable officers should conduct detailed analyses of actual and allowable losses monthly.

### 25-8. Computation of losses or gains allowances

Use the MBPAS to compute maximum allowable losses and gains and determine necessary actions, if any, based on those losses and gains. Figure 25-4 outlines procedures for completing the MBPAS.

a. *Losses and gains for jet fuels (excluding JP8), AVGAS, and all other gasolines.* Compute allowable losses and gains for jet fuels (excluding JP8), aviation gas (AVGAS), and all other gasolines as 1 percent of the total of the opening inventory plus receipts for the month. A sample MBPAS illustrating allowable losses and gains for jet fuel, motor gasoline (MOGAS), and diesel fuel is in figure 25-4.

b. *Losses/Gains for all other petroleum products.* Allowable losses and gains for all other petroleum products is computed as 1/2 of 1 percent of the total of the opening inventory plus receipts for the month. A sample MBPAS illustrating allowable losses and gains for other petroleum products is in figure 25-4.

#### c. *Inventory adjustment actions.*

(1) If the actual loss does not exceed the maximum allowable loss, no action is required.

(2) If the actual loss exceeds the maximum allowable loss and the dollar value of the total loss is equal to or greater than \$500, a statement such as "Loss of MOGAS is being investigated via report of survey" can be put in the remarks block of the MBPAS and a report of survey initiated for the entire amount lost.

(3) If the actual loss exceeds maximum allowable loss but the dollar value of the total loss is less than \$500, initiate causative research.

(4) If the total gain of a specific product is less than the authorized gain allowance, only the actual gain is allowable. When the gain exceeds the allowable limits, causative research is initiated.

(5) The approving authority may disapprove the adjustment of any item on the MBPAS that does not appear justified based on facts available and past experience. The approving authority's disapproval of any loss on the MBPAS automatically requires initiating of a report of survey. Disapproval of any gain requires an investigation under AR 15-6. (Attach copies of any report of survey or causative research to the MBPAS as supporting documents.)

(6) The accountable officer completes the MBPAS, assigns a voucher number, posts it to the respective accountable record within 3 working days of the last day of the month reported, and then forwards it to the approving authority for action. The MBPAS and all supporting documents (receipts, issues, inventories) are maintained according to AR 25-400-2.

## Section V Ordering, Receiving, and Payment Procedures for Bulk Petroleum Products From Commercial Sources

### 25-9. Ordering procedures

Organizations with authority to order bulk petroleum from commercial contractors place orders according to guidance in this pamphlet, DOD 4140.25-M, DESC contract bulletins, and the Federal Acquisition Regulation (FAR).

### 25-10. Controls required to receive bulk petroleum from commercial contractors

a. Ensure that a qualified Government representative authorized by the accountable or responsible officer physically determines and records the amount of fuel delivered for each delivery.

b. Establish entry and exit controls for commercial and military delivery conveyances.

c. Use DA Form 3857 (Commercial Deliveries of Bulk Petroleum Products Checklist) to ensure established procedures are followed. (See fig 25-5.) A check mark on the form indicates that the individual signing and dating the form performed the function. All entries must be in ink. Retain DA Form 3857 as the supporting documentation to the appropriate receiving document, DD Form 250 or DD Form 1155. Direct special attention to—

(1) Review of shipping documents and delivery tickets to ensure that all data required by this pamphlet, the contract bulletin, and AR 710-2 are properly recorded and legible.

(2) Ensure that all seals are intact and that serial numbers of seals match delivery ticket data.

(3) Check each vehicle for water in each tank compartment. Delivery may be rejected if any measurable amount of water is present.

(4) Take quality surveillance samples as required in AR 710-2 or when requested by the USAPC laboratory.

(5) Determine the quantity of fuel delivered according to paragraph 25-11. When receiving tank gage procedures are used, a copy of DA Form 3853-1 will reflect the opening and closing inventory data.

d. The delivery of small amounts of heating fuel to many small tanks at multiple locations by tank trucks is an exception to using DA Form 3857. While it is desirable that a Government representative witness and verify all deliveries, it may not always be practical. Therefore, the following alternate procedures are required for less than truckload lots of heating fuel. These required procedures apply to military and civilian truck deliveries in CONUS and overseas. Commanders ensure that local SOPs include the following guidance:

(1) Establish entry and exit points.

(2) Have a check made by Government personnel competent to verify that fuel-carried on the delivery truck is the proper fuel for the intended use. Take quality surveillance samples as required in AR 710-2 or when requested by the USAMPC laboratory. Make this check before any discharge of deliveries on the installation.

(3) Develop specific procedures by activities receiving multiple drop deliveries of heating fuels. These procedures are necessary because of the unique conditions at each installation. These procedures ensure that control over heating fuel is as comprehensive as possible and consistent with personnel assets and local conditions. As a minimum, keep an audit trail of amounts delivered as compared with amounts billed. Vendors are required to provide a metered delivery ticket for each drop, identifying each drop by building or tank number. At a minimum, installations spot check 10 percent of the commercial deliveries. Vendors must not know which deliveries will be checked so that they are "at risk" with every delivery. Additional control procedures may be—

(a) Comparison of mileage with odometer readings.

(b) Comparison of beginning and ending master totalizer readings with total quantity reflected on delivery tickets. Commanders must be able to demonstrate that procedures and controls are adequate.

e. Comply with physical security requirements in AR 190-51.

f. Report discrepancies noted in commercial or military bulk fuel deliveries to the accountable officer immediately.



## 25-11. Quantity determination|FOB destination

Treat the FOB destination (acceptance at destination) bulk delivery of fuel, oil, diesel fuel, kerosene, solvent, and gasoline from regional contract bulletins and contract sources as follows: All deliveries that equal or exceed 3,500 gallons and all volumes of residual fuel (FO#4, FO#5, and FO#6 regardless of the measured quantity must be volume-corrected to 60 degrees Fahrenheit or 15 degrees Celsius to permit determination of net quantity (gallons) for each delivery of bulk petroleum products. Delivery may be rejected if measurable amount of water is detected in the tanks of the delivery conveyance. The methods of determining net quantity of FOB destination deliveries in order of preference are—

a. Accept the quantity registered by the certified meter on the delivery vehicle. In case of an obvious meter malfunction, determine the quantity as detailed in b or c below.

b. Accept the quantity determined by weight or certified scales. Delivery may be rejected if any measurable amount of water is present.

c. Accept the quantity determined by the Government representative from certified capacity tables for that delivery vehicle. Such tables permit conversion of inches of fuel measured in a compartment to gallons of fuel.

d. Accept the quantity registered by the meter on the receiving tank system if an obvious meter malfunction does not occur.

e. If one of the previous four methods above cannot be implemented, the activity may use the following procedure for the certified loading rack metered ticket after establishing a written mutual agreement with the contractor. The net quantity of fuel printed on the loading rack metered ticket may be accepted if—

(1) The loading rack metered ticket is mechanically printed showing API, temperature, gross and net gallons loaded.

(2) All accesses to the fuel compartments have had seals applied, and the seal numbers have been recorded on the delivery ticket.

(3) Receiving tanks have been gaged just before and immediately after the delivery to corroborate quantities received. Correct the volume measured to the net quantity at 60 degrees Fahrenheit using the DA Form 3853-1. Attach the DA Form 3853-1 to the DA Form 3857. If the quantity varies more than one-half of one percent (.005) of the total quantity loaded, initiate an investigation at once. If the investigation does not reveal the cause of the quantity variance, discontinue this method of quantity determination until the cause of the discrepancy is determined.

f. Record the net quantity of fuel received on all appropriate receiving documents and supply records.

g. Commanders ensure verification of all quantities of bulk petroleum received FOB destination.

h. If the contractor cannot or will not comply with the method of quantity determination, the activity's authorized representative may initiate default procedures as outlined in the contract.

## 25-12. Payment procedures

a. *The DD Form 1155.* The DD Form 1155 is the standard ordering document for all orders placed against DESC funded items or DESC obligation authorities under the single point payment of CONUS Posts, Camps and Stations.

(1) The instructions below govern the preparation of DD Form 1155.

(2) For original delivery orders, prepare the form as follows:

(a) *Block 1. Contract/Purchase Order Number.* Enter the DESC contract number, that is, DLA600-86-D-4000; for purchases using DESC Advice of Obligation Authority, (O/A), enter the O/A number from DLA Form 1281.

(b) *Block 2. Delivery Order Number.* Enter the four-digit alpha/numeric delivery order number. The first two digits are alpha or alpha/numeric characters assigned by FAR or DESC. The last two digits are the number of the delivery. Each order number may be used only once for each contract but may be repeated for a different contract. If activities are unable to comply with this procedure, then enter purchase order number. Activities using an O/A, should enter the purchase order number.

(c) *Block 3. Date of Order.* Enter the date of the order using a two-position year, three-position alpha month, and a two-position numeric day; that is, 86 Oct 06. Date of order will be date that the order was placed, not the day the DD Form 1155 is prepared.

(d) *Block 4. Requisition/Purchase Request Number.* Enter a 14-position MILSTRIP requisition number. Positions 1-6 is your DODAAC or UIC, 7-10 the Julian date, and 11-14 the serial number of your requisition. If possible, the last four digits should be the same as the delivery order number.

(e) *Block 5. Certified for National Defense Under Defense Mapping School (DMS) Reg 1.* Leave blank. Petroleum is excluded from the DMS rating system.

(f) *Block 6. Issued by.* Enter the name, address and DODAAC of the ordering activity.

(g) *Block 7. Administered By.* Enter DESC and DODAAC SCO600, for DESC funded contracts.

(h) *Block 8. Delivery FOB.* Check the applicable block. When "other" is checked, it is not necessary to list the actual source unless the contract item listed in block 18 has a multiple source point. In such case, the actual origin source will be entered in the lower portion of the block.

(i) *Block 9. Contractor/Quoter.* Enter the name and address of the contractor.

(j) *Block 10. Deliver to FOB Point By.* If a single date of delivery is applicable to the entire order, it will be entered in this block. Multiple delivery dates will be listed in the schedule and this block annotated "See Schedule."

(k) *Block 11. Small Business.* Leave blank.

(l) *Block 12. Discount Terms.* Leave blank or enter "as cited in contract."

(m) *Block 13. Mail Invoices To.* Enter "See Block 15."

(n) *Block 14. Ship To.* Enter address and DODAAC of the receiving activity.

(o) *Block 15. Payment Will Be Made By.* Enter Defense Energy Supply Center, Fort Belvoir, VA 22034-6160.

(p) *Block 16. Type of Order.* Check delivery.

(q) *Block 17. Accounting and Appropriation/Local Use.* DESC appropriation (97X4861.5106 01 26.1 S44203), will be used on all DESC-funded contracts. Purchases made using DESC Obligation Authority will use the fund cite stated in the O/A DLA Form 1281, (Advance of Obligation Authority)(97X4961.5106 01 26.1 S44203). Supplemental Address: This entry will be 000000 if the DODAAC in the "Requisition/Purchase Request No." block is to be billed for the product. If another DODAAC is to be billed for the product, that six-digit DODAAC will be entered for the Supplemental Address element. Listings of DODAACs are contained in DOD 4000.25-7-D. Signal Code: This code indicates which DODAAC is to receive the product and which DODAAC is to be billed for the product. The most frequently used signal codes are—

1. A: Bill Requisitioner/Ship To Requisitioner.
2. B: Bill Supplemental Address/Ship To Supplemental Address.
3. J: Bill Requisitioner/Ship To Supplemental Address.
4. Fund Code: This is a two-digit code that identifies the appropriation symbol that will be used to reimburse DESC for the product. Listing of fund codes are contained in DOD 4000.25-M (MILSBILLS), Supplement 1, (reference ee) and AR 725-50.

(r) *Block 18. Item Number.* Enter the item number from the contract bulletin under which the product will be delivered. If an order is against two or more line items, each will be listed separately with the quantity applicable to each. If the product does not have an item number assigned, use consecutive item numbers beginning with 0001. A 0001 number is to be used only when the activity is authorized to purchase off-bulletin items using DESC O/A. All contract items number assigned.

(s) *Block 19. Schedule of Supplies/Services.* Enter the NSN, the most descriptive noun/name of the product and the grade. Two or more grades on a single contract may be ordered on one DD Form 1155. The remainder of the Schedule block may be used to provide details of multiple consignees, delivery schedule, or any other special instructions for the contractor. Less than resupply increments discussed herein mean less than 6,000 gallons on tank truck (TT)

deliveries, 9,000 gallons on tank car (TC) deliveries, 10 percent of order on tanker (TK), barge (BG), and pipeline (PL) deliveries. Any applicable State or local taxes will be identified and listed separately.

(t) *Block 20. Quantity Ordered/Accepted.* Enter the total quantity ordered for the applicable line item. This should not exceed the unordered balance of the contract.

(u) *Block 22. Unit Price.* Enter the basic contract unit price, or if ordering using an O/A, the unit price quoted by the contractor.

(v) *Block 23. Amount.* Enter the extended dollar amount (quantity ordered x unit price) for each line item.

(w) *Block 24. Contracting/Ordering Officer.* Enter the signature and typed name of the ordering officer, or his or her designee, authorized to place orders. Include telephone number.

(x) *Block 25. Total Amount.* Enter the total dollar amount for all line items on the order.

(y) *Blocks 26 through 42.* These blocks are utilized for receiving and payment functions and will be left blank.

b. *Amending DD Form 1155.* For amended delivery orders, prepare the form as prescribed above, except as follows:

(1) *Block 2 (para c).* A two-position, consecutively assigned numeric suffix shall be added to the existing four-position alpha numeric order number for each amendment processed to the basic order. The suffix numbers added for each amendment will be numbered 0 through 99.

(2) *Block 19 (para t).* Add a statement at the lower portion of the block to explain why the amendment is being made, that is, "This amendment is made to reduce the quantity ordered from 30,000 gallons to 20,000 gallons." In the event that a no cost agreement is reached in accordance with paragraph 204.3.11, the following notice will be typed in block 19 and the amended order forwarded to the contractors office which received the original order. If the entire order is being canceled, omit the words *all of* and *the remaining quantity of xxxxx gallons under* from the following statement: "All of the petroleum products ordered by Delivery Order xxxxx under item xxxxx of Contract DLA600 xxxxxx are no longer required by the Government; therefore, the remaining quantity of xxxxx gallons under such Delivery Order is hereby canceled at no cost to the Government and applicable funds deobligated."

(3) *Block 20 (para u).* The quantity reflected in this block of an amended DD Form 1155 will be the revised quantity, that is, 20,000 gallons in the example furnished above for block 19.

(4) *Block 22 (para v).* The unit price recorded on the amended DD Form 1155 will always be the original (basic) contract price of the item.

(5) *Block 23 (para w).* The extended dollar amount recorded on the amended DD Form 1155 will reflect the revised quantity delivered, multiplied by the unit price.

c. *The DD Form 250 and 250-1 (Tanker/Barge Materiel Inspection and Receiving Report).* Preparation Instructions for the DD Form 250 and 250-1 (Continuation Sheet) follow.

(1) The DD Form 250 is used to document shipments and receipts of fuel for DESC funded PCS contract items and DESC Obligation Authorities. All activities, upon receipt of product will promptly prepare a DD Form 250 or DD Form 250-1, and within 2 work days, will forward three copies to DESC-CDX. However, in cases where only one shipment is to be received against an order, a DD Form 1155 may be substituted. The following instructions govern the preparation of the DD Form 250:

(a) *Block 1. Procurement Instrument Identification (Contract).* Enter the 13-position DFCS Contract Number followed by the delivery order number (that is, DLA600-86-D-4000 EN06). For amended orders, add a two-digit number after the order number to indicate the applicable amendment (that is, DLA 600-86-D-4000 EN06-01).

(b) *Block 2. Shipment Number.* The shipment number is composed of a four-position numeric serial number. The first shipment made under the contract against each order shown in block 1 from each "Shipped From" address, or shipping location within the "Shipped From" address, will be numbered 0001. All subsequent

shipments against an order will suffix the shipment number with a Z. A shipment for an order requiring only a single shipment will contain the suffix Z.

(c) *Block 3. Date Shipped.* Enter the date the shipment is released to the carrier.

(d) *Block 4. B/L TCN.* Leave blank.

(e) *Block 5. DISCOUNT TERMS.* Leave Blank.

(f) *Block 6. INVOICE NUMBER/DATE.* Leave blank.

(g) *Block 7. Page/Of.* Leave blank.

(h) *Block 8. ACCEPTANCE POINT.* An O for Origin or D for Destination.

(i) *Block 9. PRIME CONTRACTOR CODE.* Enter the name and address.

(j) *Block 10. ADMINISTERED BY/CODE.* Enter DESC.

(k) *Block 11. SHIPPED FROM/CODE/FOB.* Enter the name, address of the "Shipped From" location. If identical to block 9, enter "See Block 9."

(l) *Block 12. PAYMENT WILL BE MADE BY/CODE.* Enter Defense Energy Supply Center, Fort Belvoir, VA 22304-6160.

(m) *Block 13. SHIPPED TO/CODE.* Enter the name, address and DODAAC of the receiving activity.

(n) *Block 14. MARKED FOR/CODE.* Leave block 14 blank if "Ship To" and "Mark For" are the same activity.

(o) *Block 15. ITEM NO.* Enter Item Number.

(p) *Block 16. STOCK/PART NO./DESCRIPTION.* The NSN; the descriptive noun of the item nomenclature. Enter the requisition number, when provided in the shipping instructions. The copy of the DD Form 250 required to support payment for destination acceptance (top copy of those with payment) will be identified as follows: Enter "Payment Copy" in approximately 1/2 inch outline type style letters with "Forward To Block 12 Address" in approximately 1/4 inch letters immediately below. Do not obliterate any other entries.

(q) *Block 17. QUANTITY SHIPPED/RECEIVED.* Enter the quantity shipped, using the unit of measure indicated in the contract for payment. If the quantity received is the same as the quantity shipped, indicate by a check mark. If different, enter actual quantity received below quantity shipped and circle.

(r) *Block 18. UNIT.* Enter the abbreviation of the unit of measure as indicated in the contract for payment.

(s) *Block 19. UNIT PRICE.* Leave blank.

(t) *Block 20. AMOUNT.* Leave blank.

(u) *Block 22. RECEIVERS USE.* This block will be used by the receiving activity (Government representative) to denote receipt, quantity and condition. The receiving activity will enter the date the supplies arrived. Block must be signed.

(2) *Correction instructions.* When it is necessary because of errors or omissions to correct the MIRR after distribution has been made, a revised or new MIRR will be affected by correcting the original or preparing a new MIRR containing the identical data of the original and distributing the corrected forms. MIRRs will be corrected for block 19 and 20 entries. The corrections will be made as follows:

(a) Circle the error and place the corrected information in the same block; if space is limited, enter the corrected information in block 16 referencing omission page and block.

(b) The words *Corrections Have Been Verified* followed by an authorized signature and date, will be entered on page 1. The authorized Government representative will date and sign immediately below the statement.

(c) Pages of the MIRR requiring correction will be clearly marked "Corrected Copy," avoiding obliteration of any other entries. Where corrections are made only on continuation sheets, page number 1 will also be marked "Corrected."

(d) Paragraph (iv), page 1 and only those continuation pages marked "Corrected Copy" will be distributed to the initial distribution. A complete MIRR with corrections will be distributed to the new addressee(s) created by error correction.

(3) *Receiving instructions.* When the MIRR is used for receiving purposes, procedures will be as prescribed in local directives.

(4) *Distribution.* The receiving is responsible for distribution of DD Form 250 in accordance with DOD 4140.25-M. Distribution

will be made promptly, but no later than 2 days after receipt of the material.

## Section VI Instructions for Obtaining and Using SF 149 (U.S. Government National Credit Card)

### 25-13. Obtaining SF 149

a. Unit forwards its request for SF 149 (U.S. Government National Credit Card) to the appropriate installation PBO.

b. The installation PBO forwards all requisitions for SF 149 to the embossing contractor as listed in the new ordering instructions. To obtain a copy, write GSA, Office of Federal Supply and Services, Office of Transportation, National Fleet Management Division, Washington, DC 22202-3503 or phone (703) 285-2178, FTS 285-2178. Regulations on the requisition and administrative control of SF 149 are in FPMR 101-26.406 and FPMR 101-38.12.

c. The format for ordering SF 149 is in GSA FPMR 101-388.

(1) The contractor processes manual orders by DD Form 1155 (Order for Supplies and Services/Request for Quotations).

(2) Computer capabilities of the contractor limit automated orders. To process orders by machine, the ordering activity must coordinate with GSA. GSA FPMR 101-388 provides details.

d. *Prices are FOB origin.* The ordering activity pays the costs to the contractor to assure safe, controlled shipments of all credit cards.

e. Activities review GSA FPMR 101-388 for any other charges properly allocated to the ordering activity, for example, minimum quantity costs.

f. Activities, according to FPMR 101-26.106, consolidate their orders whenever feasible to save money by avoiding multiple delivery charges.

## Section VII Instructions for Obtaining and Using Aviation Fuels Identaplates and Sales to Domestic Aircraft

### 25-14. Obtaining aviation fuel identaplates

Use aviation fuel (AVFUEL) identaplates, DD Form 1896 (Jet Fuel Identaplate) (White), and DD Form 1897 (AVGAS Identaplate) (Purple) to obtain servicing of Army aircraft. USAPC is the only authorized source for Army activities to obtain AVFUEL identaplates. Submit requirements on DA Form 4701-R (Request for AVFUELS Identaplates) through the appropriate PBO to Commander, USAPC (STRGP-FM), New Cumberland Army Depot, New Cumberland, PA 17070-5008, Telephone: (717) 770-7247, DSN: 977-7247. USAPC accepts telephonic requests for emergency requirements, followed by a DA Form 4701-R. (DA Form 4701-R is prescribed and available in DA Pam 710-2-1. For newly assigned aircraft, submit DA Form 1352 (Army Aircraft Inventory, Status, and Flying Time) or another form of documentation along with DA Form 4701-R to show ownership of aircraft. USAPC uses DA Form 1352 to validate aircraft ownership or assignment. Table 25-4 outlines required information when submitting requests. This form is located at the back of the book and may be locally reproduced.

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#### Table 25-4 Request for AVFUELS Identaplates (DA Form 4701-R)

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**Identaplate:** 1. Line 1, positions 1-3.  
**Field name:** Customer identification.  
**Remarks:** Required, USA preprinted on all plates.

**Identaplate:** 2. Line 1, position 4.  
**Field name:** --  
**Remarks:** Must be blank.

**Identaplate:** 3. Line 1, position 5-12.  
**Field name:** --  
**Remarks:** Preprinted. To be assigned by USAPC.

**Identaplate:** 4. Line 1, position 13.  
**Field name:** --  
**Remarks:** Must be blank.

---

#### Table 25-4 Request for AVFUELS Identaplates (DA Form 4701-R)—Continued

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**Identaplate:** 5. Line 1, positions 14-17.  
**Field name:** APC  
**Remarks:** Required. Automated Processing Code (APC) may be embossed after preprinted serial number at requestors option.

**Identaplate:** 6. Line 2, positions 1-17.  
**Field name:** --  
**Remarks:** Must be blank.

**Identaplate:** 7. Line 3, positions 1-6.  
**Field name:** Billing DODAAC.  
**Remarks:** Required. "Bill to" DODAAC if other than home station DODAAC.

**Identaplate:** 8. Line 3, position 7.  
**Field name:** Signal Code.  
**Remarks:** Required. Enter "A" if the DODAAC of the home station is "Bill To" DODAAC. Enter "B" if the "Bill To" DODAAC is other than the user DODAAC.

**Identaplate:** 9. Line 3, position 8-9.  
**Field name:** Fund Code.  
**Remarks:** Enter "AA" if aircraft is operated by Active Army; "AN" if operated by the National Guard; "AR" if operated by the Army Reserve; and "XP" if operated by other than the above. Instead of the above codes, activities using Army Industrial Funds (AIF) use the following codes as applicable:  
VA—MTMC, Eastern Area, Bayonne, NJ  
VD—Tooele Army Depot, Tooele, UT (includes Fort Wingate, Pueblo, and Umatilla Army Activities)  
VE—Anniston Army Depot, Anniston, AL (includes Lexington Depot Activity)  
VF—Letterkenny Army Depot, Chambersburg, PA (includes Savannah Depot Activity)  
VG—New Cumberland Army Depot, New Cumberland, PA  
VH—Red River Army Depot, Texarkana, TX  
VI—Sacramento Army Depot, Sacramento, CA  
VJ—Sharpe Army Depot, Sacramento, CA  
VK—Tobyhanna Army Depot, Tobyhanna, PA  
VL—Seneca Army Depot, Romulus, NY  
VM—Sierra Army Depot, Herlong, CA  
VN—Corpus Christi Army Depot, Corpus Christi, TX  
VO—US Army Missile Command/Redstone Arsenal, Huntsville, AL  
VP—Pine Bluff Arsenal, Pine Bluff, AR  
VQ—Rocky Mountain Arsenal, Denver, CO  
VR—Watervliet Arsenal, Watervliet, NY  
VS—Rock Island Arsenal, Rock Island, IL  
VU—McAlester Army Ammunition Plant, McAlester, OK  
VV—Crane Army Ammunition Activity, Crane, IN

**Identaplate:** 10. Line 3, positions 10-17.  
**Field name:** --  
**Remarks:** Must be blank.

**Identaplate:** 11. Line 4, positions 1-17.  
**Field name:** --  
**Remarks:** Must be blank.

**Identaplate:** 12. Line 5, positions 1-4.  
**Field name:** Type Aircraft (Aircraft Mission Design Series and Model Number)  
**Remarks:** Required: UH1H, U8FC appear as UH1, U8f on identaplate.

**Identaplate:** 13. Line 5, positions 5-11.  
**Field name:** Type Aircraft (Aircraft Tail/Serial Number)  
**Remarks:** Required: complete tail/serial number (seven digits). Last four digits appear on identaplate. USAPC verifies tail numbers before issue of identaplates.

**Identaplate:** 14. Line 5, positions 12-17.  
**Field name:** User's DODAAC.  
**Remarks:** Required. Enter the DODAAC of the unit accountable for the aircraft.

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## 25-15. Purchase or Procurement of Aviation Products

Petroleum required by DA aircraft will be obtained from—

- a. DOD facilities.
- b. Into-plane contracts established by DESC.
- c. SF 44 (U.S. Government Purchase Order Invoice Voucher) in that order. Commercial airports with Into-plane contracts can be found in the AVFUELS and aviation oil (AVOIL) listing bulletin. Copies can be obtained from DESC, Fort Belvoir, VA 23404-6160. Authorized use of the SF 149 can be found in the Government Vehicle Operators Guide, DESCH 4280.1.

## 25-16. DA Form 200

The USAPC uses DA Form 200 (Transmittal Record) to send AVFUEL Identaplates to the requestor. Sign DA Form 200 in block 22, and write the date in block 23 to show receipt of the AVFUEL Identaplates then return to USAPC.

## 25-17. Security of AVFUEL Identaplates

Centrally control AVFUEL Identaplates by a custodian, preferably at DOL level. Secure AVFUEL identaplates in a locked container with restricted access. Control through a log book with the signature and rank of the individual to whom the AVFUEL Identaplate or credit card was issued, the AVFUEL Identaplate serial number, the aircraft number, and the date and time the AVFUEL Identaplate was signed out and returned.

## 25-18. DD Form 1898

a. Use DD Form 1898 (AVFUELS Into-Plane Contract Sales Slip) as the basic issue document for all aviation products issued to—

- (1) Army aircraft at Army airfields other than home stations, Navy and Air Force installations.
- (2) Government agencies.
- (3) Authorized civil or foreign aircraft issued fuel from Army-owned inventory.

b. Obtain DD Form 1898 through normal publication supply channels.

c. The pilot or authorized representative ensures that product services are recorded on DD Form 1898 (see fig 25-6). This individual presents the proper AVFUEL Identaplate to the refueling operator to have essential sales data recorded on the DD Form 1898. The following information applies to services recorded on DD Form 1898:

- (1) When a regular issue, fill in the quantity issued beside the appropriate product code.
- (2) When reservicing, fill in the quantity beside the appropriate product code; circle the word *RESERVICE*.
- (3) When defueling, fill in the quantity defueled beside the word *defuel*; circle the product defueled.

(4) When DD Form 1898 is not available, the contractor uses a commercial delivery form. If the contractor uses a commercial form, the pilot ensures that the sales data clearly shows the aircraft MDS and tail number, as well as the home station and major command of the aircraft.

(5) The contractor, or refueling agency, may insist on using a commercial delivery form in addition to the DD Form 1898. If so, the pilot annotates the commercial form as follows: "Duplicate DD Form 1898 accomplished."

d. When the pilot cannot produce either a current (unexpired) AVFUEL Identaplate or a completed DA Form 4701-R, the refueling operator—

- (1) Records the aircraft type and tail or serial number in the appropriate block of the DD Form 1898.
- (2) Verifies the name and unit of the pilot by checking the officer's DOD identification card and aircraft logbook.

e. Use the information written on DD Form 1898 to prepare machine listings as supporting documents for billing purposes.

f. Disposition of the four part DD Form 1898 is as follows:

- (1) Forward the original to the finance and accounting office of the issuing activity for billing and collection purposes.

(2) Retain copy 2 for property accountability at the issuing activity.

(3) Present copies 3 and 4 to the pilot or aircraft commander requesting refueling. The pilot keeps copy 3 and forwards copy 4 to his or her finance and accounting office.

g. Purchase a mechanical imprinter locally to use with the DD Form 1898 to—

- (1) Provide a rapid and positive means of identification.
- (2) Expedite recording of issue data and billing between military services.

h. Samples of completed DD Forms 1896, 1897, and 1898 are in figure 25-6.

## 25-19. Disposition of AVFUEL Identaplates

An AVFUEL Identaplate may become invalid because of excessive wear, mutilation, or a change in the DODAAC of the home station or supplementary (bill to) address. Destroy invalid AVFUEL Identaplates and submit a certificate of destruction with a completed DA Form 4701-R to USAPC, so that a new plate can be issued. Expired AVFUEL Identaplates need not be reported to USAPC. Retain a copy of the DA Form 4701-R until the new plate arrives. This enables the flight officer to furnish the information needed to refuel the aircraft. USAPC publishes and distributes semiannually a complete list of all lost plates. Report lost plates or those suspected of being misused immediately to USAPC, which declares the plates invalid. Army activities are authorized to confiscate and return to USAPC any AVFUEL Identaplate advertised as lost or misplaced. If a pilot, crew member, or others refuse to surrender any such AVFUEL Identaplate, advise USAPC immediately by message. Include the following information, if available, in the message:

- a. Type (designation) of aircraft.
  - b. Tail number of aircraft.
  - c. Mission of aircraft.
  - d. Home station of aircraft.
  - e. Name of person refusing to surrender AVFUEL Identaplate.
  - f. Reason given for refusing to surrender AVFUEL Identaplate.
- Other applicable information.

## 25-20. Sales to domestic aircraft—cash or credit sales

Commercial airlines operating under DOD contract with the U.S. Government are authorized to purchase aviation fuels and lubricants for aircraft operating under such contract. Purchases may be cash or credit. Coordinate purchase with USAPC prior to making a sale.

## Section VIII

### Reimbursable Issues of Army Aviation Fuel and Oil to the Canadian Department National Defense and Other Canadian Government Agencies

## 25-21. Documentation of sales

a. Process sales from into-plane contract according to this chapter, section VII. Document AVFUEL sales made from available Army owned inventories on DD Form 1898. Reflect the information below.

(1) Type and quantity of product issued in terms of U.S. gallons or fraction thereof.

(2) Type and serial number of aircraft; squadron assignment home station and billing address of base, department, or agency responsible if different from the home station of the aircraft.

(3) The current standard price in force at the time of sale.

(4) The squadron commander or pilot of the individual aircraft, whichever is appropriate, will sign two copies of the issue document.

b. Apply accessorial charges to the standard price at the time of issue of petroleum products and add to the total billing price as follows:

(1) When issues are made to aircraft of the Canadian Department of National Defense, assess an accessorial charge of 3 percent in addition to the standard price.

(2) When issues are made to all other Canadian Government

agency aircraft, apply a 31/2 percent accessorial charge in addition to the standard price.

### **25-22. Reimbursement and billing procedures**

According to the suspense account agreement between the Canadian Government and the United States, the U.S. Air Force Logistic Command (USAFLC) acts as agent for the U.S. Government. The appropriate Army supplying installation provides reimbursement billing directly for issues made to the Canadian Government agencies as follows:

a. The appropriate activity responsible for issues made from Army-owned inventories is forwarded four copies of applicable issue documents. Send two signed copies to the installation FAO for reimbursement. These documents show total value of issue, accessorial charge applicable, and complete accounting classifications to be credited. The fiscal station number of the installation, or activity maintaining pertinent accounts receivable, is included.

b. The FAO prepares a consolidated SF 1080 (Voucher for Transfer Between Appropriation and/or Funds) at least once a month covering reimbursable issues to aircraft of the Canadian Department of National Defense and other Canadian Government agencies according to AR 37-27. Forward SF 1080 and supporting documents, including two signed copies of issue slips to the Commander, San Antonio Air Logistics Center (SAALC/ACFOA), Kelly AFB, TX 178241-5000.

c. San Antonio Air Logistics Center processes billing for reimbursement to the appropriate Army headquarters for the Fuel Division, Air Force Stock Fund. The collection is credited to the appropriation and station shown on the SF 1080 billing document.

## **Section IX**

### **Bulk Petroleum Storage Facilities Reporting**

This section provides procedures for verifying and submitting data on bulk petroleum storage facilities owned or leased by the Army.

### **25-23. Bulk Petroleum Storage Facilities Report, Army (RCS DD-MIL(A) 506)**

a. DOD 4140.25-M requires all military departments to submit data on all bulk petroleum storage facilities with a 500 barrel capacity or more, either singly or in manifold configuration. It contains detailed instructions for verifying and updating the DA Form 5411-R. DA 5411-R is prescribed and located in AR 703-1.

(1) The DESC sends work sheets on the most current storage data on record for dissemination to USAPC.

(2) Army commanders (CONUS and overseas) review the data and submit any changes required by DOD 4140.25-M to USAPC.

(3) USAPC reviews the worksheets for accuracy and forwards the consolidated report to DESC for publication.

b. USAPC is required to tabulate the total bulk petroleum storage capabilities for all CONUS Army activities.

### **25-24. DA Form 5411-R (RCS AMC 830)**

The DA Form 5411-R (RCS AMC 830), is designed to enable USAPC to tabulate storage capacity by requiring all CONUS Army commanders to submit data on fixed petroleum storage facilities. This report identifies individual or manifold configuration tankage under 21,000 gallons, but not less than 200 gallons. Coupled with the RCS 506 Report (21,000 and up), USAPC is capable of determining the total CONUS petroleum storage capacity. Upon request from USAPC, CONUS Army commanders will submit the required data. A sample of a completed DA Form 5411-R is provided at figure 25-7. DA Form 5411-R can be locally reproduced.

### **25-25. Bulk Petroleum Terminal Message Report (RCS DLA(W)-1844(DESC))**

The Bulk Petroleum Terminal Message Report (Weekly Message Report) is an operational report. Each Army terminal or terminal complex preparing the Bulk Petroleum Terminal Report is required to submit a Weekly Message Report in either message or punch

card format. Instructions for preparing and submitting the weekly Message Report are contained in DOD 4140.25-M.

### **25-26. DD Form 1887 (Prepositioned War Reserve Requirements for Terminal Storage (RCS DLA(A) 1887 (DESC))**

USAPC computes bulk petroleum prepositioned war reserve requirements (PWRR) by grade of product based on approved force structure. The Army stores prepositioned war reserve stock (PWRS) at the installation of ultimate use to the maximum extent possible. USAPC provides the Theater Army commands the partially completed DD Form 1887. The Theater Army staff agencies complete the forms, coordinate with the appropriate joint or unified commands Joint Petroleum Office (JPO), and return the forms to USAPC. USAPC consolidates all information and forwards terminal storage requirements to DESC for inclusion in the Inventory Management Plan according to DOD 4140.25-M.

### **25-27. DD Form 1886 (SIOATH Control Record) (RCS DLA(M) 1882 (DESC))**

a. Army activities that receive source identification and ordering authorization (SIOATH) to order fuels from an industry source are required to submit an on-order but undelivered report, DD Form 1886, each month. Instructions for preparing and submitting this report are contained in DOD 4140.25-M.

b. Army activities authorized to order petroleum products from DESC contracts maintain a DD Form 1886 for each contract line item for which a SIOATH authorization has been received. The SIOATH is the data source for reporting the status of orders.

### **25-28. Defense Energy Information Systems Reports (RCS DD-M(AR) 1313)**

Prepare and submit the DEIS, DEIS I, and DEIS II according to AR 11-27.

## **Section X**

### **Into-Plane Contract Bulletins and Solid Fuels**

### **25-29. Establishing an Into-Plane Contract at a commercial airport**

Establish an into-plane contract at a commercial airport, where military refueling is not available.

a. Submit requirements by message or memorandum to USAPC in the following format:

(1) Period contract is needed.

(2) Grade of fuel and oil. (Indicate whether or not commercial grade of fuel is acceptable and with or without fuel system icing inhibitor (FSII).)

(3) Requirements by month (15,000 gallon minimum annual requirement to justify contract).

(4) Location where contract is required.

(5) Unusual delivery conditions.

(6) Reason contract is necessary.

(7) Statement that military refueling is not available to meet these requirements at or near the location requested.

b. If military servicing is not available on or adjacent to the location, attach an evaluation to justify the request for into-plane contract coverage. The evaluation must reflect existing commercial service prices and an adequate estimate of cost to provide military service.

c. Submit requirements for into-plane contract coverage for new locations only. Do not submit for locations already listed in the current AVFUEL/AVOIL Into-Plane Contract Listing.

### **25-30. Requirements submission for solid fuels**

a. Installation commanders are responsible for estimating and submitting solid fuel requirements and related delivery schedules. All solid fuel consuming activities, including Government-owned, contractor-operated (GOCO) facilities, will submit annual solid fuel requirements to USAPC (STRGP-FM). Installations are authorized to locally procure solid fuel requirements when the total value of

requirements does not exceed \$25,000. Activities that desire to locally procure solid fuel requirements that exceed \$25,000 must submit a request for waiver to DLA contract procurement along with their annual requirements submissions. Using DD Form 416 (Purchase Request for Coal, Coke or Briquettes), submit requisitions to USAPC (STRGP-FM) according to the purchase program submission schedule. USAPC completes the section entitled "Approved Analytical Specifications"; USAPC furnishes the original and one copy of each DD Form 416 to DESC and one copy to U.S. Army Engineering and Housing Director Support Center (DEHSC-FU), Fort Belvoir, VA 22060-5580. Instructions for preparing DD Form

416 and a sample of a completed DD Form 416 are found in figure 25-8.

b. Overseas commanders consolidate requirements by type of solid fuels and forward them to USAPC as required. These requirements are reviewed and submitted to DESC for contract action.

**25-31. Requests for certification of sampling personnel**

Submit requests for certification of sampling personnel to Commander, USAPC (STRGP-FT), New Cumberland, PA 17017-5008. USAPC prepares a DD Form 1902 (Certificate of Qualification) for personnel certified as coal samplers.

STOCK NUMBER				SCC				
9140-00-286-5283				DF-2				
DATE	DODAAC	DATE		DEMAND		GAIN	LOSS	BALANCE
		SERIAL		RECUR	NON-RECUR			
BALANCE BROUGHT FORWARD ▶								28,750
5032	WK392A	5032					2,480	26,270
		9124						
Ⓐ	5033	WRV5AA	5033			7,450		33,720
			9005					
Ⓑ	5035	W392AR	5035				590	33,130
			9333					
	5039	WK4ABC	5039				4,945	28,185
			9022					
Ⓒ	5040	WK5XYZ	5059			22		28,207
			9001					
	5040	WK5XYZ	5059				4,970	23,237
			9001					
<b>SUMMARY OF DEMANDS</b>								
MONTH								
RECUR								
NON-RECUR								
<b>STOCK ACCOUNTING RECORD</b>								
<small>FOR USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPRIETARY AGENCY IS ODCSLOG.</small>								
<b>DA FORM 1296</b>				<small>Edition of Aug 55 is obsolete.</small>				
<small>JAN 82</small>								

Figure 25-1. Sample of DA Form 1296 Stock Accounting Record

DAILY ISSUES OF PETROLEUM PRODUCTS For use of this form, see AR 703-1; the proponent agency is DCSLOG							PAGE NO. /	NO. OF PAGES /
VEHICLE USA REGISTRATION NUMBER  a	TYPE, GRADE AND UNIT OF ISSUES FOR EACH PRODUCT ISSUED						ORGANIZATION AND ADDRESS  (Indicate Service: A, Army; AF, Air Force; N, Navy; M, Marine Corps)  h	SIGNATURE, GRADE  i
	ISSUES			RECEIPTS				
	DF2 b	c	d	DF2 e	f	g		
① 4H12351				22			524th Maint Co (A)	F. Fritz, CW3
3B71512	63						524th Maint Co (A)	F. Fritz, CW3
② 2X99412	175						524th Maint Co (A)	F. Fritz, CW3
5A11136	13						643d CS Det (A)	F. Fritz, CW2
1Z32611	37						C/24th (A)	B. Boal, PFC
/								
TOTAL RECEIPTS				22				
TOTAL ISSUES	288							
POST, CAMP OR STATION 555th, S+S Co (Ds)				DATE 15 JUN XX		SIGNATURE OF ATTENDANT John Fox, PFC		

DA FORM 3643  
APR 85

EDITION OF 1 OCT 70 IS OBSOLETE.

GPO : 1986 O - 152-272

Figure 25-2. Sample DA Form 3643

Legend for Figure 25-2;  
 Completion instructions by column or block for DA Form 3643.

**Page number.** Enter page number

**Number of pages.** Enter number of pages indicating total number of pages used for that day.

**Vehicle USA registration number, column "a."** For retail issues, enter vehicle registration number of vehicle being refueled. For individual containers, enter the USA number or nomenclature of the consuming item of equipment. For bulk issues and receipts, enter the document number.

**Type, grade and unit of issue for each product issued.** Indicate type fuel, such as MOGAS, diesel, or JP4. Also indicate unit of issue by the words *issues* and *receipts*.

**Columns "b" through "g."** Indicate in gallons, the quantity of fuel issued or received.

**Organization and address, column "h."** For issues and transfers, enter the organization and address of the unit receiving the fuel.

**Signature, grade, column "i."** Enter signature/grade. The individual receiving the fuel signs.

**Total receipts/total issues.** Total all receipts and issues for each column daily. When using additional sheets, include each page total in the final total.

**Post, camp, or station.** Enter the name of the post, camp or station where issues and receipts occur.

**Date.** Enter actual date of issues and receipts. Issues and receipts carried over.

**Signature of attendant.** Enter signature of attendant issuing and receiving the fuel.

MONTHLY ABSTRACT OF ISSUES OF PETROLEUM PRODUCTS AND OPERATING SUPPLIES <small>For use of this form, see AR 703-1; the proponent agency is DCSLOG.</small>							POST, CAMP OR STATION 555th S&S Co. (DS) Ft. Wherever, USA		MONTH Jun XX		VOUCHER NO. 5059-9001		
DATE	ISSUES (GALS)						RECEIPTS (GALS)						
	MG. a	JP. b	DF. c	OTHER d	OTHER e	OTHER f	MG. g	JP. h	DF. i	OTHER j	OTHER k	OTHER l	OTHER m
1	53		129										
2		220											
3	25												
4	61		365										
5	45		383										
6													
7													
8		138											
9			442										
10	122												
11		175											
12	27		295										
13													
14													
15	225		320						22				
16		273											
17	84		743										
18			1,200										
19	452												
20													
21													
22		245											
23			250										
24	132												
25		357											
26			500										
27													
28													
29	6	204	250										
30	45	141	93										
31													
TOTAL	1,277	1,753	4,970						22				
TOTAL GAL <sup>1</sup>	1,277	1,753	4,970						22				
SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER Frank L. White, Accountable Officer						GRADE 1LT, QM		POSTED TO STOCK RECORD ACCOUNT BY			DATE 30 Jun XX		

DA FORM 3644  
APR 85

EDITION OF 1 OCT 70 MAY BE USED.

© U.S. Government Printing Office: 1980 JK1 011/02715

Figure 25-3. Sample of a DA Form 3644



Legend for Figure 25-3;  
 Completion instructions by block or column for DA Form 3644.

**Post, camp, or station.** Enter the name of the post, camp or station where issues and receipts occur.

**Month.** Enter month and year.

**Voucher number.** At the end of the month assign a voucher number.

**Columns "a" through "m."** For each product, enter the total issues and receipts each day from DA Form 3643.

**Total.** After all entries for the month have been posted, total each column.

**Total (gal).** Convert total in column E to gallons, if necessary.

**Signature of accountable officer.** Enter signature of responsible individual.

**Grade.** Enter pay grade of accountable officer.

**Posted to stock record account by.** Enter signature of person posting information to the Stock Record Account.

**Date.** Enter date posted to the Stock Record Account.

MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY					5059-8003			
POST, CAMP OR STATION					PROPERTY ACCOUNT NUMBER		PERIOD OF REPORT	
555th S&S Co. (DS), Fort XXX, VA 23801					WRY5AA		FROM 30 Jun XX TO 31 Jul XX	
PRODUCTS	Stock Number	9130-00-148-7103	9130-00-256-8613	9140-00-286-5283				
	Nomenclature	MOGAS	JP-4	DF-2				
OPENING INVENTORY		18,752	28,750	53,873				
RECEIPTS		25,000	32,500	75,000				
ISSUES		22,861	18,553	68,633				
CLOSING BOOK BALANCE (Line a + b - c)		20,891	42,697	60,240				
PHYSICAL CLOSING INVENTORY		20,454	42,083	60,948				
MONTHLY GAIN/LOSS (Line d - e)		(-) 437	(-) 614	(+) 708				
MAXIMUM ALLOWABLE GAIN/LOSS	GASOLINE & JP-4 (a + b x .81)	438	613					
	OTHER FUELS (a + b x .88)			644				
<b>REMARKS:</b> MOGAS within the allowance of AR 710-2. DF-2: exceeded allowable with gain of 708 gallons, causative research initiated according to AR 710-2. JP-4: exceeded the allowable with a loss of 614 gallons plus a value of \$528.90. R/S initiated according to AR 710-2.								
l. NAME & GRADE OF ACCOUNTABLE OFFICER					j. SIGNATURE		k. DATE	
John Smith, 1LT, QM								
l. NAME AND GRADE OF APPROVING OFFICER					m. SIGNATURE		n. DATE	
Jane Doe, LTC, OD								
DA FORM 4702-R, APR 88					EDITION OF 1 ABOVE IS OBSOLETE.			

Figure 25-4. Sample of a DA Form 4702-R

Legend for Figure 25-4;  
 Completion instructions by block or column DA Form 4702-R.

**Post, camp, or station.** Enter the name of the post, camp or station where inventory occur.

**Property account number.** Enter the unit identifier code.

**Period of report.** Enter the beginning date (From) and the ending date (To) for this inventory period.

**Products.** Enter the NSN and product nomenclature for each product to be reported.

**Opening Inventory.** The number is the physical inventory quantity from the previous months closing inventory block.

**Receipts.** This number is the total of the receipt column (including defuels) on DA Form 3644.

**Issues.** This number is the total of the issue column on DA Form 3644.

**Closing book balance.** Calculate this balance by taking the opening inventory (block a) plus the total receipts (block b) minus the total issues (block c).

**Physical closing inventory.** Obtain this quantity by taking a physical inventory of all bulk petroleum products on hand.

**Monthly gain/loss.** Obtain this figure by calculating the difference between the physical closing inventory (block e) and the closing book balance (block d). Reflect losses with a minus sign and reflect gains with a plus sign.

**Maximum allowable gain/loss.** (See sec IV, para 25–8 in this chapter.) Calculate the maximum allowable gain/loss of AVGAS, MOGAS, and jet fuels (excluding JP8) by adding the opening inventory (block a) to the receipts (block b) and multiplying this total by .01. The maximum

allowable gain/loss for all other products is calculated by adding the opening inventory (block a) to the receipts (block b) and multiplying the total by .005.

**Remarks.** Use this block to record any explanations that the accountable/responsible officer makes to clarify data on this form.

**Name/grade of accountable officer.** Type or print in this block the name and grade of the accountable officer.

**Signature.** Enter signature of the responsible individual.

**Date.** Enter date signed by the responsible individual.

**Name/grade of approving officer.** Type or print in this block the name and grade of the approving authority.

**Signature.** Enter signature of the approving authority.

**Date.** Enter date signed by the approving authority.

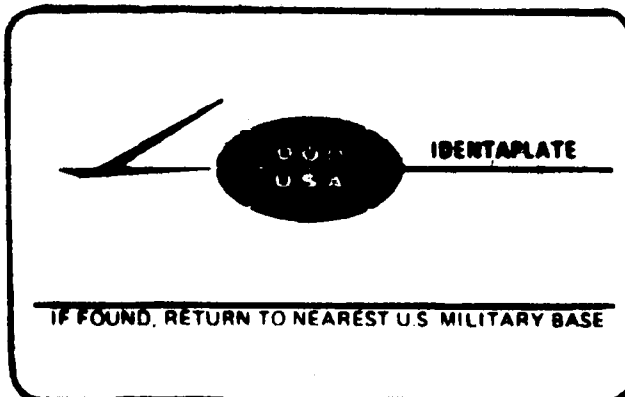
Note: Close DA Form 4702–R out as of 0800 hours local time the first day of each month.

<b>COMMERCIAL DELIVERIES OF BULK PETROLEUM PRODUCTS CHECKLIST</b>	
For use of this form, see AR 703-1: the proponent agency is DCSLOG.	
<b>1. PREPARING FOR DELIVERY.</b>	✓
a. Has gaging, sampling, and measuring equipment been cleaned and checked?	✓
b. Has receiving tank been gaged to ascertain if there is sufficient space to receive the scheduled quantity?	✓
<b>2. PRIOR TO ACCEPTANCE OR UNLOADING.</b>	
<i>NOTE: Receiving personnel will not allow the driver of the delivery conveyance to perform, on their behalf any of the required functions or inspections.</i>	
a. Has the vendor's delivery ticket been checked for completeness, to include product and grade, API gravity, temperature, quantity, seal numbers, and consignment? (Be sure cargo is consigned to your activity.)	✓
b. Has the delivery conveyance been spotted at the correct fill pipe, all motors turned off, and the wheels blocked? (This is a driver function.)	✓
c. Have adequate fire extinguishers and No Smoking signs been positioned?	✓
d. Has the delivery conveyance been properly grounded and inspected for leaks or other defects?	✓
e. Have cargo hatch and valve seals been inspected for defects? (Serially numbered seals should be affixed to the cargo hatches and valves and numbers recorded on the delivery ticket.) (See Remarks)	✓
f. Have cargo hatches been opened to see if the product level is up to the reference mark?	✓
<i>NOTE: Personnel should guard against loose objects falling from pockets or clothing into the tank.</i>	
g. Is product clear and bright, as viewed through a clean jar? (If product appears to be cloudy, hazy or sediment is visible, notify appropriate commanders.)	✓
h. Has the delivery tank been checked for water, using water finding paste on the gage stick or tape? (If bottom sediment or water is present, drain it off through the sump and recheck the tank.) (See Remarks)	✓
i. Has cargo temperature been established at the time of delivery? (Important in volume correction)	✓
j. Has the cargo tank been gaged to determine the quantity, using the certified capacity tables identified with the delivery conveyance?	✓
<i>NOTE: If cargo is to be discharged through a meter on the delivery conveyance, record the meter reading before and after unloading and correct the quantity to the standard 60° F.</i>	
k. Has the measured quantity been corrected to the standard temperature of 60° F? (Method can be found in paragraph 95.)	✓
l. Have quality surveillance samples been taken? (Only if scheduled or considered necessary.)	✓
<i>NOTE: The cargo will be accepted or rejected in accordance with paragraph 120a, b, and c. In the event the driver or delivery personnel cannot agree on quantity, quality or any other point which results in nonacceptance of cargo, the appropriate commander and the purchasing and contracting officer will be notified immediately.</i>	✓
<b>3. DURING UNLOADING OPERATIONS</b>	
a. Are receiving personnel and the driver of the delivery conveyance standing by? (Never leave an unloading operation unattended.)	✓
b. Is traffic being controlled to avoid the unloading area as much as possible?	✓
c. Are dispensing operations discontinued during unloading operations?	✓
<b>4. AFTER CARGO IS UNLOADED.</b>	
a. Has the delivery conveyance been inspected to see that the cargo tank is completely empty?	✓
b. Has the vehicle ground been disconnected, discharge hose secured, and the fill pipe covered?	✓
c. Has the driver delivery ticket been signed and the Government's copy retained for appropriate records?	✓
d. Has the area and equipment been secured and product spills washed down or covered?	✓
e. Has the receiving tank been gaged?	✓
<b>REMARKS</b>	
2c. Hatch Nr. 2 seal was broken, but specified quality of fuel on hand.	
2f. No water finding paste available. Checked for water by cracking drain valve in the sump. No water present.	
<b>DATE</b>	<b>SIGNATURE</b>
4 May 1987	James P. Harris Port Petroleum Officer

DA FORM 3857  
1 APR 72

Figure 25-5. Sample of completed DA Form 3857

DOD AVFUEL IDENTAPLATES  
 (ARMY AND AIR FORCE)  
 White--DD Forms 1896--Jet  
 Purple--DD Form 1897--AVGAS



DD Form 1898--AVFUELS INTO-PLANE CONTRACT SALES SLIP

CUSTOMER ID <b>USA</b>		ENTER TEXT IN UNUSED COLUMNS PRECEDING QUANTITY			
SUPPL. ADDRESS SECOND MFP <b>A 71 R2</b>		AVI JFC	GALLONS	AVOIL	QUARTS
A M D S <b>UHI</b>		COM-JET A1 (JA1) FSII	<b>XX 100</b>	MIL-L-22851 (LA2)	
TAIL SERIAL <b>1234</b>		COM-JET A1 (JA1) FSII		MIL-L-7808 (LA7)	
DODAAC OF REQ <b>W25G1T</b>		COM-JET A1 (JA1) FSII		MIL-L-6081 (LA6)	
<b>C000096</b>		COM-JET A1 (JA1) FSII		REFUELING UNIT NO. <b>238</b>	INVOICE COPY
DATE <b>1 Jul XX</b>		COM-JET A1 (JA1) FSII		REFUELER'S SIGNATURE <i>James V. Wilson</i>	
DEFUEL		COM-JET A1 (JA1) FSII		I certify that the product listed herein was received in good condition and in quantity stated.	
RESERVE		COM-JET A1 (JA1) FSII		CUSTOMER'S SIGNATURE <i>Donald S. Smith</i>	
DD Form 1898, AUG 86		COM-JET A1 (JA1) FSII		PRINT NAME <b>Donald S. Smith</b>	
AVFUELS INTO-PLANE SALES SLIP		COM-JET A1 (JA1) FSII		GRADE <b>CPT</b>	
		COM-JET A1 (JA1) FSII		ORGANIZATION <b>12th AVN GP</b>	

NOTES:

- For use in recording issues from DFSC Into Plane Contract. For billing purposes, forward all delivery slips from Into-Plane Contracts to DFSC under DSA Stock Fund procedures.
- For use in recording issues from Army-owned stocks at Army installations made to Army aircraft, aircraft of other military services, Government agencies, domestic civil and authorized civil or foreign aircraft. Forward all delivery slips from Army-owned inventory to the appropriate specified billing code/address as indicated on the customer's DOD AVFUEL Identaplate (DD Form 1896 or 1897), or as otherwise specified, for reimbursement purposes.

Figure 25-6. Sample of DD Forms 1896, 1897, and 1898



PURCHASE REQUEST FOR COAL, COKE OR BRIQUETTES		INSTRUCTIONS Prepare separate request for each kind and size coal required.		1. FOR 12 MONTH PERIOD (From - Thru) Dec 1 1986- Nov 30 1987																																																																																																			
3. THRU  FORSOOM		4. FROM (Department, Agency or Installation) Headquarters, Ft McCoy Directorate of Engineering and Housing Supply and Storage Div (AFZR-DEH-S) Fort McCoy, Sparta, WI 54656-5000		2. PROGRAM NUMBER 5.5																																																																																																			
5. TO (Chief of Service) U.S. Army General Materiel & Petroleum Activity ATTN: STRGP-FM New Cumberland, PA 17070-5008		6. CONSIGN TO Transportation Officer M/F DEH Ft McCoy, Sparta, WI		7. PURCHASE REQUEST NUMBER W5CD3E 6106-2702																																																																																																			
9. KIND (Anthracite, bituminous, lignite, coke, etc.)  Bituminous (Lump)		10. TONS IN STORAGE 0	11. STORAGE CAPACITY 12,000	14. SIZE (in inches)																																																																																																			
12. TONS DUE ON EXISTING CONTRACTS 4,000		13. ACTUAL CONSUMPTION (Last 12 Months) 2,296		a. TOP 6"	b. BOTTOM 2"																																																																																																		
15. ANALYTICAL SPECIFICATIONS REQUIRED		DO NOT WRITE IN THESE COLUMNS		17. TENTATIVE SHIP SCHEDULE																																																																																																			
<table border="1"> <thead> <tr> <th></th> <th>a. MIN</th> <th>b. MAX</th> <th>c. OIL TREAT (X if applicable)</th> </tr> </thead> <tbody> <tr> <td>(1) MOIST</td> <td></td> <td>11%</td> <td></td> </tr> <tr> <td>(2) VOL</td> <td>30</td> <td>45%</td> <td></td> </tr> <tr> <td>(3) ASH</td> <td></td> <td>11%</td> <td></td> </tr> <tr> <td>(4) SUL</td> <td></td> <td>2.5%</td> <td></td> </tr> <tr> <td>(5) BTU</td> <td>13,000</td> <td></td> <td></td> </tr> <tr> <td>(6) AST %</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(7) H. GRIND</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(8) PSI</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			a. MIN	b. MAX	c. OIL TREAT (X if applicable)	(1) MOIST		11%		(2) VOL	30	45%		(3) ASH		11%		(4) SUL		2.5%		(5) BTU	13,000			(6) AST %				(7) H. GRIND				(8) PSI				<table border="1"> <thead> <tr> <th></th> <th>a. MIN</th> <th>b. MAX</th> <th>c. OIL TREAT (X if applicable)</th> </tr> </thead> <tbody> <tr> <td>(1) MOIST</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(2) VOL</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(3) ASH</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(4) SUL</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(5) BTU</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(6) AST %</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(7) H. GRIND</td> <td></td> <td></td> <td></td> </tr> <tr> <td>(8) PSI</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			a. MIN	b. MAX	c. OIL TREAT (X if applicable)	(1) MOIST				(2) VOL				(3) ASH				(4) SUL				(5) BTU				(6) AST %				(7) H. GRIND				(8) PSI				<table border="1"> <thead> <tr> <th>a. MONTH &amp; YR</th> <th>b. ESTIMATED TONS</th> </tr> </thead> <tbody> <tr><td>JAN 19</td><td></td></tr> <tr><td>FEB 19</td><td></td></tr> <tr><td>MAR 19</td><td></td></tr> <tr><td>APR 19</td><td></td></tr> <tr><td>MAY 19 87</td><td>1,000</td></tr> <tr><td>JUN 19 87</td><td>1,000</td></tr> <tr><td>JUL 19 87</td><td>1,000</td></tr> <tr><td>AUG 19</td><td></td></tr> <tr><td>SEP 19</td><td></td></tr> <tr><td>OCT 19</td><td></td></tr> <tr><td>NOV 19</td><td></td></tr> <tr><td>DEC 19</td><td></td></tr> </tbody> </table>		a. MONTH & YR	b. ESTIMATED TONS	JAN 19		FEB 19		MAR 19		APR 19		MAY 19 87	1,000	JUN 19 87	1,000	JUL 19 87	1,000	AUG 19		SEP 19		OCT 19		NOV 19		DEC 19	
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DEC 19																																																																																																							
18. SCREEN SIZE (Round hole)		16. APPROVED ANALYTICAL SPECIFICATIONS		17. TENTATIVE SHIP SCHEDULE																																																																																																			
(1) TOP 6"	a. MAXIMUM % RETAINED ON 5% on 6" Screen	b. MAXIMUM % PASSING THRU 10% passing 2" Screen																																																																																																					
(2) BOTTOM 2"																																																																																																							
19. PREFERRED METHOD OF DELIVERY (X one)		20. DELIVERING RAILROAD		21. TOTAL PURCHASE REQUEST (Tons)																																																																																																			
<input checked="" type="checkbox"/> a. RAIL <input type="checkbox"/> b. TRUCK <input type="checkbox"/> c. RAIL OR TRUCK		CNW and CMSP&P		3,000																																																																																																			
22. RAILHEAD FOR CARLOAD SHIPMENTS Fort McCoy, Sparta WI		23a. ALTERNATE METHOD OF DELIVERY BARGE & TRUCK		b. ESTIMATED ADDITIONAL COST																																																																																																			
24. TYPE OF RAILROAD CARS REQUIRED HOPPER BOTTOM		25. ESTIMATED CHARGES FOR LABOR AND EQUIPMENT IF COMMERCIAL SERVICE IS REQUIRED FOR UNLOADING, HAULING AND STORAGE OF COAL																																																																																																					
26. STATE OR LOCAL REGULATORY SULFUR DIOXIDE EMISSION LIMITS (Show units) MAXIMUM SULFUR CONTENT 2.5%				27. SPUR TRACK TO INSTALLATION (X one)																																																																																																			
				<input checked="" type="checkbox"/> a. YES <input type="checkbox"/> b. NO																																																																																																			
28. REMARKS 1. Consumption of lump coal requirements (Attach 1). 2. Estimated cost of loading (Attach 2). 3. Estimated cost of delivery from stock pile to point of use (Attach 2). 4. Approximate % of delivered coal to point of use without stock pile (Attach 2). 5. There are no known bridge or road restrictions. 6. Actual consumption last 12 months (Attach 3). 7. Maximum tonnage that could be delivered monthly is 2,000 tons. 8. Types of coal burning equipment (Attach 4). 9. Desired contract distribution (Attach 5). 10. Certified coal sampling personnel (Attach 6).																																																																																																							
29. TECHNICAL POINT OF CONTACT AT REQUESTING ACTIVITY																																																																																																							
a. TYPED NAME (Last, First, Middle Initial) VAN WORMER MOLLIE A.				b. TELEPHONE NO. AV 280-2454																																																																																																			
30. PREPARED BY																																																																																																							
a. TYPED NAME (Last, First, Middle Initial) VAN WORMER MOLLIE A.		b. SIGNATURE		c. TELEPHONE NO. AV 280-2454																																																																																																			
31. APPROVED AT REQUESTING ACTIVITY BY																																																																																																							
a. TYPED NAME (Last, First, Middle Initial) JOHNSTONE, DARRELL D.		b. SIGNATURE		c. TELEPHONE NO. AV 280-5456																																																																																																			
32. APPROVED BY																																																																																																							
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE		c. TELEPHONE NO.																																																																																																			

DD Form 416, FEB 86

Previous editions are obsolete.

Figure 25-8. Figure 25-8. Sample of a completed DD Form 416

Legend for Figure 25-8;  
Instructions for preparing DD Form 416.

**Block 1. For 12-month period.** Enter the contract period dates as outlined in the purchase program submission schedule.

**Block 2. Program number.** Enter the applicable DESC Purchase Program Number.

**Block 3. Thru.** Enter applicable MACOM.

**Block 4. From.** Enter name and location of installation.

**Block 5. To.** Commander, U.S. Army General Materiel and Petroleum Activity (STRGP-FM), New Cumberland Army Depot, New Cumberland, PA 17070-5008.

**Block 6. Consign to.** Person to whom consigned; for example, facilities engineer or property officer.

**Block 7. Purchase request number.** Assign a purchase request number to each DD Form 416.

**Block 8. Date.** Date DD FORM 416 prepared.

**Block 9. Kind.** List the kind of solid fuel required. (List only one kind of fuel on each DD Form 416). Classify as anthracite, bituminous, subbituminous, lignite, coke, or briquettes.

**Block 10. Tons in storage.** Tons in storage as of the date of requisition.

**Block 11. Storage capacity.** Maximum number of tons that can be stored or stockpiled.

**Block 12. Tons due on existing contract.** The total tonnage expected to be received under current contracts between the date of this requisition and start of deliveries during the new 12 month contract period in Block 1.

**Block 13. Actual consumption.** Indicate the number of tons consumed for the 12-month period before the date of this purchase request. Under remarks, list separately the monthly issues for the 12 months.

**Block 14. Size.** Anthracite coal: Standard size specifications for anthracite are established by industry and identified as follows: Egg, Stove, Nut, Pea, Bickwheat No. 1, 2 (Rice), 3 (Barley), 4, and 5. Bituminous coal: For bituminous and other kinds, list:

Maximum and minimum top and bottom sizes desired for double screened coal; that is, 1 X 1/4, 1 5/8 X 1/4, and so forth. In certain cases, handling and combustion equipment requires special fuel sizing that will include a maximum and minimum top size and bottom size; that is, 6"-4" X 3"-2."

Maximum and minimum top sizes and minimum bottom size of mesh designation and/or zero for slack coal; that is, 1/4 X 28 mesh or 4" X 0" slack. Maximum top size for run-of-mine coal.

**Block 15. Analytical specification required.** For each kind and size of solid fuels, list the specifications necessary to obtain the quality of solid fuels required for acceptable storage handling and for satisfactory and economical operation of the combustion equipment. When treatment for freeze-proofing is desired, indicate applicable months and approximate tonnage in Block 28.

**Block 16. Approved analytical specifications.** To be completed by the U.S. Army General Materiel and Petroleum Activity (USAGMPA).

**Block 17. Tentative shipping schedule.** The tentative shipping schedule indicates estimated monthly delivery requests for the 12-month period. Furnish these quantities for information only; however, they should be as realistic as possible in order to permit the contractor to plan production schedules. Some of the quantities listed in the schedule will equal the total tons of purchase requests as determined in Block 21. In addition to the estimated monthly requirements schedule, a maximum tonnage that could be ordered monthly will be furnished under REMARKS. This amount should be a minimum of 20 percent over the maximum estimated monthly requirements of the installation. No shipments will be made under a requirements contract unless ordered by the installation.

**Block 18. Screen size.**

(a) For double screened coal, a maximum percentage retained on a top size screen may be specified on the requisition; for example, 5 percent maximum retained on a 1 1/4 screen for 1 1/4 X 1/4 size coal. To limit the amount of undersized coal, maximum percentage passing through a bottom-sized screen may also be specified; for example, "15% maximum passing thru a 1/4 screen for 1 1/4 X 1/4 size coal."

(b) For slack coal where stoker limitations and/or operating conditions require a size consist, the percentage of size consist, using screen sizes shown in DESC Master Solicitation, should be indicated on the requisition.

**Block 19. Preferred method of delivery.** Indicate the preferred type of delivery (rail, truck, or barge) that can be accepted at the installation.

**Block 20. Delivering railroad.** Indicate as applicable.

**Block 21. Total purchase request (tons).**

(A.) Determine the number of tons of fuel to be requested for the new contract period (12 month period indicated in block 1), using the following factors:

(1) The number of tons presently in storage.  
(2) The number of tons expected to be received before the start of deliveries under the new contract.

(3) The estimated consumption before the start of deliveries under the new contract.

(4) The estimated consumption for the new 12 month period itself.

(5) A contingency or minimum reserve amount equal to one of the following:

(a) A 60-day supply for small requirements in mild climates and close to sources of supply.

(b) A 90-day supply for the majority of facilities.

(c) A 120-day supply in areas subject to severe weather or remote from sources of supply.

(B.) The number of tons to be requested may be determined using the following method:

Establish a "total required tonnage" consisting of the sum of the following three amounts:

The estimated consumption between the date of this pamphlet and the start date of deliveries under the new 12-month contract.

The estimated consumption for the new 12-month contract period shown on the top of the form.

The contingency or minimum reserve amount.

Establish an "available tonnage" consisting of the sum of the following two amounts:

The tons of fuel in storage as of the date of this pamphlet.

The tons expected to be received between the date of this pamphlet

and the start deliveries under the new contract period. This is the same amount indicated for "tons due on requisition."

Establish the "purchase request of (tons)" by subtracting the "available tonnage" from the "total required tonnage."

**Block 22. Railhead for carload shipments.** Indicate as applicable.

**Block 23. Alternative method of delivery and estimated additional costs.** Indicate as applicable.

**Block 24. Type of railroad cars required.** List the first and, if applicable the second type railroad car required. Use nomenclature from railroad equipment described in the current Official Railway Equipment Register. If applicable, indicate largest size car by capacity in tons which can be handled at the installation.

**Block 25. Estimated charges for labor and equipment if commercial service is required for unloading, hauling, and storage of coal.** Indicate as applicable.

**Block 26. State of local regulatory sulfur dioxide emission limits (in units).** Indicate current applicable regulatory sulfur dioxide emission standard, that is, pounds sulfur dioxide/mission BTU output, dry basis.

**Block 27. Spur, track, or installation.** Indicate as applicable.

**Block 28. Remarks.** In addition to items listed above to be shown under remarks, include the following information. Use an attachment sheet as necessary.

The various types of mechanical solid fuel burning equipment at the installation, including boilers normal capacity and stoker equipment.

List boilers by type, that is, water tube, fire tube, firebox and horizontal return tabular.

List types of stokers such as spreader, underfeed, traveling or chain grate and pulverized fuel burners.

Permissible size, type or gross weight of motor transport when road or bridge load limits impose restrictions, or length, width, and draft when pier or wharf clearances are limited.

Indicate the desired contract distribution, including complete official address and office symbol. Reflect any peculiarities or additional facts pertinent to purchase, deliver or storage that could result in better contract performance, increased economy or more efficient operation.

Indicate maximum number of trucks or railcars which can be loaded at the receiving activity per day, and hours of operation.

**Block 29. Technical point of contact at requesting activity.** Identify individual most knowledgeable of coal operations at the requesting activity who is to be contacted in the event additional information is required. Include telephone number.

**Block 30. Prepared by.** Enter typed name, signature and telephone number of individual responsible for preparation of DD Form 416.

**Block 31. Approved at requesting activity by.** Typed name, signature and telephone number of Installation Commander or designated representative.

**Block 32. Leave blank.** To be completed by USAGMPA.

## Chapter 26 Direct Support/Air Line of Communications Procedures

### Section I Requisition Submission

#### 26-1. DSS requisitions

DSS requisitions are prepared and processed per AR 725-50, chapter 3. DSS requisitioning procedures apply to the following classes of supply (for class symbols, see fig 26-1):

*a. Class 2.* This class identifies items that are end items but are not considered to be major end items. This includes clothing, individual equipment, tentage, hand tools, tool kits and tool sets, administrative supplies and equipment (paper, pencils, and so forth), and housekeeping supplies and equipment (soap, brooms, and so forth).

*b. Class 3.* This class identifies items that are petroleum products and chemicals. This includes petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gases, chemical products, coolants, deicing and anti-freeze compounds, and additives to the above. Also, this class identifies coal and coal products.

*c. Class 4.* This class identifies construction materials. This includes all materials that may be used in construction to include installed equipment. Also, included are all fortification/barrier materials (concertina wire, sand bags, and so forth).

*d. Class 5.* This class identifies ammunition. This includes all types of ammunition: chemical, radiological and special weapons. Included are bombs, explosives, land mines, fuzes, detonators, pyrotechnics, missiles, rockets, propellants and other like items. Also included are related items such as ammunition boxes.

*e. Class 7.* This class identifies major end items of equipment. A major end item is a final combination of end products that is ready to use. Examples of items in this class are launchers, tanks, mobile repair shops, and vehicles.

*f. Class 8.* This class identifies items of medical material. It includes repair parts that are used only on medical end items.

*g. Class 9.* This class identifies items that are repair parts. This includes kits, assemblies, and subassemblies, used in the repair of items. It also includes any item, repairable or nonrepairable, that is needed to provide maintenance support to any equipment.

#### 26-2. Requisition preparation

*a. Instructions.* Follow instructions in AR 725-50, chapter 3, DA Pamphlet 710-2-1, and this pamphlet.

*b. Request submission and requisition preparation.*

(1) *Requests to DSS SSA.* The DSS SSAs receive requests from supported units on appropriate supply forms. If the request is for an ASL item, the SSA will partially or completely fill it. If the item is out of stock, the SSA will convert the request to an SSA replenishment requisition and pass to the higher supply source. The supplementary address field (cc 45-50) will contain a "Y" followed by a 5 digit storage location code. If the request is for a nonstocked item, or a high priority ASL item which is at zero balance, the SSA will convert to a requisition, perpetuate the units document number, and pass to the higher supply source. Requisitions submitted by or through a DSS SSA, as defined above, are considered to be DSS requisitions, and are processed under DSS procedures.

(2) *DSS CONUS requisitions.* The SSA passes requisitions to the ISD/COSCOM MMC to edit, fund, and process in accordance with fill/pass logic. The requisitions are then passed to DAAS for routing and inclusion of image copies in the LIF.

(3) *DSS OCONUS requisitions.* Overseas requisitions flow from the SSA to the supporting MMC for edit, fill or pass to DAAS.

(4) *Signal codes.* In "A" series DSS requisitions, the signal code (cc 51) designates the fields that contain the intended consignee (ship to) and the activity to receive and pay bills. Great care must be taken to ensure this code is properly assigned. Assign this code in accordance with AR 725-50. DSS customers submitting ASL requisitions should use the signal code in CC 51 which directs the material to the DSS unit by way of the Break Bulk Point (BBP)



(OCONUS) or Installation CRP (CONUS). For example, signal codes A–D are normally used for ASL requisitions with the DSS DODAAC in the requisitioner field (cc 30–35) and a “Y” series storage location in the supplementary address field (cc 45–50).

c. *Aerial port of debarkation processing segment measurement.* Aerial port of debarkation (APOD) and surface port of debarkation (SPOD) processing is measured as the interval between the POD receipt date and the POD ship date as recorded on the intransit data document (TK6 for air, TK9 for surface).

## Section II Central Receiving Point—CONUS Installation and Distribution Drop Point—OCONUS

### 26–3. Receiving material at the CRP

a. The CRP is the activity at the CONUS installation responsible for receiving and distributing material and the processing of prescribed documentation.

b. The CRP will receive a transportation shipping document, GBL on commercial shipments, or a locally prepared manifest on military shipments, listing the number of packages on multipack containers in the DSS shipment. The CRP will check the packages/containers received against the transportation shipping document and record discrepancies. All discrepancies will be reviewed by the accountable officer or his/her representative. When a discrepancy is verified, it will be explained on the transportation shipping document, dated, signed and returned to the carrier. Verified discrepancies will be reported in accordance with current regulations.

c. Document processing at the CRP is as follows:

(1) TK4, MILSTAMP intransit data document (one per GBL) from Army consignors only. This document may be received with the advanced GBL or with the shipment. The CRPs DODAAC will be in the “consignee” field (cc 45–72) and the GBL shipment weight will be in the weight field (cc 72–76). Processing will be done in accordance with MILSTAMP procedures in DOD 4500.32–R, chapter 10.

(2) TK4, DSS intransit data document (one per DSS consignee) from Army consignors only (table 26–1). These documents will accompany the shipment, and will be received from the driver along with other shipment documentation. The individual DSS consignees DODAAC will be in cc 47–52, and zeros or blanks will be in the shipment weight field (cc 72–76). Remove the TK4s and verify the GBL number. Key punch the three digit Julian date the material is received at the CRP in cc 15–17, and the Julian date the material is made available or delivered to the SSA in cc 78–80. Send the TK4s to the ISD to be transceiver to DAAS. DAAS will automatically route to the LCA. (See tables 26–2 and 26–3.)

*Note.* The D6S and the DD Form 1348–1 are not removed but are forwarded to the SSA with the material.

**Table 26–1**  
**CONUS intransit document for freight (TK4)**

Card col.	Entry
1–3*	TK4 (DIC)
5–8	Carrier Code (right justified)
9–14*	Consignor (DODAAC)
15–17*	Julian Date Received at (at CRP)
27	Mode
30–35*	Consignor (see 9–14)
36*	Enter "B" to Designate GBL Shipment
37–44*	GBL Number
47–52*	Consignee (DSS DODAAC)
53	Transportation Priority
60–62	Consignor Date Shipped
72–76*	Enter zeros (00000)
78–80*	Julian Date Forwarded to SSA (by CRP)

Notes:

<sup>1</sup> Minimum Data Entries are highlighted by asterisks. Other entries are required only if data are readily available. All other fields are blank.

**Table 26–2**  
**CONUS intransit document, parcel post (TK4)**

Card col.	Entry
1–3*	TK4 (DIC)
5–8	Carrier Code (right justified)
9–14*	Consignor (DODAAC)
15–17*	Julian Date Received at (at CRP)
27	Mode
30–44*	Enter TCN from DD Form 1348–1. (Right justify, zero fill.)
47–52*	Consignee (DSS DODAAC)
53	Transportation Priority
60–62	Consignor Date Shipped
72–76*	Enter zeros (00000)
78–80*	Julian Date Forwarded to SSA (by CRP)

Notes:

<sup>1</sup> Minimum Data Entries are highlighted by asterisks. Other entries are required only if data are readily available. All other fields are blank.

**Table 26–3**  
**CONUS intransit document for other mail (TK4)**

Card col.	Entry
1–3*	TK4 (DIC)
9–14*	Consignor (DODAAC)
15–17*	Julian Date Received (at CRP)
30–35*	Consignor (see 9–14)
36*	Enter on of the following: "R" for Registered Mail "C" for Certified Mail "I" for Insured Mail "U" for UPS
37–44*	Enter the Registered, Certified, Insured or UPS Number printed on the shipping label (right justified, zero fill).
47–52*	Consignee (DSS DODAAC)
53	Transportation Priority
60–62	Consignor Date Shipped
72–76*	Enter zeros (00000)
78–80*	Julian Date Forwarded to SSA (by CRP)

Notes:

<sup>1</sup> Minimum Data Entries are highlighted by asterisks. Other entries are required only if data are readily available. All other fields are blank.

(3) Replace missing, mutilated or incomplete DSS TK4s from Army depots using the instruction contained in table 26–1. Also prepare original TK4s for DLA and General Services Administration (GSA) shipments using the same instructions. Transceive all reproduced TK4s to DAAS.

d. CRP processing segment is measured as the interval between the CRP receipt date recorded on the TK4 to the SSA receipt date recorded on the TK4.

### 26–4. Processing receipts at the DDP

a. The DDP is the activity designated by the OCONUS distribution plan to receive and distribute cargo to a cluster of SSAs. The DDP performs the following:

(1) For multi-SSA containerized shipments delivered to a DDP, the DDP will remove the TK6 or TK9, key punch the Julian date the shipment was received in cc 77–80. The Julian date will be the receipt acknowledgement date as shown on the TCMD.

(2) Missing or mutilated TK6 or TK9 documents will be replaced by the DDP as shown in tables 26–4 and 26–5 and processed as above.

(3) In Europe, DAMMS–CMM will automatically generate TK6/9 data showing arrival at DPP in addition to discharge/departure

POD and arrival at the final destination for multiple consignee shipments.

**Table 26-4**  
**Air intransit data document (TK6)**

Card col.	Entry
1-3	DIC
4-6	RIC
7-12	DODAAC of Shipper
13-16	Julian Date Shipped—APOE
17	Mode of Shipment to APOE
18-19	Type of Pack
20-22	APOD
23-28	Pallet Serial Number
30-46	Pallet TCN
47-52	DODAAC of Requisitioner
53-68	Blank
69-72	Julian Date Received at APOD
73-76	Julian Date Shipped from APOD
77-80	Julian Date Received at SSA/DDP

**Table 26-5**  
**Surface intransit data document (TK9)**

Card col.	Entry
1-3	DIC
4-6	RIC
7-22	Blank
23-29	Container Number
30-46	TCN of Container
47-52	DODAAC of Requisitioner
53-68	Blank
69-72	Julian Date Received at POD
73-76	Julian Date Shipped from POD
77-80	Julian Date Received at SSA/DDP

### Section III SSA Receipt Processing

#### 26-5. CONUS SSA documentation processing

##### *a. D6S, material receipt acknowledgement document.*

(1) Inside the lid of the multipacks, or attached to individual packages are the D6S documents (table 26-6). Each D6S shows the quantity shipped. As a result, a complete inventory to determine quantity received is not necessary. However, if container seals are broken or a sample inspection shows damage or shortage, receiving and storage personnel must conduct an inventory. Report damages or shortages in accordance with AR 735-5, chapter 19, and prepare replacement D6S showing the actual quantity received.

**Table 26-6**  
**Material receipt acknowledgement document (D6S)**

Card col.	Entry
1-3	D6S
4-6	RIC
7	Blank
8-22	NSN
23-24	Unit of Issue
26-29	Quantity
30-43	Document Number
44	Suffix
45-50	SUPPADD
51	Signal Code
52-53	Fund Code
54-56	Distribution Code
57-59	Project Code
60-61	Priority

**Table 26-6**  
**Material receipt acknowledgement document (D6S)—Continued**

Card col.	Entry
62-67	Shipping Planning Work sheet (SPW) Number (Depot use only)
68-70	Pack Area or SPW Line Number
71	Condition Code
72	Management Code
73-75	Blank (For use by the Unit to post date received.)
76-79	Blank (For use by CCP to post date received.)
80	Blank

(2) Remove the D6S (table 26-6) and check cc 45-50 to determine if the shipment is stockage or direct issue. If the DSS DODAAC is in cc 30-35, place the material in the stockage location shown in cc 46-50 or, or refer to the locator deck. If the DSS DODAAC is in cc 45-50, issue the material to the unit identified by the DODAAC in cc 30-35. Under perpetuation of unit document numbers (PUDN) procedures, receipts for NSL items will show the SSA DODAAC in cc 45-50.

(a) For non-automated accounts, SSA staff will write on the D6S, the Julian date the receipt was posted to the due in file, and send the D6S to the installation data processing center. Upon receipt of the D6S, the data processing center (DPC) will keypunch the receipt date written on the document in cc 73-75, and close the SAILS record.

(b) In the Direct Support Unit Supply System (DS4), the system will automatically enter the cycle date in the D6S, which becomes the date the accountable record is updated.

(c) In the SAILS system, the SSA Master Inventory Record Posting (MIRP) date is perpetuated, or if the date field is blank on the input, the system will enter the cycle date.

(d) The division materiel management center (DMMC) or ISD will transceive the D6S documents to DAAS which in turn forwards an image to USAMCLCA.

(e) If the D6S is missing or mutilated, reconstruct the D6S from the DD Form 1348-1A or 1348-2 (see fig 24-17) and applicable TM, for example, TM 38-L32-12 for input format.

*b. TK4, DSS intransit data document.* SSAs not serviced by a CRP will remove the DSS TK4 (table 26-1) and verify the GBL number. Key punch the Julian date the material was received in cc 78-80, and then send the TK4 to the local communications center for transeiving to DAAS. Replacement TK4s for Army shipments with missing, mutilated, or incomplete documents as well as TK4s for DLA and GSA shipments will be prepared per table 26-1.

*c. DSS TK4 documents.* DSS TK4 documents for SSAs serviced by a CRP will be completed by the CRP.

#### 26-6. OCONUS SSA document processing

*a. D6S, material receipt acknowledgement document procedures are as follows:*

(1) Inside the lid of the multipacks or attached to individual packages are the D6S documents (table 26-4). Each D6S shows the quantity shipped. As a result, a complete inventory to determine quantity received is not necessary. However, if the container seals are broken, or a sample inspection shows damages or shortages, receiving section personnel must conduct an inventory. Report damages/shortages in accordance with AR 735-5, chapter 19, and prepare replacement D6S showing the actual quantity received.

(2) Remove the D6S (table 26-6) and check cc 45-50 to determine if the shipment is stockage or direct issue. If the DSS DODAAC is in cc 30-35, place the material in the stockage location shown in cc 46-50 or, or refer to the locator deck. If the DSS DODAAC is in cc 45-50, issue the material to the unit identified by the DODAAC in cc 30-35. Under perpetuation of unit document numbers (PUDN) procedures, receipts for nonstockage (NSL) list items will show the SSA DODAAC in cc 45-50.

(a) For non-automated accounts, SSA staff will write on the D6S,

the Julian date the receipt was posted to the due in availability balance file (ABF) and send the D6S to the DMMC or ISD. Upon Julian date the receipt was posted to the due in Availability Balance File (ABF) and send the D6S to the DMMC or ISD. Upon receipt of the D6S, the data processing center will keypunch the Julian data the master inventory record was updated in cc 73-75.

(b) In the Direct Support Unit Supply System (DS4), the system will automatically enter the cycle date in the D6S, which becomes the date the accountable record is updated.

(c) In the SAILS system, the SSA Master Inventory Record Posting (MIRP) date is perpetuated, or, if the date field is blank on the input, the system will enter the cycle date.

(d) The DMMC or ISD will transceive the D6S documents to DAAS which in turn forwards an image to USAMCLCA.

(e) If the D6S is missing or mutilated, reconstruct the D6S from the DD Form 1348-1A or 1348-2 (see fig 24-17) and applicable TM, for example, TM 38-L32-13 for input format.

b. For shipments delivered directly to the SSA, bypassing the DDP/BBP, the SSA will remove either the TK6 (air transit) or TK9

(surface transit) document and keypunch the Julian date the shipment was received in cc 77-80 (table 26-4 or 26-5). Send one TK6 or TK9 to the DMMC for transmittal to USAMCLCA and one TK6 or TK9 to the in country transportation activity. In Europe, DAMMS-CMM will automatically generate data for discharge/departure water port of debarkation (WPOD) or APOD and final at final consignee.

c. Missing or mutilated TK6 or TK9 documents will be replaced by the SSA as shown in tables 26-4 and 26-5 and processed as above.

#### 26-7. SSA receipt processing segment measure

SSA receipt processing is measured as the interval between the SSA receipt date on the TK4 (CONUS) or TK6/9 (OCONUS) to the MIRP date reported on the D6S. The latter date also closes out total OST. For this reason, the posting of the D6S is crucial as this document allows managers to effectively evaluate overall DSS performance, and SSAs to compute realistic ROs for ASL stockage. Delays in processing D6S documents will distort total OST and could result in excess material being requisitioned.











CLASSES OF SUPPLY		
<u>CLASS</u>	<u>SYMBOL</u>	<u>TYPE ITEMS</u>
I		Subsistence
II		Clothing, tools, TA-50
III		POL
IV		Construction, barrier materials
V		Ammunition, explosives
VI		Personal demand items
VII		Major end items
VIII		Medical
IX		Repair parts and components
X		Agriculture, economic development

Figure 26-1. Classes of supply

## Chapter 27 Hazardous Material Management Program

### 27-1. General

Army managers must control hazardous materials to minimize hazards to public health and the environment. AR 710-2, paragraphs 1-25 through 1-28, and AR 200-1 provides regulatory guidance for the Hazardous Material Management Program. Units/activities must have those regulations on hand to understand the program and the vital need for control. Contact the local safety/environmental office for identification of the material and management techniques.

### 27-2. SSA management

The Supply Support Activity (SSA) will receive, store, and handle hazardous material. Personnel must be qualified Hazardous Material Handlers within the SSA. Contact the Safety Office or Environmental Office for instructions on training Hazardous Material Handlers.

### 27-3. Stockage policy

Stockage of hazardous material must conform to standards described in installation/MACOM Hazardous Material Management Program policy, AR 200-1 and this pamphlet. Maintain one copy of the MSDS for each product stocked and stored. The MSDS provides vital handling and emergency response preparedness data. Keep on hand balances to the minimum necessary to support customers.

### 27-4. Requesting and turn-in of hazardous material

*a. Requesting hazardous material.* Process requests for hazardous material according to chapter 5 of this pamphlet. Request for issue from the customer unit must contain the remarks "Hazardous Material" on the request. Note on all purchase requests (PRs) and procurement work directives (PWDs) that the material is hazardous and requires a Material Safety Data Sheet (MSDS) from the manufacturer. Establish a record of hazardous material being procured locally and ensure that all subsequent PRs and PWDs contain requirement for MSDSs per AR 700-141.

*b. Local Procurement of hazardous material.* The SROs will ensure that requests for local procurement of items identified as hazardous material have been reviewed by the unit commander or authorized representative. The request must include the appropriate HAZMAT code.

*c. Turn-in of hazardous material.* Process unit/activity turn-ins of hazardous material. Unit/activity must use DA Form 2765-1 to turn-in hazardous material. The request for turn-in must be prepared according to instructions in DA Pam 710-2-1, paragraph 3-4. Unit must clearly identify the material as hazardous material in block P of the DA Form 2765-1 and attach one copy of the Material Safety Data Sheet (MSDS). When the SSA prepares the corresponding DD Form 1348-1A or 1348-2 for turn-in to DRMO, the MSDS must accompany the turn-in to the DRMO or other activity designated to dispose of or destroy the hazardous material. Clearly mark "Hazardous Material" in block 27 of DD Form 1348-1A or 1348-2.

## Appendix A References

### Section I Required Publications

#### AMDF

Army Master Data File. (Cited in paras 2-3, 2-4, 3-8, 4-2, 5-7, 6-5, 11-3, 13-3, 13-17, 14-5, 15-6, 23-9, 23-15, 23-3 and 23-35.)

#### AR 11-27

Army Energy Program. (Cited in para 25-29.)

#### AR 15-6

Procedures for Investigating Officers and Boards of Officers. (Cited in paras 9-13, 9-14, 13-23, 18-7, 24-3, 24-24, 24-27, 24-32, 24-16 and 24-52.)

#### AR 25-30

The Army Integrated Publishing and Printing Program. (Cited in para 15-3.)

#### AR 25-50

Preparing and Managing Correspondence. (Cited in para 2-3.)

#### AR 25-400-2

The Modern Army Recordkeeping System (MARKS). (Cited in paras 1-10, 3-6, 23-19, 24-1, 24-3 and 24-32.)

#### AR 36-2

Audit Reports and Followup. (Cited in para 17-1.)

#### AR 37-103

Disbursing Operations for Finance and Accounting Offices. (Cited in para 13-24.)

#### AR 37-108

General Accounting and Reporting for Finance and Accounting Offices. (Cited in paras 6-8 and 13-18.)

#### AR 37-111

Working Capital Funds - Army Stock Fund; Uniform Policies, Principles, and Procedures Governing Army Stock Fund Operations. (Cited in paras 5-7 and 18-10.)

#### AR 40-2

Army Medical Treatment Facilities: General Administration. (Cited in para 1-2.)

#### AR 40-61

Medical Logistics Policies and Procedures. (Cited in paras 9-7 and 15-3.)

#### AR 55-38

Reporting of Transportation Discrepancies in Shipments (RCS: MTMC-54) (NAVSUPINST 4610.33; AFR 75-18; MCO P4610.19; DLAR 4500.15). (Cited in para 23-29.)

#### AR 58-1

Management, Acquisition and Use of Administrative Use Motor Vehicles. (Cited in para 15-3.)

#### AR 71-32

Force Development and Documentation--Consolidated Policies. (Cited in para 18-10a.)

#### AR 190-11

Physical Security of Arms, Ammunition and Explosives. (Cited in paras 24-1, 24-24, 24-27 and 24-16.)

#### AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive). (Cited in para 25-10.)

#### AR 200-1

Environmental Protection and Enhancement. (Cited in paras 25-6 and 26-29.)

#### AR 210-130

Laundry and Dry Cleaning Operations. (Cited in para 6-4.)

#### AR 215-1

Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities. (Cited in para 18-8.)

#### AR 335-15

Management Information Control System. (Cited in paras 1-7 and 2-3.)

#### AR 670-1

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 15-10.)

#### AR 700-81

DOD Dog Program AFR 70-12; NAVINST 10570.1}. (Cited in para 6-4.)

#### AR 700-131

Loan and Lease of Army Materiel. (Cited in paras 5-7 and 18-10.)

#### AR 700-138

Army Logistics Readiness and Sustainability. (Cited in para 15-3.)

#### AR 700-141

Hazardous Material Information System (HMIS) (RCS DD-FM&P(A,Q,&AR) 1486). (Cited in para 26-29.)

#### AR 708-1

Cataloging of Supplies and Equipment Cataloging and Supply Management Data. (Cited in paras 2-1, 2-2, 2-3, 2-4, 6-4 and 6-12.)

#### AR 710-2

Inventory Management Supply Policy Below the Wholesale Level. (Cited in paras 1-8, 1-9, 3-17, 3-23, 6-4, 6-5, 6-8, 6-10, 9-4, 9-5, 9-7, 14-4, 15-6, 15-7, 18-11, 22-5, 23-1, 24-1, 24-3, 24-27, 24-32, 24-52, 25-1, 25-10, 25-14 and 26-29.)

#### AR 710-3

Asset and Transaction Reporting System. (Cited in paras 1-8, 8-9, 9-14, 11-1, 18-12, 18-13 and 23-29.)

#### AR 725-50

Requisition, Receipt, and Issue System. (Cited in paras 2-4, 3-4, 3-16, 5-3, 5-4, 5-6, 5-8, 5-9, 5-7, 6-2, 6-3, 6-6, 7-1, 7-3, 8-3, 10-5, 15-7, 16-4, 16-5, 16-8, 18-10, 20-4, 23-19, 24-1, 24-3, 24-17, 24-26, 24-32, 25-12, 26-1 and 26-2.)

#### AR 735-5

Policies and Procedures for Property Accountability. (Cited in paras 1-5, 1-6, 3-5, 9-1, 9-4, 9-13, 9-14, 11-3, 13-24, 14-5, 23-2, 23-29, 24-1, 24-3, 24-27, 24-32, 24-52, 26-5, 26-6 and 26-29.)

#### AR 735-11-2

Reporting of Item and Packaging Discrepancies (DLAR 4140-55; SECNAVINST 4355.18; AFR 400-54}. (Cited in paras 8-8, 13-24 and 24-17.)

**AR 750-10**

Modification of Materiel and Issuing Safety-of-use Messages and Commercial Vehicle Safety Recall Campaign Directive. (Cited in paras 6-7, 15-8 and 22-6.)

**DA Pam 25-30**

Consolidated Index of Army Publications and Blank Forms (Issued Quarterly) (CDROM) (No Printed Copies Exist). (Cited in para 26-2.)

**DA Pam 25-380-2**

(O) Security Procedures for Controlled Cryptographic Items (CCI). (Cited in paras 6-5, 8-8, 9-11, 9-13, 14-2, 14-4, 15-3 and 18-11.)

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures). (Cited in paras 5-5, 5-8, 15-5, 23-3, 23-21, 23-25, 24-1, 24-24, 24-16, 24-66 and 26-29.)

**DA Pam 738-750**

Functional Users Manual for the Army Maintenance Management System (TAMMS). (Cited in paras 6-7, 21-4, 22-6, 24-1, 24-23 and 24-48.)

**DOD 4000.25-7-M**

Military Standard Billing System (MILSBILLS). (Cited in paras 25-12, 25-26, 25-27 and 25-28.)

**DOD 4000.25-M**

Defense Logistics Management System (DLMS). (Cited in paras 25-12, 25-26, 25-27 and 25-28.)

**DOD 4140.25-M**

DOD Management of Bulk Petroleum Products, Natural Gas, and Coal. (Cited in paras 25-12 and 25-24.)

**DOD 4160.21-M**

Defense Materiel Disposition Manual. (Cited in para 15-3.)

**FM 10-18**

Petroleum Terminal and Pipeline Operations. (Cited in para 25-6.)

**FM 10-69**

Petroleum Supply Point Equipment and Operations. (Cited in para 25-6.)

**SB 3-40**

Pesticides. (Cited in para 13-3.)

**SB 708-3**

Department of Defense Ammunition Code (Cataloging Handbook H 3) (GSA-FSS-H3) (48x Microfiche). (Cited in para 2-2.)

**SB 708-21**

Federal Supply Classification: Part 1, Groups and Classes (Cataloging Handbook H2-1). (Cited in paras 2-2 and 2-4.)

**SB 708-22**

Federal Supply Classification; Part 2 -- Numeric Index of Classes (H2-2) (GSA-FSS-H2-2) (48x Microfiche). (Cited in para 2-4.)

**SB 708-22/23**

Federal Supply Classification: Part 2 and 3 -- Numeric Index of Classes and Alphabetic Index (H2-2/2-3)(GSA-FSS H2-2/2-3). (Cited in para 2-4.)

**SB 708-41/42**

Federal Supply Code for Manufacturers: United States and Canada - - Name to Code and Code to Name (GSA0FSS H4-1/H4-2). (48x microfiche) (Cited in para 2-2.)

**SB 710-1-1**

Standard Study Number System and Replacement/Requirements Factors Standard Study Number (SSN) Master File Cross Reference Index (48x Microfiche). (Cited in para 22-6.)

**TB 43-0002-3**

Maintenance Expenditure Limits for Army Aircraft. (Cited in para 15-3.)

**TB 380-41**

(O) Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material. (Cited in paras 2-4 and 15-3.)

**Section II  
Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

**AR 5-13**

Training Ammunition Management System.

**AR 25-1**

The Army Information Resources Management Program

**AR 25-30**

The Army Integrated Publishing and Printing Program.

**AR 27-1**

Judge Advocate Legal Services.

**AR 30-18**

Army Troop Issue Subsistence Activity Operating Policies

**AR 37-1**

Army Accounting and Fund Control.

**AR 290-5**

Army National Cemeteries.

**AR 360-81**

Command Information Program

**AR 380-40**

(O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U)

**AR 381-143**

(C) Logistic Policies and Procedures (U) (Obtain from Deputy Chief of Staff for Intelligence (DAMI-ISH), 1061 Army Pentagon, Washington, DC 20310-1061).

**AR 700-19**

U.S. Army Munitions Reporting Systems.

**AR 700-84**

Issue and Sale of Personal Clothing.

**AR 735-17**

Accounting for Library Materials.

**AR 870-15**

Army Art Collection Program.

**AR 870-20**

Museums and Historical Artifacts. (Cited in para 1-2.)

**SB 742-1**

Ammunition Surveillance Procedures

**SB 755-1**

Disposition of Used Ammunition Packing Material and Certain Specified Ammunition Components

**TB 9-1300-385**

Munitions Restricted or Suspended.

**TM 38-230-2**

Packaging of Materiel - Packing (Volume II) (DLAM 4145.2, Volume II; NAVSUP Pub 503, Volume II; AFP 71-16, Volume II; MCO P4030.21C).

**TM 38-L03-15**

Functional Users Manual for Division Logistics System (SLOGS): Standard Army Intermediate Level Supply (SAILS) Subsystem Supply Management

**TM 38-L32-11**

Functional Users Manual for Direct Support Unit Standard Supply System (DS4); Customer (User) Procedures (Divisional and Nondivisional)

**TM 38-L32-12**

Functional Users Manual for Direct Support Unit Standard Supply System (DS4); Storage Operations Procedures Divisional and Nondivisional

**TM 38-L69-11**

Standard Army Ammunition System (SAAS) Level 4 Manual: System Stock Control Procedures

**Section III****Prescribed Forms****DA Form 272**

Register of Vouchers To Stock Record Account. (Prescribed in paras 3-15, 3-16, 3-17, 3-21, 3-24, 14-2 and 25-5.)

**DA Form 444**

Inventory Adjustment Report (IAR). (Prescribed in paras 9-2, 9-3, 9-4, 9-13, 9-5, 9-12, 9-14, 13-8, 13-23, 15-8, 18-2, 22-5, 24-6, 24-27, 24-35 and 26-29.)

**DA Form 1296**

Stock Accounting Record. (Prescribed in paras 3-8, 3-9, 3-10, 3-11, 3-12, 3-14, 3-18, 3-19, 3-20, 3-24, 4-8, 4-9, 4-10, 5-7, 9-11, 9-14, 12-3, 12-10, 12-12, 13-11, 14-2, 22-2, 22-3, 22-6, 25-5 and 25-32.)

**DA Form 1297**

Stock Accounting Record Title Insert. (Prescribed in paras 3-8, 3-10, 3-18, 3-24, 9-12 and 12-3.)

**DA Form 1298**

Due Out Record. (Prescribed in paras 3-8, 3-11, 3-24, 4-10, 5-7, 24-5, 24-11, 24-16, 24-22, 24-66 and 26-29.)

**DA Form 1300-2**

Computation Card. (Prescribed in paras 3-8, 3-13, 4-8, 4-9, 4-10, 4-11, 12-3 and 12-8.)

**DA Form 1300-3**

Summary Accounting Transfer Record of Supply Item. (Prescribed in paras 12-3, 12-4 and 12-12.)

**DA Form 1300-4**

Reorder Point Record. (Prescribed in paras 3-10, 12-3, 12-9, 12-10, 12-8, 12-12, 23-2 and 23-35.)

**DA Form 2000-3**

Installation Inventory Count Card. (Prescribed in paras 9-8, 9-9, 9-11, 9-14, 13-23, 24-27, 24-26, 25-17 and 26-29.)

**DA Form 3151-R**

Ammunition Stores Slip. (Prescribed in para 24-9.)

**DA Form 3733-R**

Self-service Supply Center Account Card. (Prescribed in paras 13-19 and 13-26.)

**DA Form 3734-R**

Customer Transaction Ledger Account (CTLA). (Prescribed in paras 13-5 and 13-26.)

**DA Form 3735-R**

Self-service Supply Center Monthly Summary Journal and Statement of Operations. (Prescribed in paras 13-14 and 13-26.)

**DA Form 3736-R**

Statement of Customer Accounts (LRA). (Prescribed in paras 13-15 and 13-26.)

**DA Form 4999**

Due in Record. (Prescribed in paras 3-8, 3-12, 3-24, 4-10, 24-5, 24-12, 24-16, 24-22, and 24-66.)

**DA Form 5203**

DODIC Master/Lot Locator Record. (Prescribed in paras 24-5, 24-8, 24-10, 24-16, 24-30, and 24-34.)

**DA Form 5289-R**

Traveling Purchase Request. (Prescribed in paras 6-8 and 6-12.)

**Section IV****Referenced Forms****DA Form 200**

Transmittal Record

**DA Form 461-5**

Vehicle Classification Inspection

**DA Form 543-R**

Request for Records

**DA Form 581**

Request for Issue and Turn-in of Ammunition.

**DD Form 1348**

DOD Single Line Item Requisition System Document (Manual)

**DA Form 1352**

Army Aircraft Inventory, Status and Flying Time

**DA Form 1574**

Report of Proceedings By Investigating Officer/Board of Officers

**DA Form 1687**

Notice of Delegation of Authority - Receipt for Supplies.

**DA Form 1854**

Daily Transfer Summary

**DA Form 1988**

Request for Review of an Item

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2062**

Hand Receipt/Annex Number.

**DA Form 2063-R**  
Prescribed Load List (LRA).

**DA Form 2064**  
Document Register for Supply Actions.

**DA Form 2407**  
Maintenance Request.

**DA Form 2407-1**  
Maintenance Request Continuation Sheet

**DA Form 2408-9**  
Equipment Control Record

**DA Form 2415**  
Ammunition Condition Report

**DA Form 2765-1**  
Request for Issue or Turn-in.

**DA Form 3020-R**  
Magazine Data Card

**DA Form 3022-R**  
Army Depot Surveillance Record

**DA Form 3161**  
Request for Issue or Turn-in.

**DA Form 3161-1**  
Request for Issue and Turn-in (Continuation Sheet).

**DA Form 3318**  
Records of Demands - Title Insert.

**DA Form 3590**  
Request for Disposition or Waiver

**DA Form 3643**  
Daily Issues of Petroleum Products.

**DA Form 3644**  
Monthly Abstract of Issues of Petroleum Products and Operating Supplies (Ed Oct 70 Will Be Used).

**DA Form 3782**  
Suspended Notice

**DA Form 3853-1**  
Innage Gage Sheet (Using Innage Tape and Bob).

**DA Form 3857**  
Commercial Deliveries of Bulk Petroleum Products Checklist.

**DA Form 3953**  
Purchase Request and Commitment.

**DA Form 4508**  
Ammunition Transfer Record.

**DA Form 4697**  
Department of the Army Report of Survey.

**DA Form 4701-R**  
Request for AVFUELS Identaplates (LRA).

**DA Form 4702-R**  
Monthly Bulk Petroleum Accounting Summary (LRA).

**DA Form 4949**  
Administrative Adjustment Report.

**DA Form 5037-R**  
Inventory Control Listing

**DA Form 5204**  
Serial Number Record.

**DA Form 5209-R**  
XBH/XBC Record

**DA Form 5210-R**  
XBT Record

**DA Form 5211-R**  
XAM Record

**DA Form 5411-R**  
Bulk Petroleum Storage Facilities Report, Army (RCS: DRC-830).

**DA Form 5514-R**  
TAMIS Training Ammunition Forecast Report.

**DA Form 5692-R**  
Ammunition Consumption Certificate (LRA).

**DA Form 5811-R**  
Certificate-Lost or Damaged Class 5 Ammunitions Items (LRA).

**DA Form 5977**  
Authorization Card.

**DD Form 250**  
Materiel Inspection and Receiving Report.

**DD Form 250-1**  
Tanker/Barge Materiel Inspection and Receiving Report.

**DD Form 362**  
Statement of Charges/Cash Collection Voucher.

**DD Form 416**  
Purchase Request for Coal, Coke or Briquettes

**DD Form 1155**  
Order for Supplies or Services.

**DD Form 1348**  
DOD Single Line Item Requisition System Document (Manual).

**DD Form 1348-1A**  
Issue Release/Receipt Document

**DD Form 1348-2**  
DOD Issue Release/Receipt Document with Address Label

**DD Form 1348M**  
DOD Single Line Item requisition System Document (Mechanical)

**DD Form 1650**  
Ammunition Data Card.

**DD Form 1886**  
Sioath Control Record (LRA)

**DD Form 1887**  
Prepositioned War Reserve Requirements for Terminal Storage (LRA)

**DD Form 1896**  
Jet Fuel Identaplate (S&I DARCOM).



**DD Form 1897**

AVGAS Identaplate (S&I DARCOM).

**DD Form 1898**

Avfuels Into-plane Contract Sales Slip.

**DD Form 1902**

Certificate of Qualification

**NGB Form 750-R**

Establishment of Operational Readiness Float (ORF) Items (ARNG)  
(This form can be obtained from Director, Army National Guard  
(NGB-DAY), 2500 Army Pentagon, Washington, DC 20310-2500)

**OF Form 65**

ADP Transcript Sheet

**SF Form 44**

U.S. Government Purchase Order Invoice Voucher

**SF Form 149**

U.S. Government National Credit Card

**SF Form 153**

COMSEC Material Report.

**SF 364**

Report of Discrepancy (ROD)

**SF Form 1080**

Voucher for Transfer Between Appropriations and/or Funds

**Appendix B  
Julian Date Calendars**

This appendix shows Julian Date Calendars used with this pamphlet  
(Julian Date Calendar: Perpetual (fig B-1) and Julian Date Calendar:  
Leap Years (fig B-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

Figure B-1. Perpetual Julian date calendar

## 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 B-2. Julian date calendar for leap years

## Appendix C Type of Requirement Codes

**C-1.** Type of requirement codes will be used in the second and third 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.

**C-2.** Use the TRC (table C-1) for the second position of block 18, DA Form 2765-1, or cc 55, DD Form 1348-6.

**C-3.** Use the TRC (table C-2) for the third position of block 18, DA Form 2765-1, or cc 56, DD Form 1348-6.

**Table C-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 C-2**  
**Type of requirement codes (TRC) (cc 56) for major item requests**

TRC	Explanation
1	For initial issue for MTOE/TDA shortage. (To be used when an initial shortage is an authorization that 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.
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	Decrements stocks. Equipment needed by overseas theaters to bring the on-hand quantity to the level of the approved MTOEs of units in the theater. (To be used by overseas 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.

**Table C-2**  
**Type of requirement codes (TRC) (cc 56) for major item requests**  
**—Continued**

TRC	Explanation
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:

<sup>1</sup> Ensure that when assigning TRCs, codes in CC55 and CC56 are compatible.

## Appendix D Stockage Tables

### D-1. Computation of stockage quantities

Chapters 4 and 11 require computation of stockage quantities. ROs and ROPs must be computed in either DOS or EOQ terms for nonreparable or repairable items. The results of these computations have been put into tabular form and presented in this appendix. These tables simplify the computation process for users of this pamphlet.

### D-2. Conversion factors for estimating control period demands.

Table D-1 is a general table showing conversion factors for estimating control period demands. Use this table when a full 12 months of demand history is not available.

### D-3. Computing a DOS RO and ROP

Tables D-2, D-3, and D-19 are used to compute a DOS RO and ROP. The RO+OST data in each of these tables is used by an SSA when on-hand stocks of an item exceed twice the RO. The SSA must turn-in all assets above the RO+OST. The RO+OST does not apply to ARI, SIMS-X, or RC D and L items. Table D-20 is used to determine how much of an SSA's stock may be stocked at a Forward Stockage Point (FSP) at 3 days OL, 2 days SL, and 1 through 10 days OST.

### D-4. Computing an EOQ and RO and ROP

Tables D-4, D-5, and D-6 are used to compute an EOQ RO and ROP. The ROP+OST data in tables D-5 and D-6 is used by an SSA when on-hand stocks of an item exceed twice the RO. The SSA adds the ROP+OST quantity to line 7 on DA Form 1300-2 for the excess item to find the RO+OST. The SSA must turn-in all excess above the RO+OST. The RO+OST does not apply to ARI, SIMS-X, or RC D or L items.

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**D-5. Computing a GSSB RO**

Tables D-7 through D-14 are used to compute a GSSB RO. Table D-15 is used to compute a GS RO for other than GSSB stocks.

**D-6. Computing a shop stock RO**

Tables D-16 and D-17 are used to compute a shop stock RO.

**D-7. Computing an ORF RO**

Table D-18 is used to compute an ORF RO.

**D-8. Computation of DOS**

Computation of DOS is done with two separate formulas. The first (fig D-1) computes the DOS requisitioning objective quantity (ROQ). The second formula (fig D-2) computes the DOS reorder point quantity (ROPQ).

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$$\left( \frac{\text{OLD} + \text{SLD} + \text{OSTD}}{360} \right) \times \text{QDCP} = \text{ROQ}$$

Figure D-1. Computing the DOS ROQ

---

$$\left( \frac{\text{SLD} + \text{OSTD}}{\text{OLD} + \text{SLD} + \text{OSTD}} \right) \times \text{ROQ} = \text{ROPQ}$$

Figure D-2. Computing the DOS ROPQ

---

Legend for Figure D-2;

Abbreviations used in figure D-1 and figure D-2 above are explained below.

OLD = Operating level days

OSTD = Order shipping time days

QDCP = Quantity demanded in the control period

ROPQ = Reorder point quantity

ROQ = Requisitioning objective quantity

SLD = Safety level days

**D-9.** Economic order quantity (EOQ) computation is in three separate formulas. The first (fig D-3) computes the EOQ for non-reparable and reparable items. The second (fig D-4) computes the EOQ ROPQ for nonreparable and reparable items. The third (fig D-5) computes RCL.

---

$$Q = \sqrt{\frac{2DA}{C}}$$

Figure D-3. Computing the EOQ

---

$$\left( \frac{D}{360} \right) \times (\text{SLD} + \text{OSTD}) = R$$

Figure D-4. Computing the EOQ ROPQ

---

$$\frac{\text{AQRA}}{360} - \text{RCT} - 1.25 = \text{RCL}$$

Figure D-5. Computing the RCL

---

Legend for Figure D-5;

Abbreviations used in figures D-3, D-4, and D-5 are explained below.

A = Order cost, in dollars per order (set at \$4.50 by HQDA).

QRA = Average quantity repaired annually.

C = Cost of the item (unit price) in dollars.

D = Average annual demand rate for the item, in units per year.

I = Total annual variable holding cost for an inventory, in terms of a percentage of unit price (set at 40 percent by HQDA).

STD = Order shipping time days.

Q = Operating level quantity, in units.

R = Reorder point, in units.

RCL = Repair cycle level.

RCT = Repair cycle time.

SLD = Safety level days.

Table D-1  
 Conversion factors for estimating control period demands

Demand History Number of Whole Months	Recorded Demands ×	Conversion Factor	=	Estimated Control Period Demands
1	_____	12.0		_____
2	_____	6.0		_____
3	_____	4.0		_____
4	_____	3.0		_____
5	_____	2.4		_____
6	_____	2.0		_____
7	_____	1.7		_____
8	_____	1.5		_____
9	_____	1.3		_____
10	_____	1.2		_____
11	_____	1.1		_____
12	_____	1.0		_____
13	_____	.92		_____
14	_____	.86		_____
15	_____	.80		_____
16	_____	.75		_____
17	_____	.70		_____
18	_____	.67		_____
19	_____	.63		_____
20	_____	.60		_____
21	_____	.57		_____
22	_____	.54		_____
23	_____	.52		_____
24	_____	.50		_____
25	_____	.48		_____
26	_____	.46		_____
27	_____	.44		_____
28	_____	.43		_____
29	_____	.41		_____
30	_____	.40		_____

Table D-2  
Requisitioning objective and recorder point table: 15 day operating level/5 day safety level

Order and Shipping Time (Days)		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	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	3	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	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	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	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	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	29	32	35	38	41	44	47	50	52	55	58	60	63	66	67			
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 D-3  
Requisitioning objective and reorder point table: 15 day operating level/15 day safety level

Order and Shipping Time (Days)		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	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	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	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	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	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			
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	63	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	46	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			

Table D-4  
Economic order quantities

Annual Qty Demanded In Units	Unit Prices in Dollars																					
	.01	.02	.03	.06	.10	.18	.32	.56	1.00	1.80	3.20	5.60	10	18	32	56	100	180	320	560	1000	Over 1000
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1
3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	1	1	1	1	1	1	1	1
6	6	6	6	6	6	6	6	6	6	6	6	5	4	3	2	2	1	1	1	1	1	1
10	10	10	10	10	10	10	10	10	10	10	8	6	5	4	3	2	2	1	1	1	1	1
18	18	18	18	18	18	18	18	18	18	15	11	9	6	5	4	3	2	2	1	1	1	1
32	32	32	32	32	32	32	32	32	27	20	15	11	8	6	5	4	3	2	2	1	1	1
56	56	56	56	56	56	56	56	48	36	26	20	15	11	8	6	5	4	3	2	2	1	1
100	100	100	100	100	100	100	84	63	48	35	27	20	15	11	8	6	5	4	3	2	2	1
180	180	180	180	180	180	150	110	85	64	48	36	27	20	15	11	9	6	5	4	3	2	1
320	320	320	320	320	270	200	150	110	85	63	48	36	27	20	15	11	8	6	5	4	3	2
560	560	560	560	460	250	270	200	150	110	84	63	48	36	26	20	15	11	8	6	5	4	2
1000	1000	1000	870	610	480	350	270	200	150	110	84	63	48	35	26	20	15	11	8	6	5	2
1800	1800	1400	1100	820	640	480	360	270	200	150	110	85	64	48	36	27	20	15	11	9	6	3
3200	2700	1900	1500	1100	850	630	480	360	270	200	150	110	85	63	48	36	27	20	15	11	8	3
5600	3600	2500	2100	1500	1100	840	630	480	360	270	200	150	110	84	63	48	36	26	20	15	11	4
10000	4800	3400	2700	1900	1500	1100	840	640	480	350	270	200	150	110	84	63	48	35	26	20	15	5

Select the unit price column that is equal to or the next larger column than the unit price of the item.  
 Select the annual demand row that is equal to or the next smaller row than the annual demand of the item.  
 The EOQ for the item is the number at the intersection of the selected column and row.

Table D-5  
EOQ reorder point table: 5 day safety level

Order and Shipping Time (Days)		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	ROP	1	1	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8
	ROP+OST	1	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12
6 THRU 10	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13
	ROP+OST	1	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	15	16	17	18	19	20	20
11 THRU 15	ROP	1	1	2	3	3	4	5	5	6	7	7	8	9	9	10	11	11	12	13	13	14	15	15	16	17
	ROP+OST	1	2	3	4	5	7	8	9	10	11	12	14	15	16	17	18	19	21	22	23	24	25	26	28	29
16 THRU 20	ROP	1	2	3	3	4	5	6	7	8	8	9	10	11	12	13	13	14	15	16	17	18	18	19	20	21
	ROP+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
21 THRU 25	ROP	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
	ROP+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
26 THRU 30	ROP	1	2	4	5	6	7	8	9	11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29
	ROP+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
31 THRU 35	ROP	1	3	4	5	7	8	9	11	12	13	15	16	17	19	20	21	23	24	25	27	28	29	31	32	33
	ROP+OST	2	4	6	9	11	14	16	19	21	24	26	29	31	34	36	39	41	44	46	49	51	54	57	59	61
36 THRU 40	ROP	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	24	26	27	29	30	32	33	35	36	38
	ROP+OST	2	4	7	10	13	16	19	21	24	27	30	33	36	39	41	46	47	50	53	55	58	61	64	67	70
41 THRU 45	ROP	2	3	5	7	8	10	12	13	15	17	18	20	22	23	25	27	28	30	32	33	35	37	38	40	42
	ROP+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



Table D-6  
EOQ reorder point table: 15 day safety level

Order and Shipping Time (Days)		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	ROP	1	1	2	3	3	4	5	5	6	7	7	8	9	9	10	11	11	12	13	13	14	14	15	16	17
	ROP+OST	1	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	15	16	17	18	19	20	20
6 THRU 10	ROP	1	2	3	3	4	5	6	7	8	8	9	10	11	12	13	13	14	15	16	17	18	18	19	20	21
	ROP+OST	1	2	3	4	5	7	8	9	10	11	12	14	15	16	17	18	19	21	22	23	24	25	26	28	29
11 THRU 15	ROP	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
	ROP+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
16 THRU 20	ROP	1	2	4	5	6	7	8	9	11	12	13	14	15	17	18	19	20	21	23	24	25	26	27	28	30
	ROP+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
21 THRU 25	ROP	1	3	4	5	7	8	9	11	12	13	15	16	17	19	20	21	23	24	25	27	28	29	31	32	33
	ROP+OST	1	3	6	8	10	12	14	16	19	21	23	25	27	30	32	34	36	38	40	43	45	47	49	51	53
26 THRU 30	ROP	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	24	26	27	29	30	32	33	35	36	38
	ROP+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
31 THRU 35	ROP	2	3	5	7	8	10	12	13	15	17	18	20	22	23	25	26	28	30	32	33	35	37	38	40	41
	ROP+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	69
36 THRU 40	ROP	2	4	6	7	9	11	13	15	17	18	20	22	24	26	28	29	31	33	35	37	39	40	42	44	46
	ROP+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
41 THRU 45	ROP	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50
	ROP+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
46 THRU 50	ROP	2	4	7	9	11	13	15	17	20	22	24	26	28	30	33	35	37	39	41	43	46	48	50	52	54
	ROP+OST	3	6	10	14	18	21	25	29	33	37	41	44	48	52	56	60	63	67	71	75	79	83	86	90	94
51 THRU 55	ROP	2	5	7	9	12	14	16	19	21	23	26	28	30	33	35	37	40	42	44	47	49	51	54	56	58
	ROP+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
56 THRU 60	ROP	3	5	8	10	13	15	18	20	23	25	28	30	33	35	38	40	43	45	48	50	53	55	58	60	63
	ROP+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
61 THRU 65	ROP	3	5	8	11	13	16	19	21	24	27	29	32	35	37	40	43	45	48	51	53	56	59	61	64	67
	ROP+OST	3	8	12	17	22	27	32	37	41	46	51	56	60	66	70	75	80	85	90	95	99	104	109	114	119
66 THRU 70	ROP	3	6	9	11	14	17	20	23	26	28	31	34	37	40	43	45	48	51	54	57	60	62	65	68	71
	ROP+OST	3	8	13	19	24	29	34	39	44	50	55	60	65	70	75	81	86	90	96	101	106	112	117	122	127
71 THRU 75	ROP	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60	63	66	69	72	75
	ROP+OST	4	9	14	20	25	31	36	42	47	53	58	64	69	75	80	86	91	97	102	108	113	119	124	130	135
76 THRU 80	ROP	3	6	10	13	16	19	22	25	29	32	35	38	41	44	48	51	54	57	60	63	67	70	73	76	79
	ROP+OST	4	9	15	21	27	33	38	44	50	56	62	68	73	79	85	91	97	103	108	114	120	126	132	138	143
81 THRU 85	ROP	3	7	10	13	17	20	23	27	30	33	37	40	43	47	50	53	57	60	63	67	70	73	77	80	83
	ROP+OST	4	10	16	22	28	34	41	47	53	59	65	71	78	84	90	96	102	108	115	121	127	133	139	145	152
86 THRU 90	ROP	4	7	11	14	18	21	25	28	32	35	39	42	46	49	53	56	60	63	67	70	74	77	81	84	88
	ROP+OST	4	10	17	23	30	36	43	49	56	62	69	75	82	88	95	101	108	114	121	127	134	140	147	153	160
91 THRU 95	ROP	4	7	11	15	18	22	26	29	33	37	40	44	48	51	55	59	62	66	70	73	77	81	84	88	92
	ROP+OST	5	11	18	24	31	38	45	52	59	65	72	79	86	93	100	106	113	120	127	134	141	147	154	161	168
96 THRU 100	ROP	4	8	12	15	19	23	27	31	35	38	42	46	50	54	58	61	65	69	73	77	81	84	88	92	96
	ROP+OST	5	11	19	26	33	40	47	54	62	69	76	83	90	97	105	112	119	126	133	140	148	155	162	169	176

Table D-7  
Requisitioning objective and reorder point table: 3 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	0	0	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
6 THRU 10	RO	0	1	1	1	2	2	2	2	3	3	4	4	4	5	5	5	5	5	6	6	6	7	7	7	8	8
6 THRU 10	ROP	0	0	1	1	1	1	1	1	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	4	5	5
11 THRU 15	RO	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	7	8	8	9	9	10	10	11	11	12	12
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	7	8	8	8	9	9
16 THRU 20	RO	1	1	2	3	3	4	4	5	6	6	7	8	8	9	10	10	11	11	12	13	13	14	15	15	16	16
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13	13
21 THRU 25	RO	1	2	2	3	4	5	6	6	7	8	9	10	10	11	12	13	14	14	15	16	17	18	18	19	20	20
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	10	11	11	12	12	13	13	14	15	16	17	17
26 THRU 30	RO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18	19	20	21	22	23	24	24
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22	22
31 THRU 35	RO	1	2	3	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	22	23	24	25	26	27	28	28
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	26
36 THRU 40	RO	1	3	4	5	7	8	9	10	12	13	14	16	17	18	20	21	22	23	25	26	27	29	30	31	33	33
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30	30
41 THRU 45	RO	1	3	4	6	7	9	10	12	13	15	16	18	19	21	22	23	25	26	28	29	31	32	34	35	37	37
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34	34

Table D-8  
Requisitioning objective and reorder point table: 4 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	0	1	1	1	1	1	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	4
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
6 THRU 10	RO	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	8
6 THRU 10	ROP	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	5
11 THRU 15	RO	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13	13
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9	9	9
16 THRU 20	RO	1	1	2	3	3	4	5	5	6	7	7	8	9	9	10	11	11	12	13	13	14	15	15	16	17	17
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	13	13
21 THRU 25	RO	1	2	3	3	4	5	6	7	8	8	9	10	11	12	13	13	14	15	16	17	18	18	19	20	21	21
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	15	15	16	17	18	18
26 THRU 30	RO	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	25
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22	22
31 THRU 35	RO	1	2	4	5	6	7	8	9	11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29	29
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	26
36 THRU 40	RO	1	3	4	5	7	8	9	11	12	13	15	16	17	19	20	21	23	24	25	27	28	29	31	32	33	33
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30	30
41 THRU 45	RO	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	24	26	27	29	30	32	33	35	36	38	38
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34	34

Table D-9  
Requisitioning objective and reorder point table: 5 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	0	1	1	1	1	1	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	5	5	5
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
6 THRU 10	RO	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	7	8	8	8	9
6 THRU 10	ROP	0	0	1	1	1	1	1	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	4	5	5
11 THRU 15	RO	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	13
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9	9
16 THRU 20	RO	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	14	15	15	16	17
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	13
21 THRU 25	RO	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	15	15	16	17	18
26 THRU 30	RO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22
31 THRU 35	RO	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26
36 THRU 40	RO	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30
41 THRU 45	RO	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	25	26	28	29	31	32	34	35	37	38
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	32	33	34

Table D-10  
Requisitioning objective and reorder point table: 6 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5	5	6	6
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
6 THRU 10	RO	0	1	1	2	2	2	3	3	4	4	4	5	5	6	6	6	7	7	8	8	8	9	9	10	10
6 THRU 10	ROP	0	0	1	1	1	1	1	2	2	2	2	3	3	3	3	3	3	4	4	4	4	4	5	5	5
11 THRU 15	RO	1	1	2	2	3	3	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	14	14
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9	9
16 THRU 20	RO	1	1	2	3	4	4	5	6	7	7	8	9	10	10	11	12	12	13	14	15	15	16	17	18	18
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	13
21 THRU 25	RO	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	14	15	16	17	18	19	20	21	22	23
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	15	15	16	17	18
26 THRU 30	RO	1	2	3	4	5	6	7	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	25	26	27
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22
31 THRU 35	RO	1	2	4	5	6	7	9	10	11	12	14	15	16	17	19	20	21	22	23	25	26	27	28	30	31
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26
36 THRU 40	RO	1	3	4	6	7	8	10	11	13	14	15	17	18	20	21	22	24	25	27	28	29	31	32	34	35
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30
41 THRU 45	RO	2	3	5	6	8	9	11	13	14	16	17	19	20	22	24	25	27	28	30	31	33	34	36	38	39
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34

Table D-11  
 Requisitioning objective and reorder point table: 7 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	5	5	5	5	6	6	6	6	7			
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1			
6 THRU 10	RO	0	1	1	2	2	3	3	3	4	4	5	5	6	6	7	7	7	8	8	9	9	10	10	10	11			
6 THRU 10	ROP	0	0	1	1	1	1	1	1	2	2	2	2	3	3	3	3	3	4	4	4	4	4	5	5	5			
11 THRU 15	RO	1	1	2	2	3	4	4	5	5	6	7	7	8	8	9	10	10	11	11	12	13	13	14	15				
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9				
16 THRU 20	RO	1	2	2	3	4	5	5	6	7	8	8	9	10	11	12	12	13	14	15	15	16	17	18	19				
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	13	13				
21 THRU 25	RO	1	2	3	4	5	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	12	13	13	14	14	15	16	17	18				
26 THRU 30	RO	1	2	3	4	6	7	8	9	10	11	12	13	14	15	17	18	19	20	21	22	23	24	25	26	28			
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21				
31 THRU 35	RO	1	3	4	5	6	8	9	10	11	13	14	15	16	18	19	20	22	23	24	25	27	28	29	30	32			
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25				
36 THRU 40	RO	1	3	4	6	7	9	10	11	13	14	16	17	19	20	22	23	24	26	27	29	30	32	33	34	36			
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29				
41 THRU 45	RO	2	3	5	6	8	10	11	13	14	16	18	19	21	22	24	26	27	29	30	32	34	35	37	38	40			
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33				

Table D-12  
 Requisitioning objective and reorder point table: 8 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	1	1	1	2	2	2	2	3	3	4	4	4	5	5	5	5	6	6	6	7	7	7	8				
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1				
6 THRU 10	RO	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	7	8	8	9	9	10	10	11	12				
6 THRU 10	ROP	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	4	4	4	4	4	5	5	5				
11 THRU 15	RO	1	1	2	3	3	4	4	5	6	6	7	8	8	9	10	10	11	11	12	13	13	14	15	16				
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	9	9				
16 THRU 20	RO	1	2	2	3	4	5	6	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	20				
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	13	13				
21 THRU 25	RO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	12	13	14	15	15	16	17	18	18				
26 THRU 30	RO	1	2	3	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	22	23	24	25	26	27	28			
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21				
31 THRU 35	RO	1	3	4	5	7	8	9	10	12	13	14	16	17	18	20	21	22	23	25	26	27	29	30	31	33			
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25				
36 THRU 40	RO	1	3	4	6	7	9	10	12	13	15	16	18	19	21	22	23	25	26	28	29	31	32	34	35	37			
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29				
41 THRU 45	RO	2	3	5	7	8	10	11	13	15	16	18	20	21	23	25	26	28	29	31	33	34	36	38	39	41			
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33				

Table D-13  
Requisitioning objective and reorder point table: 9 day operating level

ORDER AND SHIPPING TIME (Days)		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	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	8	8	
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6 THRU 10	RO	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13	13		
6 THRU 10	ROP	0	0	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3	4	4	4	4	4	4	5	5	5	5	
11 THRU 15	RO	1	1	2	3	3	4	5	5	6	7	7	8	9	9	10	11	11	12	13	13	14	15	15	16	17	17		
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9	9	9		
16 THRU 20	RO	1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	13	13		
21 THRU 25	RO	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	25		
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	15	15	16	17	18	18		
26 THRU 30	RO	1	2	4	5	6	7	8	9	11	12	13	14	15	16	18	19	20	21	22	23	25	26	27	28	29	29		
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22	22		
31 THRU 35	RO	1	3	4	5	7	8	9	11	12	13	15	16	17	19	20	21	23	24	25	27	28	29	31	32	33	33		
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	26		
36 THRU 40	RO	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	24	26	27	29	30	32	33	35	36	38	38		
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30	30		
41 THRU 45	RO	2	3	5	7	8	10	12	13	15	17	18	20	22	23	25	27	28	30	32	33	35	37	38	40	42	42		
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34	34		

Table D-14  
Requisitioning objective and reorder point table: 10 day operating level

ORDER AND SHIPPING TIME (Days)		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	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9	9	9		
1 THRU 5	ROP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6 THRU 10	RO	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	13	13	13			
6 THRU 10	ROP	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	5		
11 THRU 15	RO	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	15	16	17	18	18			
11 THRU 15	ROP	0	1	1	1	2	2	3	3	3	4	4	4	5	5	6	6	6	7	7	7	8	8	8	9	9	9		
16 THRU 20	RO	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22	22		
16 THRU 20	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	9	9	10	10	11	11	12	12	13	13	13		
21 THRU 25	RO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	26		
21 THRU 25	ROP	1	1	2	3	4	4	5	6	6	7	8	8	9	10	11	11	12	13	13	14	15	15	16	17	18	18		
26 THRU 30	RO	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30	30		
26 THRU 30	ROP	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	16	17	18	19	20	21	22	22		
31 THRU 35	RO	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34	34		
31 THRU 35	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	16	17	18	19	20	21	22	23	24	25	26	26		
36 THRU 40	RO	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	25	26	28	29	31	32	34	35	37	38	38		
36 THRU 40	ROP	1	2	4	5	6	7	8	10	11	12	13	14	16	17	18	19	20	22	23	24	25	26	28	29	30	30		
41 THRU 45	RO	2	3	5	7	9	10	12	14	15	17	19	20	22	24	26	27	29	31	32	34	36	37	39	41	43	43		
41 THRU 45	ROP	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25	26	27	29	30	31	33	34	34		

Table D-15  
 Requisitioning objective and reorder point table: 15 day operating level

		Quantity demanded during control period (360 days)																											
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			
1 THRU 5	RO	0	1	1	2	3	3	4	4	5	6	6	7	7	8	8	9	10	10	11	11	12	13	13	14	14			
	ROP	0	1	1	2	3	3	4	4	5	6	6	7	7	8	8	9	10	10	11	11	12	13	13	14	14			
6 THRU 10	RO	0	1	2	3	3	4	5	6	6	7	8	9	9	10	11	12	12	13	14	15	15	16	17	18	18			
	ROP	0	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12			
11 THRU 15	RO	0	1	2	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	22			
	ROP	0	1	2	2	3	3	4	4	5	5	6	6	7	8	8	9	9	10	11	11	12	13	14	14	15			
16 THRU 20	RO	1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19	20	21	22	23	24	25	27			
	ROP	0	1	2	3	3	4	5	5	6	7	8	8	9	10	10	11	12	13	13	14	15	16	16	17	18			
21 THRU 25	RO	1	2	3	4	6	7	8	9	11	12	13	14	16	17	18	19	21	22	23	24	26	27	28	29	31			
	ROP	0	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	15	16	17	18	19	20	20			
26 THRU 30	RO	1	2	4	5	6	8	9	11	12	13	15	16	18	19	21	22	23	25	26	28	29	30	32	33	35			
	ROP	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17	18	19	20	21	22	23			
31 THRU 35	RO	1	2	4	6	7	9	10	12	13	15	17	18	20	21	23	25	26	28	29	31	32	34	36	37	39			
	ROP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	20	21	21	22	23	24	26			
36 THRU 40	RO	1	3	4	6	8	10	11	13	15	17	18	20	22	24	25	27	29	31	32	34	36	38	39	41	43			
	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			
41 THRU 45	RO	1	3	5	7	9	11	12	14	16	18	20	22	24	26	28	30	32	34	35	37	39	41	43	45	47			
	ROP	1	2	3	4	6	7	8	10	11	12	13	15	16	17	19	20	21	22	24	25	26	27	29	30	31			
46 THRU 50	RO	1	3	5	7	9	11	14	16	18	20	22	24	26	28	30	32	34	36	39	41	43	45	47	49	51			
	ROP	1	2	3	5	6	8	9	10	12	13	15	16	17	19	20	22	23	24	26	27	28	30	31	33	34			

Table D-16  
 Shop stock (15 day stockage objective): requisitioning objective and reorder point table

ORDER AND SHIPPING TIME (Days)	AVERAGE MONTHLY USAGE																									
	Items	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
1 THRU 5 1 THRU 5	RO	2	2	2	3	4	5	5	6	7	7	8	9	10	10	11	12	12	13	14	14	15	16	17	17	18
	ROP	1	1	1	1	2	2	2	2	3	3	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6
6 THRU 10 6 THRU 10	RO	2	2	3	4	5	6	6	7	8	9	10	11	11	12	13	14	15	16	16	17	18	19	20	21	21
	ROP	1	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6	6	7	7	7	8	8	8	9	9
11 THRU 15 11 THRU 15	RO	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	ROP	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	13
16 THRU 20 16 THRU 20	RO	2	3	4	5	6	8	9	10	11	12	13	15	16	17	18	19	20	22	23	24	25	26	27	29	30
	ROP	1	2	3	3	3	5	6	6	7	8	8	9	10	11	11	12	12	14	14	15	15	16	17	18	18
21 THRU 25 21 THRU 25	RO	2	3	5	6	7	9	10	11	13	14	15	17	18	19	21	22	23	25	26	27	29	30	31	33	34
	ROP	1	2	4	5	5	6	6	7	10	10	11	12	13	14	15	16	17	18	19	19	20	21	22	24	24
26 THRU 30 26 THRU 30	RO	2	3	5	6	8	9	11	12	14	15	17	18	20	21	23	24	26	27	29	30	32	33	35	36	38
	ROP	1	2	4	5	6	7	8	9	10	11	12	13	14	15	17	17	19	19	21	21	23	24	25	26	27

ORDER AND SHIPPING TIME (Days)	AVERAGE MONTHLY USAGE																													
	Items	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
1 THRU 5 1 THRU 5	RO	19	19	20	21	21	22	23	24	24	25	26	26	27	28	28	29	30	31	31	32	33	33	34	35	35				
	ROP	6	6	6	7	7	7	7	8	8	8	8	8	9	9	9	9	9	10	10	10	10	10	11	11	11				
6 THRU 10 6 THRU 10	RO	22	23	24	25	26	27	27	28	29	30	31	32	32	33	34	35	36	37	37	38	39	40	41	42	42				
	ROP	9	10	10	10	11	11	11	12	12	12	13	13	13	14	14	14	15	15	15	16	16	16	17	17	17				
11 THRU 15 11 THRU 15	RO	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
	ROP	13	14	14	15	15	16	16	17	17	18	18	19	19	20	20	21	21	22	22	23	23	24	24	25	25				
16 THRU 20 16 THRU 20	RO	31	32	33	34	36	37	38	39	40	41	43	44	45	46	47	48	50	51	52	53	54	55	57	58	59				
	ROP	19	20	20	21	22	23	23	24	24	25	26	27	27	28	29	29	30	31	32	32	33	33	35	35	36				
21 THRU 25 21 THRU 25	RO	35	37	38	39	41	42	43	45	46	47	49	50	51	53	54	55	57	58	59	61	62	63	65	66	67				
	ROP	25	26	27	28	29	30	31	32	33	33	35	35	36	38	38	39	40	41	42	43	44	45	46	47	47				
26 THRU 30 26 THRU 30	RO	39	41	42	44	45	47	48	50	51	53	54	56	57	59	60	62	63	65	66	68	69	71	72	74	75				
	ROP	28	29	30	31	32	32	34	35	36	38	38	40	40	42	42	44	45	46	47	48	49	50	51	52	53				

Table D-17  
 Shop stock (30 day stockage objective): requisitioning objective and reorder point table

ORDER AND SHIPPING TIME (Days)	AVERAGE MONTHLY USAGE																									
	Items	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
1 THRU 5 1 THRU 5	RO ROP	1 0	2 0	4 1	5 1	6 1	7 1	8 1	9 1	11 2	12 2	13 2	14 2	15 2	16 3	18 3	19 3	20 3	21 3	22 3	23 3	25 4	26 4	27 4	28 4	29 4
6 THRU 10 6 THRU 10	RO ROP	1 0	3 1	4 1	5 1	7 2	8 2	9 2	11 3	12 3	13 3	15 4	16 4	17 4	19 5	20 5	21 5	23 6	24 6	25 6	27 7	28 7	29 7	31 8	32 8	33 8
11 THRU 15 11 THRU 15	RO ROP	2 1	3 1	5 2	6 2	8 3	9 3	11 4	12 4	14 5	15 5	17 6	18 6	20 7	21 7	23 8	24 8	26 9	27 9	29 10	30 10	32 11	32 11	35 12	36 12	38 13
16 THRU 20 16 THRU 20	RO ROP	2 1	3 1	5 2	7 3	8 3	10 4	12 5	13 5	15 6	17 7	18 7	20 8	22 9	23 9	25 10	27 11	28 11	30 12	32 13	33 13	35 14	37 15	38 15	40 16	42 17
21 THRU 25 21 THRU 25	RO ROP	2 1	4 2	6 3	7 3	9 4	11 5	13 6	15 6	17 8	18 8	20 9	22 10	24 11	26 12	28 13	29 13	31 14	33 15	35 16	37 17	39 18	40 18	42 19	44 20	46 21
26 THRU 30 26 THRU 30	RO ROP	2 1	4 2	6 3	8 4	10 5	12 6	14 7	16 7	18 9	20 10	22 11	24 12	26 13	28 14	30 15	32 16	34 17	36 18	38 19	40 20	42 21	44 22	46 23	48 24	50 25

ORDER AND SHIPPING TIME (Days)	AVERAGE MONTHLY USAGE																													
	Items	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50				
1 THRU 5 1 THRU 5	RO ROP	30 4	32 5	33 5	34 5	35 5	36 5	37 5	39 6	40 6	41 6	42 6	43 6	44 6	46 7	47 7	48 7	49 7	50 7	51 7	53 8	54 8	55 8	56 8	57 8	58 8				
6 THRU 10 6 THRU 10	RO ROP	35 9	36 9	37 9	39 10	40 10	41 10	43 11	44 11	45 11	47 12	48 12	49 12	51 13	52 13	53 13	55 14	56 14	57 14	59 15	60 15	61 15	63 16	64 16	65 16	67 17				
11 THRU 15 11 THRU 15	RO ROP	39 13	41 14	42 14	44 15	45 15	47 16	48 16	50 17	51 17	53 18	54 18	56 19	57 19	59 20	60 20	62 21	63 21	65 22	66 22	68 22	69 23	71 24	72 24	74 25	75 25				
16 THRU 20 16 THRU 20	RO ROP	43 17	45 18	47 19	48 19	50 20	52 21	53 21	55 22	57 23	58 23	60 24	62 25	63 25	65 26	67 27	68 27	70 28	72 29	73 29	75 29	77 31	78 31	80 32	82 33	83 33				
21 THRU 25 21 THRU 25	RO ROP	48 22	50 23	51 23	53 24	55 25	57 26	59 27	61 28	62 28	64 29	66 30	68 31	70 32	72 33	73 33	75 34	77 35	79 36	81 37	83 37	84 38	86 39	88 40	90 41	92 42				
26 THRU 30 26 THRU 30	RO ROP	52 26	54 27	56 28	58 29	60 30	62 31	64 32	66 33	68 34	70 35	72 36	74 37	76 38	78 39	80 40	82 41	84 42	86 43	88 44	90 44	92 46	94 47	96 48	98 49	100 50				



Table D-18 (PAGE 1)  
ORF storage objective table

		Average Repair Time in Days																														
		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42			
Number of demands in control period (365 days)	1	0																														
	2	0																														
	3	0																														
	4	0																														
	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
16	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
17	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
18	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
19	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
21	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
22	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
23	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
24	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
25	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
26	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
27	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
28	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
29	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
30	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
31	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
32	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
33	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
34	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
35	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
36	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
37	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
38	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
39	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
40	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
42	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
42	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
43	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
44	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
45	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
46	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
47	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
48	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
49	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
50	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2



Table D-18 (PAGE 3)  
 ORF storage objective table—Continued

		Average Repair Time in Days																														
		71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
Number of demands in control period (365 days)	1	0																														
	2	0																														
	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	7	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2
	8	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	9	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	10	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	11	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3
	12	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3
	13	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3
	14	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	15	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	16	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	17	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	18	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	19	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	20	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	21	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	22	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	23	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	24	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	25	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	26	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	27	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	28	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	29	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	30	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
	31	5	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	32	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	33	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	34	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	35	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	36	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	37	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	38	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	39	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	40	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	42	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	42	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
	43	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	44	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	45	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	46	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	47	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	48	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
	49	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
	50	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Table D-19  
 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	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 D-20**  
**Forward stockage point table: 3 day operating level/2 day safety level**

Main-co-FSP Order and Shipping Time (Days)	FSPSL	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 2	FSPSL	0	0	1	1	1	1	1	2	2	2	2	2	3	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	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	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	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	10	11	11	12

**Appendix E**  
**Mode of Shipment Code**

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 documents to show that shipment has been made. Table E-1 lists mode of shipment codes.

**Table E-1**  
**Mode of shipment codes**

Code	Explanation
A	Motor truckload.
B	Motor, less truckload.
C	Van (unpacked, uncrated, personal, or Government property).
D	Driveway, truckway, towaway.
E	Bus.
F	MAC.
G	Surface, parcel post.
H	Air, parcel post.
I	Government truck, for shipment outside local delivery area.
J	Small package carrier.
K	Rail, carload (See note).
L	Rail, less carload (See note).
M	Freight forwarder.
N	LOGAIR.
O	Organic military air (including aircraft of foreign Governments).
P	TGBL.
Q	Air freight, air express, air charter (commercial).
R	Expedited air freight.
S	Scheduled truck service (applies to contract carriage, guaranteed traffic routings for scheduled service).
T	Air freight forwarder.
U	QUICKTRANS.
V	SEAVAN.
W	Water, river, lake, coastal (commercial).

**Table E-1**  
**Mode of shipment codes—Continued**

Code	Explanation
X	Bearer, walk-through (customer pick-up of materiel).
Y	Intratheater airlift system.
Z	MSC (controlled, contract, or arranged space).
2	Government watercraft, barge, lighter.
3	RORO service.
4	ARFCOS.
5	United parcel service.
6	Military ordinary mail (MOM).
7	Express mail.
8	Pipeline.
9	Local delivery by Government or commercial truck includes on base transfers, deliveries between air, water, or motor terminals, and adjacent activities. Local delivery areas are identified in commercial carriers' tariffs which are filed and approved by regulatory authorities.

Notes:

<sup>1</sup> Include trailer/container-on-flat-car (excluding SEAVAN).

**Appendix F**  
**Return Advice Codes**

**F-1. Use of return advice codes**

Return advice codes are used by units for turn in of property to

SSAs. These codes are entered on selected turn-ins (DA Form 2765-1) to identify type of turn-in.

## F-2. Code list

Return advice codes are listed in table F-1.

**Table F-1**  
**Return advice codes**

**Code: 1P**

**Explanation:** Return of materiel previously purchased by a customer to support DA-approved emergency requirements. The document number will be the same as the one on which the materiel was originally shipped to the returning activity.

**Code: 1Q**

**Explanation:** Return of inventory temporarily in use. The document number will be the same as the one on which the materiel was originally shipped to the returning activity.

**Code: 1S**

**Explanation:** Return of Government-owned returnable shipping containers (e.g., drums and cylinders). The document number will be the same as the one on which the materiel was originally shipped to the return activity.

**Code: 1T**

**Explanation:** Return of improper shipment (e.g., items not ordered). The returning document number will be the same as the one on which the materiel was originally shipped to the returning activity.

**Code: 1U**

**Explanation:** Return of items that contain hidden defects. The returning document number will be the same as the one on which the materiel was originally shipped to the returning activity.

**Code: 1Z**

**Explanation:** All other returns. Consignor will originate the returning document number.

## Appendix G

### Transaction Codes

Standard transaction codes for the Standard Army Ammunition System (SAAS) identify valid transactions acceptable for processing the files in SAAS-3. Each transaction code is a three-letter combination that describes a specific type of transaction. Additional transaction codes are used when specified by SAAS-3.

**Table G-1**  
**Issue transactions**

Transaction code	Code definition	Used only with DIC
AT	Issue to ATP (in the third position, enter the locally assigned code that is unique to a particular ATP).	XBH
IBL	Initial issue to basic load.	XBH
IFR	Issue for riot control.	XBH
IFT	Issue for test purposes.	XBH
ITR	Issue to renovation	XBH
NIS	Normal issue for training or combat.	XBH
RBL	Rotate basic load.	XBH
DES	Destruction.	XBH

**Table G-2**  
**Turn-in transactions**

Transaction code	Code definition	Used only with DIC
BLR	Receipts from basic load.	XBH
TAR	Training assets returned.	XBH
NTI	Normal turn-in (combat).	XBH

**Table G-2**  
**Turn-in transactions —Continued**

Transaction code	Code definition	Used only with DIC
TIR	Turn-in residue.	XBH

**Table G-3**  
**Adjustment transactions**

Transaction code	Code definition	Used only with DIC
AC4	Account-code changes initiated by SAAS-4.	XBA
CCC	Condition code change.	XBC
CCH	Condition code change to condition code H.	XBC
INL	Inventory adjustment loss.	XBH
ING	Inventory adjustment gain.	XBH
LEA	Losses due to combat or enemy action.	XBH
LFE	Losses due to fire or explosions.	XBH
PEP	Posting error plus.	XBH
PEM	Posting error minus.	XBH
IIC	Intransit-in cancellation.	XBT
IDT	Interdepot transfer.	XBT

**Table G-4**  
**Receipt transactions**

Transaction code	Code definition	Used only with DIC
IC	Intransit-in cancellation.	XBT
IIN	Intransit-in notification to SAAS-4 for preposition receipt.	XBT
IIR	Intransit-in receipt of shipment from location outside SAAS-3 area.	XBT
LTR	Location transfer receipt of shipment from another SAAS-4 activity within the same SAAS-3 area.	XBT
RFR	Receipts from renovation.	XBT
RFA	Receipts from U.S. Air Force.	XBT
RFF	Receipts from FORSCOM.	XBT
RFK	Receipts from Republic of Korea.	XBT
RFN	Receipts from U.S. Navy.	XBT
RFM	Receipts from U.S. Marine Corps.	XBT
RFT	Receipts from TRADOC.	XBT

**Table G-5**  
**Shipment transactions**

Transaction code	Code definition	Used only with DIC
LTS	Location transfer shipment (confirms shipment to another SAAS-4 activity in the same SAAS-3 area).	XBT
IFC	Intransit-from cancellation.	XBT
IFD	Intransit-from directive (shipment out of SAAS-3 area directed by SAAS-3).	XBT
IFS	Intransit-from shipment (confirms SAAS-4 shipment out of SAAS-3 area).	XBT
LTC	Location transfer cancellation.	XBT
LTD	Location transfer directive (SAAS-3 directed shipment from one SAAS-4 activity to another SAAS-4 activity within the same SAAS-3 area).	XBT
RCD	Return to CONUS depot.	XBT
TTA	Transfer to U.S. Air Force.	XBT
TTF	Transfer to FORSCOM.	XBT
TTK	Transfer to Republic of Korea.	XBT

**Table G-5****Shipment transactions —Continued**

Transaction code	Code definition	Used only with DIC
TTM	Transfer to U.S. Marine Corps.	XBT
TTN	Transfer to U.S. Navy	XBT
TTT	Transfer to TRADOC.	XBT
PDO	Transfer to Defense Reutilization and Marketing Office (DRMO).	XBT

## Appendix H Causative Research Checklist for Ammunition SSA

The checklist following may be used when conducting a causative research inventory. (See para 24-52h(2)(c).)

**H-1.** Check all DODIC lot locator records to ensure that only the lots listed on the folder require adjustment.

**H-2.** Check all zeroed lot locator records for valid entries.

**H-3.** Check the lot locator record for mathematical errors.

**H-4.** Check the DODIC master record for mathematical errors whenever it is used for reconciliation.

**H-5.** Compare the lot locator record to the DODIC master record and ensure that transactions (gains or losses) that appear on one type of card appear on the other. Write down any discrepancies for use when checking if the total on the DODIC master record equals the total of the lot locator records for that condition code.

**H-6.** Locate all Magazine Data Cards (DA Forms 3020-R) on file and in use at storage locations. The DA Form 3020-R is prescribed by AR 710-2.

**H-7.** Compare magazine data cards with lot locator records and write down any discrepancies for later investigation.

**H-8.** When a document posting error is discovered, determine if there is a corrected posting. If there is not, make the necessary posting correction.

**H-9.** After making all corrections, determine the need for an Inventory Adjustment Report (DA Form 444) and, if required, initiate the report.

**H-10.** Determine the dollar value of the item.

**H-11.** Determine total overage and total shortage.

**H-12.** Ensure that appropriate adjustments based on steps 8 and 9 are begun.

**H-13.** Ensure that appropriate written comments, copies of pertinent documents, and other applicable items in a DODIC file that justify the adjustment are on file.

**H-14.** Give the DODIC file to the chief of the inventory section who will review the actions taken and assign a document number.

**H-15.** Causative research is completed.

## Appendix I Salvage/Residue Listing

### I-1. Computing weight and quantity of expended cartridge cases

Ammunition SSAs weigh expended small arms ammunition cartridges to determine if the ammunition issued to the unit was fired and if the total quantity of ammunition issued, less live ammunition turned-in, equals the amount of residue turned-in. Use the data and procedures in this appendix to compute the weight and quantity of expended cartridge cases. Table I-1 gives the weight for each type of small arms cartridge casing. Do not use any other table.

### I-2. Determining weight from the quantity of live ammunition issued

To determine brass weight from the quantity of live ammunition

issued, multiply the number of live rounds by the weight factor (pounds) given in this appendix. For example:

a. A user that is issued 39,875 rounds of 5.56mm ammunition must return 538.3 pounds of brass (39,875 X .0135 = 538.3 lbs)

b. A user that is issued 39,875 rounds of 5.56mm ammunition and turns-in 19,875 rounds of live 5.56mm ammunition, must return 270 pounds of brass ((39,875 - 19,875) X .0135 = 270 lbs).

### I-3. Determining the number of rounds from the weight of brass

To determine the number of rounds from the weight of brass, divide the brass weight by the weight factor (pounds). For example, a user that was issued 39,875 rounds of 5.56mm ammunition turns-in 337.5 lbs of brass; 337.5 divided by .0135 = 25,000 expended rounds. Subtract the expended rounds from the total rounds issued to determine the number of live rounds that the user must turn in (39,875 - 25,000 = 14,875 live rounds that the user must turn-in).

**Table I-1****Brass conversion factors**

Case type	Case weight in pounds
.22 caliber, brass, short	.0008
.22 caliber, brass, long	.0014
.30 caliber, brass, carbine	.0101
.30 caliber, steel, carbine	.0081
.30 caliber, brass, all other	.0286
.38 caliber, brass, all	.009
.45 caliber, brass, all	.0124
.45 caliber, steel, all	.012
.50 caliber, brass, all	.121
.50 caliber, steel, all	.111
5.56 millimeter, brass, all	.0135
7.62 millimeter, brass, all	.026
9 millimeter, brass, parabellum	.0094
20 millimeter, brass, small	.2
20 millimeter, brass, large	.25
Shotgun, brass	.036
All other brass	Individual count

## Appendix J Action Codes for Guided Missiles and Large Rockets (GMLR)

The codes in table J-1 following identify actions for guided missiles and large rocket ammunition.

**Table J-1****GMLR action codes**

Data item and definition	Data codes
Addition of information due to changes or errors	F
Combat loss	Y
Condition code change	E
Deletion of information due to change or error	R
Items expended in testing (firings and other tests) lot acceptance	Q
Items expended in training (including ASPs and troop demonstrations) and expended in firing by U.S. Army	K
Items salvaged or demilitarized	L
Other losses (Armed Forces Day, VIP demonstrations, firing, etc.)	O
Receipt from other area or activity. (Report both the reporting unit identification code (UIC) and the UIC received from)	C
Receipt from CONUS depot	B
Receipt from manufacturer or contractor	P
Reconciliation reports	A
Shipment or transfer to another area or activity	D
Shipment or transfer to claimant other than U.S. Army	J

**Table J-1**  
**GMLR action codes —Continued**

Data item and definition	Data codes
Shipment or transfer to CONUS depot	G
Shipment or transfer to manufacturer or contractor	H
Change of component data due to replacement	N
Correction of erroneous data	T
Account-code changes (SAAS-unique, not in AR 700-19)	X

## Appendix K Training Event Codes (AR 5-13)

**K-1.** When requesting training ammunition, units must enter training event codes on the DA Form 581 to describe intended use of the ammunition. When turning-in training ammunition, units must enter training event codes on the DA Form 581 to describe the actual use of the ammunition.

**K-2.** Training event codes are either two- or three-character codes. Two-character codes are expanded to three-character codes, where appropriate, by adding a suffix to more fully describe the training event. For example, if ammunition items were expended for rifle qualification, the training event code is "BTQ," not "BT."

**K-3.** Tables K-1 through K-5 list training event codes for institutional training, unit training, field training exercises (FTX), competitive marksmanship, and miscellaneous use. Table K-6 lists suffixes used to expand two-character training event codes to three-character codes.

**Table K-1**  
**Training event codes—institutional training**

Code	Explanation
BT	Basic combat training/basic training.
AT	Advanced individual training.
OS	One station unit training.
BN	Basic NCO combined Army training.
NC	NCO advanced course.
OC	Officer candidate school.
OB	Officer basic course.
OA	Officer advanced course.
JR	Junior ROTC program.
SC	Senior ROTC summer program training.
SR	Other senior ROTC training.
MA	U.S. Military Academy training.
IO	Other institutional training.

Notes:

<sup>1</sup> Use these codes for training conducted as a part of the course of instruction at a training center, a service school, the United States Military Academy (USMA), or as part of the Reserve Officer Training Corps (ROTC) program.

**Table K-2**  
**Training event codes—unit training**

Code	Explanation
TP	Training conducted under an approved Army training plan (ATP).
TT	Army training test (ATT).
OR	Operational readiness test (ORT).
RT	Operational readiness training test (ORTT).
R1	Level 1 training under an approved Army training and evaluation program (ARTEP).
R2	Level 2 training under an approved ARTEP.
R3	Level 3 training under an approved ARTEP.
E1	Level 1 external ARTEP evaluation.
E2	Level 2 external ARTEP evaluation.

**Table K-2**  
**Training event codes—unit training —Continued**

Code	Explanation
E3	Level 3 external ARTEP evaluation.

Notes:  
<sup>1</sup> Use these codes for collective or individual training conducted by a unit to prepare unit personnel to accomplish the unit's TOE/TD mission.

**Table K-3**  
**Training event codes—field training exercise (FTX)**

Code	Explanation
JFX	Joint or combined FTX.
CFX	Corps FTX.
DFX	Division FTX.
BFX	Brigade FTX.

Notes:

<sup>1</sup> Use these codes for field exercises conducted by the unit which are not within the context of ATP, ORT, or ARTEP and are conducted above battalion or squadron level.

**Table K-4**  
**Training event codes—competitive marksmanship**

Code	Explanation
IMK	Participation in international competition.
NMK	Participation in national competition.
SMK	Participation in interservice competition.
AMK	Participation in all-Army competition.
RMK	Participation in regional or theater competition.
DMK	Participation in division or installation competition.
UMK	Participation in unit competition.
IMP	Practice in preparation for international competition.
NMP	Practice in preparation for national competition.
SMP	Practice in preparation for interservice competition.
AMP	Practice in preparation for all-Army competition.
RMP	Practice in preparation for regional or theater competition.
DMP	Practice in preparation for division or installation competition.
UMP	Practice in preparation for unit competition.

Notes:

<sup>1</sup> Use these codes for training and participation in competitive marksmanship activities under AR 350-6.

**Table K-5**  
**Training event codes—miscellaneous**

Code	Explanation
DEM	Demonstrations of unit training, weapons capabilities, or tactics where the primary purpose is not to provide training for the participants or observers even though some incidental training of participants may occur.

**Table K-6**  
**Training event codes suffixes**

Code	Explanation
S	Engagement simulation training, including SCOPES, REAL-TRAIN, or MILES.
Q	Qualification and/or familiarization with weapons and weapons systems (less tank gunnery and aerial gunnery training) as prescribed in AR 350-4.



**Table K-6**  
**Training event codes suffixes —Continued**

Code	Explanation
T	Tank gunnery training. Includes annual qualification, preparatory training for annual qualification, and "off-season" gunnery if applicable.
A	Aerial gunnery training. Includes qualification, preparatory training for qualification, and sustaining gunnery training conducted between formal qualification firings.

Notes:

<sup>1</sup> Use the following suffixes with two-character training event codes whenever their use would more fully describe the scheduled or completed training event.

**Appendix L**  
**Action Codes for Guided Missiles and Large Rockets**

These codes identify the type of number (serial, lot, or a combination of the two) under which a GMLR is reported. (These data items relate directly to "Card Code" and "Serial/Lot Number Indicator for End Item Only" in AR 700-19.)

**Table L-1**  
**GMLR number codes**

Data codes	Data item and definition
B	Lot number item
C	Mixed serial number and lot number
E	None
A	Serial-numbered item
D	Unknown (there is a number, but the reporting agent cannot distinguish it.)

**Appendix M**  
**System Identification Codes for Guided Missiles and Large Rockets**

The codes in table M-1 identify guided missiles and large rockets by system (AR 700-19).

**Table M-1**  
**GMLR system identification codes**

System	Code
Chaparral	C
Targets	H
Redeye	J
Shillelagh	V
TOW	2
Hawk	S
Lance	N
Dragon	5
Stinger	R
MLRS	F
Pershing II	3
Patriot	6
Roland	X
Hellfire	P

## Glossary

### Section I Abbreviations

#### A&E

ammunitions and explosives

#### AAC

acquisition advice code

#### AAFES

Army and Air Force Exchange Service

#### AAR

Administrative Adjustment Report

#### AASF

Army aviation support facility

#### ABF

availability balance file

#### ABL

Ammunition Basic Loads

#### ACCOR

Army COMSEC Central Office of Record

#### ACIMS

Aircraft Component Intensive Management System

#### ACR

Ammunition Condition Report

#### ACSP

Army Central Service Point

#### ACWT

average customer wait time

#### ADPE

automatic data processing equipment

#### AIF

Army Industrial Fund

#### AIMI

Aviation Intensive Management Items

#### ALC

Accounting Legend Code

#### ALO

authorized level of organization

#### ALOC

air line of communications

#### ALW

allowance

#### AMC

U.S. Army Materiel Command

#### AMCCOM

U.S. Army Armament, Munitions and Chemical Command

#### AMDF

Army Master Data File

#### AMSA

Area Maintenance Support Activities

#### AMSF

Area Maintenance and Supply Facilities

#### ANMCS

anticipated not mission capable supply

#### APOD

aerial port of debarkation

#### AR

Army Regulation; arms room

#### ARC

accounting requirements code

#### ARI

automatic return item

#### ARIL

automatic return item list

#### ARMS

Automation Resources Management System

#### ARNG

Army National Guard

#### ARNGUS

Army National Guard of the U.S.

#### ASBL

assembled component designator

#### ASC

Army Signal Command

#### ASF

Army Stock Fund

#### ASL

authorized stockage list

#### ASP

ammunition supply point

#### ASTM

American Society for Testing Materials

#### ATP

ammunition transfer point

#### AUTODIN

automatic digital network

#### AUTOROS

Automated Retail Outlet System

#### AVCRAD

aviation classification repair activity depots

#### AVFUEL

aviation fuel

#### AVGAS

aviation gasoline

#### AVOIL

aviation oil

#### AVUM

aviation unit maintenance

#### AWB

air way bill

#### AWR-S

Army war reserve-sustainment

#### AWRPS

Army war reserve prepositioned sets

#### BAO

brigade ammunition officer

#### BBP

Break Bulk Point

#### BCR

bar code reader

#### BII

basic issue item

#### BL

Bill of Lading

#### BOH

balance on hand

#### BOI

basis of issue

#### BUR

bottoms-up reconciliation

#### CAGE

Commercial and Government Entity Code

#### CAS

Customer Assistance Section

#### CBL

commercial bill of lading

#### CCA

central collection activity

#### CCE

commercial construction equipment

#### CCI

controlled cryptographic item

#### CCISP

Controlled Cryptographic Item Serialization Program

#### CCP

consolidation/containerization point

#### CDA

Catalog Data Activity

#### Cddb

central demand data base

#### CICF

Customer Identification and Control File

<b>CIF</b> central issue facility	<b>CSMS</b> combined support maintenance shops	<b>DHF</b> demand history file
<b>CIIC</b> controlled inventory item code	<b>CTA</b> common table of allowances	<b>DIC</b> document identifier code
<b>CIIP</b> clothing initial issue point	<b>CTCN</b> consolidation transportation control number	<b>DLA</b> Defense Logistics Agency
<b>CINC</b> Commander in Chief	<b>CTF</b> code table file	<b>DMMC</b> division materiel management center
<b>CJCS</b> Chairman of the Joint Chiefs of Staff	<b>CTLA</b> Customer Transaction Ledger Account	<b>DMS</b> Defense Mapping School
<b>CL</b> components list	<b>DA</b> Department of the Army	<b>DOD</b> Department of Defense
<b>CMCS</b> COMSEC Materiel Control System	<b>DAAS</b> Defense Automatic Addressing System	<b>DODAAC</b> Department of Defense Activity Address Code
<b>CMDSA</b> COMSEC Materiel Direct Support Activity	<b>DAO</b> Division Ammunition Office	<b>DODAAD</b> DOD Activity Address Directory
<b>CMMC</b> Corp Material Management Center	<b>DARMS</b> Developmental Army Readiness and Mobilization System	<b>DODAC</b> Department of Defense Ammunition Code
<b>CMO</b> COMSEC Management Office	<b>DBOF</b> Defense Business Operating Fund	<b>DODI</b> Department of Defense Instruction
<b>CNGB</b> Chief, National Guard Bureau	<b>DCSC</b> Defense Construction Supply Center	<b>DODIC</b> Department of Defense Identification Code
<b>COEI</b> components of end items	<b>DCSLOG</b> Deputy Chief of Staff for Logistics	<b>DODSASP</b> Department of Defense Small Arms Serialization Program
<b>COMSEC</b> Communications Security	<b>DD</b> Department of Defense	<b>DOL</b> director of logistics
<b>CONUS</b> continental United States	<b>DDDSF</b> Defense Distribution Depot San Joaquin Sharpe Facility	<b>DOS</b> days of supply
<b>COPAD</b> contractor-operated parts depots	<b>DDP</b> distribution drop point	<b>DPA</b> data processing activity
<b>COPARS</b> contractor-operated parts store	<b>DDRE</b> Director of Defense Research and Engineering	<b>DPC</b> data processing center; Defense procurement circular
<b>COSCOM</b> Corps Support Command	<b>DDSP</b> Defense Distribution Depot Susquehanna, PA	<b>DRD</b> Disposal Release Denials
<b>CP</b> cannibalization point	<b>DEH</b> Director of Engineer and Housing	<b>DRMO</b> Defense Reutilization and Marketing Office
<b>C/PR</b> commitment/purchase request	<b>DEIS</b> Defense Energy Information System	<b>DS</b> direct support
<b>CRF</b> cryptographic repair facilities	<b>DES</b> Distribution Execution System	<b>DSAA</b> Defense Security Assistance Agency
<b>CRP</b> central receiving point	<b>DESC</b> Defense Energy Support Center	<b>DSN</b> Defense Switched Network; direct support number
<b>CSA</b> corps storage area	<b>DESCH</b> DESC handbook	<b>DSR</b> document status report
<b>CSC</b> civilian support center	<b>DFRE</b> Defense Fuel Region Europe	<b>DSS</b> direct support system
<b>CSDP</b> Command Supply Discipline Program		

<b>DSU</b> direct support unit	<b>FOA</b> field operating agency	<b>HMDS</b> Hazardous Materials Data Segment
<b>EC</b> essentiality code	<b>FOB</b> free on board	<b>HMIS</b> Hazardous Materials Information System
<b>ECC</b> equipment category code	<b>FOI</b> found on installation	<b>HMMP</b> Hazardous Materials Management Program
<b>ECP</b> equipment control program	<b>FORSCOM</b> US Forces Command	<b>HQDA</b> Headquarters, Department of the Army
<b>ECS</b> equipment concentration site	<b>FPN</b> Federal part number	<b>HR</b> hand receipt
<b>EDD</b> estimated delivery date	<b>FSB</b> Forward Support Battalion	<b>HRH</b> hand receipt holder
<b>EIC</b> end item code	<b>FSC</b> Federal Supply Classification	<b>I&amp;S</b> interchange and substitute
<b>EOD</b> explosive ordnance disposal	<b>FSCN</b> Federal supply classification number	<b>IAR</b> Inventory Adjustment Report
<b>EOP</b> end of period	<b>FSG</b> Federal Support Group	<b>IAW</b> in accordance with
<b>EOQ</b> economic order quantity	<b>FSII</b> fuel system icing inhibitor	<b>ICD</b> Inter-corps Directive
<b>EPA</b> Environmental Protection Agency	<b>FSP</b> forward stockage points	<b>ICP</b> inventory control point
<b>ERC</b> equipment readiness code	<b>FWT</b> fair wear and tear	<b>ICR</b> intracorp receipt
<b>ESD</b> estimated shipment date	<b>FY</b> fiscal year	<b>ICS</b> intra-corps shipment
<b>ETS</b> expiration term of service	<b>GAO</b> General Accounting Office	<b>IDAPR</b> Individual DSS Activity Performance Report
<b>FAD</b> Force/Activity Designator	<b>GBL</b> Government bill of lading	<b>IDS</b> intermediate or direct support
<b>FAO</b> finance and accounting office	<b>GFM</b> Government furnished materiel	<b>IDT</b> intra-depot transfer
<b>FAR</b> Federal Acquisition Regulation	<b>GMLR</b> guided missiles and large rockets	<b>IFD</b> Intransit-From Directive
<b>FC</b> fund code	<b>GOCO</b> Government-owned, contractor operated	<b>IFMS</b> interagency fleet management system
<b>FCS</b> Federal Catalog System	<b>GPS</b> global positioning system	<b>IG</b> inspector general
<b>FEMA</b> Federal Emergency Management Agency	<b>GS</b> general support; general schedule	<b>IGS</b> intermediate general support
<b>FM</b> field manual	<b>GSA</b> General Services Administration	<b>IIC</b> Intransit-in cancellation
<b>FMS</b> foreign military sales	<b>GSU</b> General Support Unit	<b>IIN</b> Intransit-in notification
<b>FMSA</b> Force Management Support Agency field manual	<b>HAZMAT</b> hazardous material	<b>IIR</b> Intransit-in receipt
	<b>HCP</b> Health and Comfort Packs	<b>IL</b> identification list

<b>IMCO</b> Inter-Governmental Maritime Consultative Organization	<b>MACOM</b> major Army command	<b>MMC</b> materiel management center
<b>IMM</b> Intergrated materiel manager	<b>MARS</b> Military Affiliated Radio System	<b>MMS</b> Materiel Management Section
<b>IMMA</b> Installation Materiel Maintenance Activity	<b>MATCAT</b> materiel category	<b>MOA</b> memorandum of agreement
<b>IMPE</b> information management processing equipment	<b>MBPAS</b> monthly bulk petroleum accounting summary	<b>MOGAS</b> motor gasoline
<b>IMPL</b> Initial Mandatory Parts List (Formerly ERPSL)	<b>MC</b> maintenance use code	<b>MOS</b> military occupational specialty
<b>INSCOM</b> U.S. Army Intelligence and Security Command	<b>MCA</b> Military Construction, Army; management control activity	<b>MOU</b> memorandum of understanding
<b>ISD</b> Installation Supply Division	<b>MCL</b> management control list	<b>MOV</b> materiel obligation validation
<b>ISSA</b> installation supply support activity	<b>MCN</b> management control number	<b>MPDL</b> mission profile development list
<b>JCS</b> Joint Chiefs of Staff	<b>MCRL</b> master cross-reference list	<b>MPL</b> Federal part number
<b>JPO</b> Joint Petroleum Office	<b>MCSC</b> material category structure code	<b>MR</b> maintenance repair; Memorandum Request
<b>JROTC</b> Junior Reserve Officer Training Corps	<b>MDC</b> magazine data card	<b>MRAD</b> materiel receipt acknowledgment document
<b>JTA</b> joint table of allowances	<b>MDS</b> model/design/series	<b>MRD</b> Materiel Release Denial
<b>LAO</b> logistics assistance office	<b>MFR</b> Memorandum for Record	<b>MRO</b> materiel release order
<b>LAR</b> logistic assistance representative	<b>MHE</b> materiel handling equipment	<b>MRSA</b> Material Readiness Support Activity
<b>LCA</b> Logistic Control Activity	<b>MICOM</b> U.S. Army Missile Systems Command	<b>MSC</b> Military Sealift Command; major subordinate command
<b>LCC</b> logistics control code	<b>MIGLAC</b> Merchandise Inventory General Ledger Account	<b>MSDS</b> Material Safety Data Sheet
<b>LIF</b> Logistics Intelligence File	<b>MILGP</b> Military Group	<b>MSSA</b> mission supply support activity
<b>LIN</b> line item number	<b>ML</b> management list	<b>MTOE</b> modification table of organization and equipment
<b>LOGCAP</b> Logistical Civil Augmentation Program	<b>MILSTRAP</b> Military Standard Transaction Reporting and Accounting Procedures	<b>MUSARC</b> Major U.S. Army Reserve Command
<b>LOGSA</b> Logistics Support Activity	<b>MILSTRIP</b> Military Standard Requisitioning and Issue Procedures	<b>MWO</b> modification work order
<b>LRU</b> line replaceable unit	<b>MIRP</b> Master Inventory Record Posting	<b>NA</b> net asset
<b>LTD</b> Location Transfer Directive	<b>MLs-A</b> management lists-Army	<b>NAF</b> nonappropriated fund
		<b>NAFI</b> nonappropriated fund instrumentality

<b>NCB</b> National Codification Bureau	<b>OPLAN</b> operation plan	<b>QDCP</b> quantity demanded (recurring in control period)
<b>NCC</b> National Cadet Corp	<b>ORF</b> operational readiness float	<b>QDR</b> Quality Deficiency Report
<b>NCO</b> noncommissioned officer	<b>ORT</b> Operational Readiness Test	<b>QSS</b> quick supply store
<b>NDCC</b> National Defense Cadet Corps	<b>OST</b> order ship time	<b>RATTS</b> Radio Active Testing and Tracking System
<b>NGB</b> National Guard Bureau	<b>OSTL</b> OST level	<b>RC</b> Reserve Component(s); recoverability code
<b>NGR</b> National Guard regulation	<b>Pam</b> pamphlet	<b>RCL</b> repair cycle level
<b>NICAD</b> nickel cadmium	<b>PBO</b> property book officer	<b>RCS</b> requirement control symbol
<b>NICP</b> National Inventory Control Point (also see ICP)	<b>PCS</b> permanent change of station	<b>RD</b> required date
<b>NIIN</b> national item identification number	<b>PD</b> priority designator	<b>RDD</b> required delivery date
<b>NLT</b> not later than	<b>PHRH</b> primary hand receipt holder	<b>RDF</b> Rapid Deployment Force
<b>NMCS</b> not mission capable supply	<b>PLL</b> prescribed load list	<b>RDP</b> ration distributing point
<b>NMP</b> national maintenance point	<b>PM</b> project manager, preventive maintenance	<b>RDTE</b> research, development, test and evaluation
<b>NSL</b> nonstockage list	<b>PMS</b> Professor of Military Science	<b>REQ-VAL</b> requisition validation
<b>NSN</b> national stock number	<b>PN</b> part number/part numbered	<b>RIC</b> routing identifier code
<b>NTV</b> nontactical vehicle	<b>POD</b> port of debarkation	<b>RICC</b> reportable item control code
<b>OCIE</b> organizational clothing and individual equipment	<b>POE</b> port of embarkation	<b>RL</b> retention limit
<b>OCONUS</b> outside continental United States	<b>POL</b> petroleum oils and lubricants	<b>RO</b> requisitioning objective
<b>ODCSLOG</b> Office of the Deputy Chief of Staff for Logistics	<b>POS</b> peacetime operating stocks	<b>ROBCO</b> readiness objective code
<b>OFDA</b> Office of Foreign Disaster Assistance	<b>POV</b> privately owned vehicle	<b>ROD</b> report of discrepancy
<b>OL</b> operating level	<b>PR</b> Purchase request	<b>ROP</b> reorder point
<b>OMA</b> Operation and Maintenance, Army	<b>PUDN</b> perpetuation of unit document numbers	<b>ROQ</b> requisitioning objective quantity
<b>OMRP</b> organizational maintenance repair parts	<b>PWD</b> procurement work directive	<b>ROTC</b> Reserve Officers' Training Corps
<b>OMS</b> organizational maintenance shop	<b>PWRR</b> Prepositioned War Reserve Requirements	<b>RPD</b> required pick-up date
	<b>PWRS</b> prepositioned war reserve stock	<b>RPMA</b> real property maintenance activity

<b>RSR</b> required supply rate	<b>SP</b> storage point	<b>TASN-A</b> Tracking Assets by Serial Number-Aviation
<b>SAA</b> summary activity account	<b>SPBS</b> Standard Property Book System	<b>TB</b> technical bulletin
<b>SAAS</b> Standard Army Ammunition System	<b>SPBS-R</b> Standard Property Book System-Redesign	<b>TC</b> tank car
<b>SAILS</b> Standard Army Intermediate Level Supply System	<b>SPOD</b> surface port of debarkation	<b>TCN</b> transportation control number
<b>SASSO</b> small arms serialization surety officer	<b>SRA</b> Stock Record Account	<b>TCO</b> Tool Control Officer
<b>SAVAR</b> Standard Army Validation and Reconciliation	<b>SRC</b> special requirements code	<b>TDA</b> Table of Distribution and Allowances
<b>SAYEE</b> Supply Support Activity	<b>SRO</b> stock record officer	<b>TDY</b> temporary duty
<b>SB</b> supply bulletin	<b>SROTC</b> Army Senior Reserve Officers' Training Corps	<b>TEC</b> training event code
<b>SC</b> supply catalog	<b>SSA</b> supply support activity	<b>TI</b> technical inspection
<b>SCC</b> supply condition code	<b>SSAN</b> Social Security Account Number	<b>TM</b> technical manual
<b>SCMC</b> supply categories of materiel code	<b>SSO</b> source serialization officer	<b>TMDE</b> test, measurement, and diagnostic equipment
<b>SDD</b> standard delivery date	<b>SSSC</b> Self-Service Supply Center	<b>TMO</b> transportation and movement officer
<b>SHRH</b> subhand receipt holder	<b>STAMIS</b> Standard Army Management Information System	<b>TOE</b> Table of Organization and Equipment
<b>SIDPERS</b> standard installation/division personnel system	<b>STANFINS</b> Standard Finance System	<b>TPDFDL</b> time-phased force deployment list
<b>SIMS-X</b> Selected Item Management System—Expanded	<b>STARFIARS</b> Standard Army Financial Inventory Accounting System	<b>TPF</b> total package fielding
<b>SINGARS</b> Single Channel Ground Airborne Radio System	<b>TAAC</b> Training Ammunition Allocation Committee	<b>TPR</b> Traveling Purchase Request
<b>SKO</b> sets, kits, and outfits	<b>TAACOM</b> Theater Army Area Command	<b>TRC</b> type of requirement code
<b>SL</b> stockage level; safety level	<b>TAADS</b> The Army Authorization Documents System	<b>TRADOC</b> U.S. Army Training and Doctrine Command
<b>SLAC</b> support list allowance card	<b>TAC</b> type of activity code	<b>TSCA</b> Toxic Substance Control Act
<b>SLC</b> stockage list code	<b>TAEDP</b> Total Army Equipment Distribution Program	<b>TW</b> tank wagon
<b>SLI</b> shelf life item	<b>TAG</b> The Adjutant General	<b>UI</b> unit of issue
<b>SM</b> supply manual	<b>TAMIS</b> Training Ammunition Management Information System	<b>UIC</b> unit identification code
<b>SMR</b> source, maintenance, and recoverability code		<b>ULLS</b> unit level logistics system
		<b>UM</b> unit of measure

**UMMIPS**  
Uniform Materiel Movement and Issue Priority System

**UND**  
urgency of need designator

**UPH**  
unaccompanied personnel housing

**USAAA**  
U.S. Army Audit Agency

**USACCSLA**  
U.S. Army Communications-Electronics Command Security Logistics Activity

**USAFISA**  
U.S. Army Force Integration Systems Agency

**USAFLC**  
U.S. Air Force Logistic Command

**USAISC**  
U.S. Army Information Systems Command

**USACASCOM**  
U.S. Army Combined Army Support Command

**USACSLA**  
U.S. Army Communications Security Logistics Activity

**USAGMPA**  
U.S. Army General Materiel and Petroleum Activity

**USAMC**  
U.S. Army Materiel Command

**USAMCLCA**  
U.S. Army Materiel Command Logistic Control Activity

**USAMMA**  
U.S. Army Medical Materiel Agency

**USAMPC**  
U.S. Army Petroleum Center

**USAPA**  
U.S. Army Publishing Agency

**USAPC**  
U.S. Army Petroleum Center

**USAPPC**  
U.S. Army Publications and Printing Command

**USAR**  
U.S. Army Reserve

**USG**  
United States Government

**USPFO**  
U.S. property and fiscal officer; U.S. Property and Fiscal Office

**USPS**  
U.S. Postal Service

**UTES**  
unit training equipment site

**VHT**  
Vehicle Hull Targets

**WG**  
wage grade

**WPOD**  
water port of debarkation

**WSN**  
weapon serial number

**WWMCCS**  
World Wide Military Command and Control Systems

**Section II  
Terms**  
This section contains no entries.

### **Section III Special Abbreviations and Terms**

**Acceptance at destination**  
Assumption of title to property by DA at the specified delivery point. This term corresponds, generally, to the commercial term "FOB destination." (AR 735-5)

**Acceptance at origin**  
Assumption of title to property by DA at point of shipment. This term corresponds, generally, to the commercial term "FOB origin." It does not imply that payment was made at the time title passed to the Army nor does it necessarily mean that the Government, by assumption of title, forfeited the right to reject any article not conforming to contract specifications. (AR 735-5)

**Accountability**  
Obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out and balances on hand or in use. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5)

**Accountable officer**  
Person officially appointed in writing to maintain a formal set of accounting records of property or funds. This person may or may not have physical possession of the property or funds. There are three types of supply accountable officers as defined below.

a. Transportation officer, accountable for property entrusted to him or her for shipment.

b. Stock record officer, accountable for supplies being held for issue from time of receipt until issued, shipped, or dropped from accountability.

c. Property book officer, accountable for property upon receipt and until subsequently turned in, used (consumed) for authorized purposes, or dropped from accountability.

(Hand receipt holders are not considered accountable officers.) (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5)

**Active Duty Guard/Reserve**  
Program under which members of Reserve Components can be accepted and voluntarily ordered to full-time active duty for periods of 180 days or more. These members provide full-time support to the Reserve Components and are paid from an ARNG or USAR personnel appropriation of a DOD military Service. (AR 700-84)

**Appeal authority**  
An officer designated to take final action on requests for reconsideration when the report of survey approving authority denies relief of financial responsibility to a respondent, and to act on requests for remission or cancellation of indebtedness. Appeal authority action is by authority of the Secretary of the Army. Normally, the appeal authority will be the next higher commander above the approving authority. (AR 735-5)

**Appointing authority**  
An appointing authority is an officer or civilian designated by the approving authority with responsibility for appointing report of survey investigating officers. (AR 735-5)

**Approving authority**  
An approving authority is an officer authorized to appoint a surveying officer and to approve reports of survey "by authority of the Secretary of the Army." (AR 735-5)

**Army and Air Force Exchange Service**  
A Joint command of the U.S. Army and the U.S. Air Force under the jurisdiction of the Chief of Staff, U.S. Army and the Chief of Staff, U.S. Air Force that furnishes activities, personnel, property, and NAFs through which exchange and motion picture services are provided. (AR 700-84)

**AAFES Impress Fund Activities (AIFA)**  
A military operated retail activity, usually in small or remote sites, when regular direct operation exchanges cannot be provided. An AIFA is a satellite activity of an AAFES direct operation. The supported unit appoints the officer-in-charge of an AIFA, who is issued an initial fund by AAFES to purchase a beginning inventory. Money generated from sales is used to replenish the merchandise stock. (AR 710-2)

**Army Military Clothing Sales Stores**  
A designated facility where Army uniforms, components, and insignia items are kept for sale or issue to authorized persons. (AR 700-84)

**Army Petroleum Supply System**  
Procedures for obtaining petroleum products both wholesale and retail, including local purchases. (AR 710-2)



**Army property**

All property under DA control, except property accounted for as owned by an NAF activity. "Government property" and "Army property" are used synonymously with "property." (AR 735-5)

**ASL depth**

Quantity of a single line stocked on an ASL. (AR 710-2, DA Pam 710-2-2)

**ASL range**

Size of an ASL in terms of the number of different lines stocked. (AR 710-2, DA Pam 710-2-2)

**Audit trail**

Documentation supporting debit and credit entries on accounting records from the time property is brought into the Army inventory with a source document, until the property is dropped from accountability. (AR 735-5)

**Authorized retention limit**

The quantity of items authorized to be retained before reporting excesses or requesting disposition instructions. (AR 710-2)

**Automation fill/degree day**

A program under which a contractor guarantees that all small heating fuel tanks (under 5,000 gallons) identified in the contract will not fall below "30 percent full." During the heating season (1 October through 31 March), degree days will be used as a basis for determining frequency of deliveries necessary to assure the 30-percent-full requirement. (AR 710-2)

**Average customer wait time**

Average time in days, developed at a supply support activity, required to satisfy customer demands, regardless of whether the demand was for a stocked or unstocked item, or whether or not the demand was satisfied from stock on hand at the supply support activity. (AR 710-2, DA Pam 710-2-1)

**Backorder**

That portion of requested stock not immediately available for issue and not passed to another source of supply for action. Record of obligation to file the backorder is known synonymously as a backorder or due-out. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

**Basic load**

Supplies kept by using units for use in combat (for other than ammunition). The quantity of each item of supply in a basic load is related to the number of days in combat the unit may be sustained without resupply. (AR 710-2, DA Pam 710-2-1) (For ammunition, see JCS Pub 1 and AR 310-25.)

**Bench stock**

Consumable class 2, 3 (packaged), 4, and 9 supplies used by maintenance personnel at an unpredictable rate. Bench stocks are authorized for support level maintenance activities,

including aviation unit maintenance activities. (AR 710-2, DA Pam 710-2-2)

**Bill of lading**

Includes Government bills of lading issued by the Army (as defined in AR 55-355) and commercial bills of lading for transportation services administered by the Army. (For exception of "FOB origin shipments," see para 16-9.) (AR 735-5)

**Bulk issue (POL)**

An issue of bulk fuel into a transportation vehicle or storage tank that will subsequently be issued to a consuming end item of equipment. (AR 710-2)

**Capacity table (POL)**

A table showing capacity of a bulk storage tank. (AR 710-2)

**Capital equipment**

Personal property of a capital nature classified nonexpendable in an Army supply manual, or that would be so classified if included in an Army supply manual or catalog. (AR 735-5)

**Capital nature**

Property that has all or most of the following characteristics:

- a. Does not lose its identity when used for its intended purpose.
- b. Has an acquisition cost of \$1,000 or more.
- c. Has a useful life of more than 2 years when used for intended purpose.
- d. Normally is an investment-type item capitalized in the accounting records. (AR 735-5)

**Causative research**

An investigation of variances in transactions. The investigation consists of a complete review of all transactions since the last inventory or last reconciliation between custodial and inventory control point (ICP) accountable records. Hard copy supporting documentation, catalog changes, shipment discrepancies, and unposted or rejected documentation also are reviewed. The purpose of causative research is to assign a cause to a variance so that corrective action may be taken. Causative research ends when the cause of the variance has been determined; or when, after review of transactions back to the last inventory or reconciliation, no conclusive findings were possible. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5)

**Central Collection Activity**

An activity designated by each MACOM to provide CBS-X fieldsupport for a specified supply support area or for a specified command. Central collection activities may be located at division, installation, Corps or subordinate MACOM level. (AR 710-2)

**Certified (POL)**

Written documentation by a competent authority that the item has been proven to provide accurate measurements. (AR 710-2)

**Checking-in (tally-in) operation**

An operation performed by a receiving clerk, normally undersupervision of the transportation officer or receiving property officer. Includes removing items from a carrier's vehicle and conducting a visual inspection to decide the condition of packages and loose pieces in a shipment. Checking-in may be performed under other supervision, or at a later time, because of emergency conditions; however, it will not be confused with the "storage" operation. Storage operation involves opening undamaged packages after delivery to a customer, user, or warehouse. (AR 735-5)

**Class III Supply Point (POL)**

An Army activity that issues fuel in either bulk and/or retail modes. (AR 710-2)

**Clothing initial issue point**

A facility normally located at an installation that serves as a reception station for new soldiers being processed for training in the Active Army. (AR 700-84)

**Clothing issue-in-kind**

An alternate system for furnishing items or initial clothing and replacements at Government expense. Replacement is done by exchange of unserviceable garments for serviceable garments. (AR 700-84)

**Clothing maintenance**

Alteration and replacement by purchase of personal uniform clothing by the individual. (AR 700-84)

**Clothing monetary allowance system**

A system for furnishing the individual soldier an initial clothing allowance on an item basis. (AR 700-84)

**Clothing store manager**

A person designated by the local exchange manager to be responsible for store supervision and store operation. This definition does not include the Berlin clothing store or contractor-operated stores. (AR 700-84)

**Command responsibility**

The obligation of a commander to ensure that all Government property within his or her command is properly used and cared for, and that proper custody and safekeeping of Government property are provided. Command responsibility is inherent in command and cannot be delegated. It is evidenced by assignment to command at any level and includes:

- a. Ensuring the security of all property of the command, whether in use or in storage.
- b. Observing subordinates to ensure that their activities contribute to the proper custody, care, use, and safekeeping of all property within the command.

c. Enforcing all security, safety, and accounting requirements.

d. Taking administrative or disciplinary measures when necessary. (AR 735-5)

#### **Command strip list**

A list of items, prepared by a MACOM, to be removed from an end item put in a cannibalization point. (DA Pam 710-2-2)

#### **Commutation in lieu of issue-in-kind**

Monetary payment by the Government in lieu of issue-in-kind. (AR 700-84)

#### **Components**

a. *Components of end items.* Items identified in technical publications (such as technical manuals) as part of an end item. (Items troop installed or separately authorized, and special tools and test and support equipment are not components.)

b. *Components of assemblages.* Items identified in a supply catalog component listing (SC/CL) as a part of an SKO, or other assemblage. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Concealed shortage or damage**

Shortage in or damage to the contents of an original container or package detected after delivery. This damage or shortage is contrasted with visible damages or shortages in the number of packages involved, readily noticeable at time of delivery. (AR 735-5)

#### **Consumable supplies**

Supplies consumed in use, such as ammunition, fuel, cleaning and preserving materials, surgical dressings, and drugs, or supplies that lose their separate identity in use, such as repair parts and building materials. (AR 735-5)

#### **Contaminated petroleum products (POL)**

Distillates and residuals of the petroleum refining process that have been contaminated before or during a usage period and can no longer satisfy the specifications of the original intended use. Included in this category are gasolines, kerosenes, diesel fuels, motor oils, and greases. Although not a petroleum-derived product, degreasing solvents are included in the broader sense because of the parallel methods of handling recovery, recycling, and final disposal. (AR 710-2)

#### **Continuing balance system-expanded**

An Army-wide equipment control data base which uses supply transactions or property book forms that change equipment balances in order to provide on-hand equipment positions for SB 700-20 items as reportable item control code (RICC 2 for active Army, USAR, and ARNG units and activities). (AR 710-2)

#### **Continuous active duty or continuously on active duty**

An interim of 3 months or less between date of discharge or release from active duty and

date of reenlistment or recall to active duty. (AR 700-84)

#### **Contracting officer**

A person who is currently a contracting officer with authority to enter into and administer contracts. The person may be a contracting officer either by virtue of position or by appointment under procedures prescribed by the Defense Acquisition Regulation (DAR). This person may make determinations and findings for contracts or for any part of such authority. In the ARNG, a contracting officer is the USPFO, or an ARNG technician who has been appointed as contracting officer by the CNGB with authority to enter into and administer contracts. (AR 735-5)

#### **Controlled cryptographic items**

CCIs are described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items which perform a critical COMSEC function. Items so designated are unclassified but controlled and will bear the designation "controlled cryptographic item" or "CCI." (AR 710-2)

#### **Controlled inventory items**

Items with characteristics requiring special identification accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows:

a. *Classified item.* Materiel requiring a protection in the interest of national security.

b. *Sensitive item.* Materiel requiring a high degree of protection and control because of statutory requirements or regulations; high-value, highly technical, or hazardous items; and small arms, ammunition, explosives, and demolition materiel. (See controlled inventory item codes (CIIC) "1-6," "7," "8," "9," "S," "N," "P," "Q," "R," and "Y" (night vision devices and navigation systems (GPS)) in the AMDF as explained by AR 708-1.) (AR 735-5)

c. *Pilferable item.* Materiel having ready resale value or civilian application to personal possession and, therefore, especially subject to theft. Examples are binoculars, projectors, cigarettes, pagers, handheld two-way radios, cameras, tapes, or recorders. (See CIIC codes in the AMDF as explained by AR 708-1.) (AR 710-2, AR 735-5)

#### **Credit**

Recording of an asset issued or shipped by an SRA. The asset may be reflected in terms of a quantity or a dollar value, depending on the type accounting. (AR 710-2, DA Pam 710-2-2)

#### **Damage**

A condition that impairs either value or use of an article; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also

shows partial unserviceability. Usually implies that damage is the result of some act or omission. (AR 735-5)

#### **Debit**

Recording of an asset received by an SRA. Asset may be reflected in terms of quantity or dollar value, depending on the type accounting. (AR 710-2, DA Pam 710-2-2)

#### **Defense fuel support point (POL)**

A military or commercial bulk fuel terminal that will receive, store, and issue DLA-owned products. (AR 710-2)

#### **Defense Industrial Plant Equipment Center**

A primary level field activity of DLA responsible for providing services to DOD components (as set forth in DLAM 4215.1 (AR 700-43)). (AR 735-5)

#### **Destruction**

Action or omission that renders property completely useless. Damage to the point of complete loss of identity or beyond the prospect of future restoration is considered to be "destruction." Animals killed for various reasons are said to be "destroyed." (AR 735-5)

#### **Detail accounting**

Method of accounting that requires each transaction to be separately recorded and uniquely identified by a voucher or document number in the records, including adjustment of balances each time. Opposite of summary accounting, whereby several transactions may be shown as one without any unique identification. (AR 710-2, DA Pam 710-2-2, AR 735-5)

#### **Direct Operation Exchange-Tactical (DOX-T)**

A temporary direct operation which may include concession services under contract to the exchange and, like the TFE, is designed to provide limited support on a temporary basis. It is staffed with civilians from AAFES. Its use will generally be limited to contingency operations and exercises, and will be activated only on approval of the Commander, AAFES. (AR 710-2)

#### **Direct responsibility**

Obligation of a person to ensure that all Government property for which he or she has accepted for, is properly used and cared for, and that proper custody and safekeeping are provided. Direct responsibility results from assignment as an accountable officer, receipt of formal written delegation, or acceptance of the property on hand receipt from an accountable officer. Commanders and/or supervisors will determine and assign in writing the individuals who will have direct responsibility for property. (AR 735-5)

#### **Discrepancy**

Disagreement between quantities or condition of property on hand and that required to be

on hand, as shown by an accountability record of the property. It is usually a disagreement between quantities or condition of property actually received in a shipment and that recorded on the shipping document. This type of discrepancy generally is referred to as a "discrepancy incident to shipment." Another form of discrepancy occurs when a disagreement exists between a stock record balance and the result of a physical count or inventory.

a. *Shipping-type (item) discrepancy.* A variation in quantity or condition of goods received from that shown on the authorized (supply) shipping document; for example, DD Form 1348-1A or DD Form 1348-2. A shipping-type (item) shortage or overage is not evident on delivery; it is discovered when the article of freight as described on the transportation document is opened and the contents do not agree with the supply shipping documents.

b. *Inconsequential transportation discrepancies.* Loss and damage claims of \$50 or less. Formal documents are not required, nor are claims filed against carriers in amounts of \$50 or less. Exceptions are narcotics, drugs, and sensitive and classified materiel.

c. *Report of survey discrepancies in shipment.* Procedure and proper forms required to adjust property accountability and determine liability for discrepancies in shipment as defined above.

(1) *SF 361 (Transportation Discrepancy Report (TDR)).* A multiple-use form to report, investigate, and process discrepancies in shipments involving loss or damage and to report other transportation-type discrepancies. SF 361 is authorized for use as a report of survey to support claims against carriers and contractors or vendors, including adjustment of inventory and financial accounting records, as proper, when dollar value involved is \$50 or more.

(2) *SF 364 (Report of Discrepancy (ROD)).* When negligence is suspected, the ROD is used as an exhibit to a report of survey to report and adjust supply discrepancies. (See AR 735-5, fig 16-2, for an example of how an ROD condition could develop into a report of survey condition.)

d. *Transportation-type discrepancy in shipment.* A carrier (common or contract) may fail to deliver to a consignee, in the condition originally billed, all of the packages or loose pieces of property listed on the Government Bill of Lading (GBL) or other transportation documents (for example, commercial bill of lading, manifest, load list, freight warrant). The shortage, overage, or damage is termed a transportation-type discrepancy. Transportation-type discrepancies reportable on SF 361 (TDR) may be the fault of the carrier, shipper, vendor, or contractor, container consolidation point, or transshipping activities. Overages and shortages within commercial or Government-owned (or leased) shipping containers (SEAVANs), military-owned demountable containers (MILVANs), MSCVANs, roll-on/roll-off (RO/RO) trailers, or container

expresses (CONEXs) with seals intact, missing, or broken are included in this term. (AR 735-5)

#### **Disposal (POL)**

All practices and actions associated with removing materiel from an organization's inventory and accountability. The materiel is normally considered as having expended its usefulness to the organization. (AR 710-2)

#### **Dollar accounting**

Used in SRAs, this method of accounting expresses credit and debit (loss and gain, respectively) entries in terms of extended dollar worth, rather than in terms of quantities of items. May be performed in either detailed or summary manner. (AR 710-2)

#### **Durable item**

An item of Army property coded with an ARC of "D" in the AMDF. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D" in the AMDF are considered durable items.

*Note.* This category consists of selected hand tools with a unit price greater than \$5. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5)

#### **Emergency requirement**

An unexpected, serious occurrence or situation urgently requiring prompt action and immediate remedy.

*Note.* To qualify for an emergency requirement the situation must support one of the following:

a. To save human lives or to relieve human sufferings.

b. To repair emergency equipment.

c. To support contingency operations when the operation is imminent (i.e., declared simple alert) or is in progress. (AR 710-2)

#### **End User Operated equipment**

Information system equipment directly operated by and beneficial to the end user. Examples of end user equipment are personal computer, telephones, office coping machine, video cassette players, and portable overhead projectors.

#### **Equipment**

Articles needed to outfit an individual or organization. Clothing, tools, utensils, vehicles, weapons, and similar items are articles of equipment. It is synonymous with "supplies" and "materiel." (AR 735-5)

#### **Equipment in place**

Nonexpendable equipment of a moveable nature affixed to real property, but able to be removed without destroying or reducing the usefulness of the facility. It does not include installed building equipment. (AR 735-5)

#### **Excess**

The quantity of items over and above the authorized RO. (AR 710-2)

#### **Expendable items**

An item of Army property coded with an ARC of "X" in the AMDF. Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded "X" in the AMDF are considered expendable items.

*Note.* This category consists of items which are consumed during normal usage such as paint, rations, gasoline, office supplies, or are merged into another entity when used for their intended purpose, such as nuts and bolts, construction materiel, repair parts, components and assemblies, and so on. This includes all class 1, 3, 5 (except 5L), and 9 items, and those class 2, 4, and 10 items which are not end items or have a unit price of less than a \$100. Also included is office furniture in FSC 7110, 7125, and 7195 with a unit cost of less than \$300. OCIE authorized by CTA 50-900 will be accounted for in the same manner as nonexpendable property regardless of the ARC reflected in the AMDF. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5.)

#### **Extended active duty**

A period of active duty exceeding 6 months. (AR 700-84)

#### **Facilities engineer**

The person designated as responsible for local maintenance and management of all items of real property. (The plant engineer at AIF plants and depots is the facilities engineer at that activity.) (AR 735-5)

#### **Fair, wear, and tear**

Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose. (AR 735-5)

#### **Final action**

Action taken "by authority of the Secretary of the Army" at the authorized level. For an appeal in the ARNG, final action is that taken "by the authority of the Secretary of the Army," delegated to the CNGB for State and the DARNG for ARNG members. (AR 735-5)

#### **Financial accounting**

Maintaining accounting records in terms of dollars, without regard for quantity of items. (AR 735-5)

#### **Financial inventory accounting**

Act of establishing and maintaining accounts in both monetary and quantitative terms for material, supplies, and equipment held as stock on records of property accountability in the Army supply system worldwide. (AR 735-5)

#### **Financial liability**

Personal, joint, or corporate statutory obligation to reimburse the U.S. Government for Government property lost, damaged, or destroyed because of negligence or misconduct. (Misconduct includes wrongful appropriation.) (AR 735-5)

**Formal accountability**

Obligation to maintain property book or stock record property accounts, commissary accounts, or Troop Issue Subsistence Activity (TISA) sales accounts. All property is subject to formal accountability unless specifically exempted by regulation or specific instructions of Headquarters Department of the Army (HQDA). (AR 735-5)

**Full-time support personnel**

Those who assist in training, administration, maintenance, and operation of ARNG units and perform a variety of functions relative to management of the ARNG. (AR 700-84)

**Government-furnished property**

Government-owned property furnished to a contractor for the performance of a contract. It is defined as—

- (1) Industrial facilities.
- (2) Materiel.
- (3) Special tooling.
- (4) Special test equipment.
- (5) Military property. Also known as Government-furnished material (GFM) and Government-furnished equipment (GFE). (AR 735-5.)

**Grade (applicable to ARNG only)**

Grade referred to in this regulation is the grade that has been granted Federal recognition. As an exception, it is the grade of the Adjutant General in each State. The grade of the State Adjutant General may be greater than his or her federally recognized grade. (AR 735-5)

**Gratuitous issue**

An issue or replacement of personal clothing, not in excess of authorized allowances, without cost to an enlisted person. (AR 700-84.)

**Hand receipt**

A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned. (AR 735-5, AR 710-2, DA Pam 710-2-1)

**Handtools**

Any hand-held devices either manually operated or power driven that are portable, light weight, and small enough to be used by a craftsman in accomplishing his trade. They include such items as wrenches, screwdrivers, hammers, chisels, pliers, saws, impact wrenches and such other small devices that are normally held in a tool box.

**Individual equipment**

Personal clothing and equipment issued for exclusive personal use of an individual. (AR 735-5)

**Industrial plant equipment**

Plant equipment that cost \$3,000 or more; used to cut, abrade, grind, shape, form, join, test, measure, heat, treat, or otherwise alter physical, electrical, or chemical properties of materials, components, or end items. Also

used in manufacturing, maintenance, supply, processing, assembly, or research and development operations. Excludes minor plant equipment. (AR 735-5)

**Initial clothing allowance**

Prescribed items and quantities of personal type clothing and service uniforms, with component items, furnished to enlisted members when entitled to an initial issue clothing allowance. (AR 700-84)

**Ink entry**

A legible entry made in indelible ink using a ballpoint, felt tip, or fountain pen. (DA Pam 710-2-1)

**Installation commander**

When used in AR 700-84, in the case of the ARNG, refers to the State AG and to the Superintendent of the U.S. Military Academy at West Point. With regard to AR 735-5, the term "installation commander," when used in general terms, does not apply to the ARNG. However, when specific reference is made to accountability for, processing of, or collection of debts for Government property that is lost, damaged, or destroyed, or otherwise rendered unserviceable from stock record accounts, the term "installation commander" means the U.S. Property and Fiscal Officer (USPFO). The term "installation commander" also applies to the training installation commander for adjustment of property assigned to that training site. (AR 735-5)

**Installation property**

Nondeployable property issued to a unit under authority of a CTA or other HQDA-approved or NGB authorization documents, except expendable items and personal clothing. (AR 735-5)

**Installation property book**

Record of property issued under an authorization document other than an MTOE, deployable TDA, and deployable CTA items. (AR 735-5)

**Installation/SSA supply point (POL)**

Those units, organizations, facilities, and CONUS installations that receive, store, and issue petroleum products, primarily in bulk, to support customer units. The SSA installation supply point in conjunction with a bulk mission may also support customers through issues to individual equipment. (AR 710-2)

**Installed building equipment**

Items of equipment that are affixed and built into the facility as an integral part of the facility. Equipment that is an integral part of the facility is equipment that is necessary to make the facility complete, and if removed would destroy or reduce the usefulness of the facility. Use of the equipment determines if it is an integral part of a facility. (AR 735-5)

**Inventory**

An inventory is a physical count of property

on hand. Components are inventoried when the end item is inventoried. (AR 710-2)

**Inventory accounting**

Establishment and maintenance of accounts for materiel in storage, in manufacturing process, on hand, in transit, or on consignment in terms of cost or quantity. The accounting process includes maintenance of supporting records and rendition of reports when required. Specific types of inventory accounting are detail, summary, financial, and item accounting. (AR 735-5)

**Inventory (POL)**

Bulk tankage (stationary or mobile) contents measured to current product level. (AR 710-2)

**Item accounting**

Method of accounting that expresses credit and debit (loss or gain) entries in terms of quantity of items transacted without regard for dollar value of the materiel. May be performed in either detailed or summary manner. (AR 710-2, DA Pam 710-2-2, AR 735-5)

**Latent defects**

Weaknesses or flaws normally not detected by examination or routine tests, but present at time of manufacture and may be aggravated or discovered by use. (AR 735-5)

**Like item**

An end item that will serve the same purpose, has the same capacity as the end item replaced, and will not create turbulence in unit PLL. (AR 710-2)

**Local purchase**

Authorized purchase of supplies requested by an SSA for its own use or for issue to a supported activity in lieu of requisitioning through the supply distribution system. (AR 710-2, DA Pam 710-2-2)

**Loss**

Loss of, damage to, or destruction of property of the U.S. Government under control of the Army. Includes loss from Government accountability. Property is considered lost when it cannot be accounted for by the person responsible for it. (AR 735-5)

**Loss allowances (POL)**

A managerial tool that takes into account system imprecision, product evaporation, and incidental spills. (AR 710-2)

**Major Army Commanders**

The major commander for the ARNG is the Chief, National Guard Bureau (CNGB). (AR 735-5)

**Major Army subcommand**

A command directly subordinate to a MACOM. Assigned direct line responsibility and authority for a prescribed Army mission

and designated by HQDA as a SUB-MACOM. (Not applicable to the ARNG.) (AR 700-84)

#### **Management level**

An acceptable range of performance usually expressed with upper and lower control units, or occasionally as a single figure. Performance inconsistent with a management level will be cause for the operation to receive closer management. (AR 710-2)

#### **Materiel**

Property necessary to equip, maintain, operate, and support military activities. May be used either for administrative or combat purposes. (AR 735-5)

#### **Multiple drop (POL)**

Dispensing of fuel from a fuel delivery vehicle at more than one location or more than one receiving tank. (AR 710-2)

#### **Negligence**

a. *Simple negligence.* The failure to act as a reasonably prudent person would have acted under similar circumstances.

b. *Gross negligence.* An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act. (AR 735-5)

#### **Net asset**

The NA position consist of the total quantity on hand, either serviceable or unserviceable, plus quantities due-in minus quantities due-out.

#### **Nonconsumable supplies**

Supplies not consumed in use and retaining their original identity during the period of use, such as weapons, machines, tools, furniture, and fixtures. (AR 735-5)

#### **Nonexpendable items**

An item of Army property coded with an ARC of "N" in the AMDF. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items, similar to items coded "N" in the AMDF are considered nonexpendable items. (AR 710-2)

*Note.* This category consists of end items of equipment which are separately identified. It includes all class 7, all items assigned a LIN in SB 700-20 other than officer furniture in FSC 7110, 7125 and 7195 with a unit cost of less than \$300, and other selected class 2, 4, and 10 end items. OCIE authorized by CTA 50-900 will be accounted for in the same manner as nonexpendable supplies regardless of the ARC reflected in AMDF. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5)

#### **Nonplant equipment**

Capital equipment that does not meet criteria for plant equipment. (AR 735-5)

#### **Non-prior service**

Non-prior service for persons enlisting in USAR; never served or have served less than 180 days of active duty and are not MOS qualified. (AR 735-5)

#### **Nonrecoverable items**

Personal clothing items of enlisted members not to be turned in or accounted for on termination of service. Nonrecoverable personal clothing items are headgear (including havelock), belts, boots, buckles, underwear, necklaces, neckties, gloves, handbags, towels, scarves, handkerchiefs, shoes, socks, and all insignia. As an exception, headgear (to include havelock), gloves, and handbags may be recovered when in the best interest of the Government and when directed by HQDA. (AR 700-84)

#### **Nonrecurring demand**

Request made for a requirement known to be a one-time occurrence will be coded nonrecurring when demand is not to be considered in requisitioning objective computations. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Nonstandard item**

The item has no NSN assigned based on research of catalog data. (AR 710-2)

#### **Nonstocked item**

The item is not listed in the current AMDF. (AR 710-2)

#### **Operating level**

The quantity of stock intended to sustain normal operations during the interval between receipt of replenishment shipment and submission of subsequent replenishment requisition. Does not include either safety level or OST quantity. (AR 710-2, DA Pam 710-2-2)

#### **Operational load**

A quantity of supplies (in a given supply class) kept by using units for use in peacetime operations, based on various authorizations. (AR 710-2, DA Pam 710-2-1)

#### **Order ship time level**

The quantity of stock intended to sustain normal operations during the interval between submission of replenishment requisition until stock receipt is posted to the account. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Organizational property**

Property authorized to a unit or organization under an MTOE or deployable TDA authorization document and all CTA property which deploys with the unit. (AR 735-5)

#### **Organizational property book**

Record of property issued under an MTOE or deployable TDA authorization document. CTA items of equipment that are mission-related to all TOE units Army-wide are considered organizational property. Examples of

this type of equipment can be found in AR 71-13. (AR 735-5)

#### **Original package**

A sealed or otherwise securely closed container packed by vendor, supply depot, or arsenal. Container conforms to the following:

a. Contains only one kind of article to distinguish the container from one in which miscellaneous articles are packed for convenience in shipment. Component articles comprising a standard assembled unit of equipment, when shipped as a complete unit, may be considered as one article.

b. Contents are standard as to quantity, or the outside of the package shows by stenciling or other permanently affixed markings a list of quantities and description of the contents.

c. Designation of vendor, depot, or arsenal that packaged the contents is shown on the outside of the package.

d. Package was received by consignee with unbroken seals or protective fastening applied by vendor, depot, or arsenal, and with no evidence of tampering or visible damage to contents. (AR 735-5)

#### **Other nonconsumable supplies**

Nonconsumable supplies other than capital equipment. (AR 735-5)

#### **Other plant equipment**

Plant equipment used in or with, manufacture of components or end items relative to maintenance, supply, processing, assembly, or R&D operation. (Items categorized as IPE are excluded.) (AR 735-5)

#### **Packaged petroleum fuels (POL)**

Fuels that are transported, stored, or issued in containers of 55 gallons or less and in 500-gallon collapsible containers. (AR 710-2)

#### **Packaged petroleum products (POL)**

Petroleum products other than fuels that are stored, transported, and issued in containers of 55 gallons or less. Examples are lubricants, greases, and specification samples. (AR 710-2)

#### **Parent organization**

May be either a TOE or TDA organization. For TOE, a numbered organization of battalion or equivalent level; or company, battery, troop, platoon, detachment, or team not an organic element of a battalion or other parent organization. For TDA, any TDA organization assigned a unique TDA number. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Parent unit identification code**

The UIC specifically associated with a parent organization and from which other UICs may be derived. Designator of a parent UIC is AA; in the case of TDA augmentations to TOE organizations, 90 through 99. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Peripheral components**

A device connected to a computer to provide

communication as input and output of auxiliary functions such as additional storage. Includes modems, display terminals, keyboards, disk drives, tape drives, printers, control units, central processing units, and so on. (AR 710-2)

#### **Personal arms and equipment**

Items designed for personal use or performance of duty by a person and normally stored with the personal effects of or worn or carried on the person. Examples are handguns, flashlights, some toolboxes, protective masks, binoculars, and items listed on DA Form 3645 or DA Form 3645-1. Such items become personal equipment only when issued to the using person for personal use. Items like motor vehicles, office furniture, Government quarters and furnishings, and typewriters are not classified as personal property. (AR 735-5)

#### **Personal clothing**

Military-type clothing and personal clothing such as headgear, underwear, footwear, service uniforms, and component items prescribed by the Secretary of the Army and provided to enlisted members. (AR 700-84 and AR 735-5)

#### **Personal property**

Property of any kind except real property and records of the Federal Government. (AR 735-5)

#### **Personal responsibility**

The obligation of a person to exercise reasonable and prudent actions to properly use, care for, and safeguard all Government property in his or her possession. Applies to all Government property issued for, acquired for, or converted to a person's exclusive use, with or without receipt. (AR 735-5)

#### **Personnel**

The terms "personnel," "military personnel," "servicemember," and "civilian employee" mean DA members, ARNG members or technicians, or DA civilian employees, unless otherwise stated. (AR 735-5)

#### **Petroleum heating fuel (POL)**

Includes all heating fuel oil types, both distillate and residual, used as a burner fuel in boiler plants and other heating equipment. (AR 710-2)

#### **Plant equipment**

That portion of capital equipment, such as machinery, equipment, furniture, vehicles, machine tools, and other production equipment with a unit cost over \$1,000, used, or capable of use, in the manufacture of supplies, or in the performance of services, or for any administrative or general plant purpose. (AR 735-5)

#### **Preconfigured unit loads (PULs)**

Preconfigured unit loads are sets of expendable or durable items packaged and shipped together under a unique NSN. Preconfigured

unit loads are designed to allow an organization the ability to requisition a grouping of expendable items to support a specific function (such as services on a helicopter) or mission (such as emplacing 100 meters concertina wire). It is designed for use in those units that have a reduced capability to store and move ASL stocks. Currently, PULs are only authorized in support of the light infantry division. The preconfigured unit load is used for units within a light infantry division. It is assembled by the wholesale system and will be stored at no lower than corps level. (AR 710-2)

#### **Prescribed load list**

A list of unit maintenance repair parts that are demand-supported, nondemand-supported, and specified initial stockage repair parts for newly introduced end items. (AR 710-2, DA Pam 710-2-1)

#### **Primary hand receipt**

Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it. (AR 735-5)

#### **Primary hand receipt holder**

A person who is hand-receipted property directly from the accountable officer. (AR 735-5)

#### **Production equipment**

Means the same as "industrial plant equipment." (AR 735-5)

#### **Property**

The terms "Government property," "Army property," and "property" include all property under DA control except property accounted for as owned by an NAF activity. References to property of other U.S. Government agencies or of foreign governments clearly will be identified as such; for example, Air Force, State Department, or Republic of Korea property. All property issued by the United States to the ARNG remains the property of the United States, under section 710(A), title 32, United States Code. (AR 735-5)

#### **Property administrator**

An individual duly designated by appropriate authority to administer contract requirements and obligations relative to Government property furnished to or acquired by a contractor; an authorized representative of the contracting officer. (AR 735-5)

#### **Property book**

A formally designated set of property records maintained under AR 710-2 to account for organizational and installation property in a using unit. (AR 735-5)

#### **Property records and property account**

General terms referring to any record of property. This includes not only formal SRAs maintained in item or monetary terms by accountable officers, but also organizational property books, installation property books,

and individual clothing and equipment records, or any other organized files of property records. (AR 735-5)

#### **Proximate cause**

Cause which, in a natural and continuous sequence unbroken by a new cause, produces loss or damage and without which loss or damage would not have occurred. It can be further explained as primary moving cause, or predominating cause, from which injury follows as a natural, direct, and immediate consequence, and without which it would not have occurred. (AR 735-5)

#### **Real property**

Land and interests in lands. This includes buildings, piers, docks, warehouses, rights-of-way and basements, utility systems, and all other improvements permanently attached and ordinarily regarded as real estate. This does not include machinery, equipment, or fixed signal communication systems that may be removed without harming the usefulness of the structure. (AR 735-5)

#### **Receiving officer**

An officer charged with custody or storage of property received by means of shipment. The office is distinguished from the consignee on the bill of lading because that consignee usually is the transportation officer. Usually, the receiving officer is an accountable officer at the station of destination. (AR 735-5)

#### **Reconciliation**

A comparison of the supply records of separate activities to ensure their compatibility. The term reconciliation includes the corrective actions necessary to bring the two record sets into agreement. (AR 710-2)

#### **Recovery (POL)**

Actions and practices required for the segregation and collection of contaminated petroleum-base products. Collection and storage will be in appropriate mobile or fixed aboveground or underground containers. (AR 710-2)

#### **Re-Distillation (POL)**

The process of reclaiming contaminated solvents by separating through distillation the solvents from the sludge. (AR 710-2)

#### **Recurring demand**

A request made periodically or anticipated to be repetitive for materiel to be used immediately or for stock replenishment. Most demands are recurring. A demand is, therefore, considered recurring when doubt exists as to its nature. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Reorder point**

That point, expressed as a quantity of stock, at which time a stock replenishment requisition would be submitted to maintain a stockage objective. This consists of the sum of the safety level, OST, and (if applicable) the

repair cycle level. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Repair cycle level**

Quantity of reparable type items required for stockage, based on average monthly repair rate and repair cycle time. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Repair cycle time**

A parameter, expressed as an average, used in calculation of repair cycle level of stock. The cycle begins on acceptance of a job by maintenance and ends when the formerly un-serviceable asset is returned to stock in a serviceable condition. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Reparable Exchange Activity**

An element of a supply support activity providing exchange service for reparable components. Exchange of an un-serviceable reparable for a serviceable like item is made on a request for issue or turn-in document. (DA Pam 710-2-1 and DA Pam 710-2-2)

#### **Report of survey**

An instrument for recording circumstances concerning loss, damage, or destruction of Army property. It serves as, or supports, a voucher for dropping articles from property records on which they are listed. It also serves to determine any question of responsibility (financial or otherwise) for absence or condition of the articles. (AR 735-5)

#### **Request**

A supply request initiated by the using unit. (AR 710-2)

#### **Requisition**

A supply request initiated by the SSA in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the SSA for submission to the next higher source of supply. (AR 710-2)

#### **Requisition objective**

The RO is the maximum quantity of an item authorized to be on hand and on order at any time. (AR 710-2)

#### **Reserve Officer Training Corps, Simultaneous Membership Program**

(ROTC/SMP) A voluntary officer status for eligibility. The program permits eligible enlisted personnel assigned to a Troop Program Unit (TPU) of the USAR to enter the advanced MS I and IV course of the ROTC Program. It also permits eligible ROTC advanced course cadets to be assigned to a TPU and serve as officer trainees (AR 700-84).

#### **Reserve Personnel Army Funds**

Funds issued to support installations to be used by ROTC units to purchase clothing items for senior and junior ROTC cadets.

#### **Respondent**

Any individual, state or entity against whom

liability is recommended or assessed. (AR 735-5)

#### **Responsibility**

The obligation of an individual to ensure that Government property and funds entrusted to his or her possession, command, or supervision are properly used and cared for and that proper custody and safekeeping are provided. There are four types of responsibility as defined in this glossary:

- a. Command responsibility.
- b. Direct responsibility.
- c. Supervisory responsibility.
- d. Personal responsibility. (AR 735-5)

#### **Retail issue (POL)**

An issue of bulk fuel into a consuming end item of equipment. (AR 710-2)

#### **Retail level**

Level of supply below the wholesale level. Retail level stockage generally is oriented toward attaining maximum operational readiness of support units and, therefore, it is based on demand or item essentiality. Installation supply and maintenance activities, direct support organizations, and GSUs usually are engaged in retail level supply support. (AR 710-2, DA Pam 710-2-2)

#### **Safety level**

Quantity of stock intended to permit continued support in the event of minor interruption of stockage replenishment or unpredictable fluctuation in demand rate, or both. (AR 710-2, DA Pam 710-2-2)

#### **Sales account**

Formal records of accountability maintained in monetary terms by TISAs, commissaries, and other sales activities. Line item stock record balances are not normally maintained by sales accounts. (AR 735-5)

#### **Scrap**

Materiel that has no value except for its basic content. (AR 710-2)

#### **Selected Item Management System—**

##### **Expanded**

System of centralized asset knowledge and control (vertical materiel management) of selected secondary items. The goal of SIMS-X is to improve the utilization of assets already in the supply system. The wholesale item manager is provided data of on-hand quantities and RO by all owning stock record accounts. (AR 710-2)

##### **Service uniform**

A uniform prescribed for wear by Army personnel on routine duty. Different from dress, full dress, utility work, or field combat uniform. (AR 700-84)

#### **Shipping officer**

An officer who ships property for which he or she is responsible or accountable, as distinguished from the officer who prepares the bill of lading. Normally, a shipping officer is

an accountable property officer who ships property to an officer who has requisitioned the articles (receiving officer). (AR 735-5)

#### **Shop stock**

Repair parts and consumable supplies stocked within a support-level maintenance activity for internal use during accomplishment of maintenance requests. It is similar in purpose to repair parts kept by a unit in support of organizational maintenance, in that it is for internal use only and has been issued from an ASL at an SSA. (AR 710-2, DA Pam 710-2-2)

#### **Small arms**

Handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machinegun; multibarrel machineguns such as the 7.62mm M134; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder-fired; flamethrowers, and individually operated weapons that are portable or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft. (AR 710-2)

#### **SPBS-R/I-TDA**

Standard Property Book System-Redesign/Installation-Table of Distribution and Allowance

#### **Standard rebuild cost**

Average cost to repair an article to return it to its regular operating condition. The cost may be set forth in publications such as supply bulletins and manuals, or may be obtained from the installation maintenance activity. (AR 735-5)

#### **State**

Includes all the States, Commonwealth of Puerto Rico, territory of the U.S. Virgin Islands, territory of Guam, and the District of Columbia. (AR 735-5)

#### **Stock number**

A number used to identify an item of supply. Types of numbers used are:

- (1) NSN or NATO stock number.
- (2) Commercial and Government Entity Code.
- (3) Management control number.
- (4) DODAC.
- (5) Army commercial vehicle code.
- (6) Any other identifying number when one of the types in (1) through (5) above has not been assigned. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2)

#### **Stock record account**

Formal basic record showing, by item, receipt and disposal of property being held for issue, balance on hand, and other identifying or stock control data. The account is prepared on prescribed forms. It is maintained by, or under supervision of, an accountable officer.

It may be maintained manually, by accounting machine methods, or by ADPE. (AR 735-5)

#### **Subhand receipt**

A hand receipt between a primary hand receipt holder and a person subsequently given the property for use. It does not transfer direct responsibility for property to the subhand receipt holder. (AR 735-5)

#### **Summary accounting**

Grouping transactions together for a specific time or activity, and then posting only net results or summary of transactions to accounting records. (AR 710-2, DA Pam 710-2-2, AR 735-5)

#### **Supervisory responsibility**

Obligation of a supervisor to ensure that all Government property issued to, or used by, his or her subordinates is properly used and cared for, and that proper custody and safekeeping of the property are provided. It is inherent in all supervisory positions and is not contingent upon signed receipts or responsibility statements. It arises because of assignment to a specific position and includes—

- a. Providing proper guidance and direction.
- b. Enforcing all security, safety, and accounting requirements.
- c. Maintaining a supervisory climate that will facilitate and ensure the proper care and use of Government property. (AR 735-5)

#### **Supplemental allowances**

Items and quantities of personal clothing authorized for issue to enlisted members to supplement initial allowances. They are given to persons whose assigned duties require more quantities of items than are included in initial issues. They are also given to those whose assigned duty requires special items of personal clothing not normally issued to the majority of enlisted members. (AR 700-84)

#### **Supplies**

Items needed to equip, maintain, operate, and support military activities. Supplies may be used for administrative, combat, or general plant purposes. Supplies include food, clothing, equipment, arms, ammunition, fuel materials, and machinery of all kinds. For planning and administrative purposes, supplies are divided into 10 classes. Supplies are synonymous with "equipment" and "materiel." (AR 735-5)

#### **Survey**

Act of investigating circumstances involving loss, damage, destruction, or unserviceability of property listed on a report of survey. (AR 735-5)

#### **System furniture**

An arrangement of modular components utilizing vertical space which meets prescribed functional work station requirements. The components consist of work surfaces, storage units, power and communications outlets, and

privacy panels that interconnect and are assembled into work stations of various sizes, configurations, and complexity. This does not include conventional office furniture; that is, freestanding units and partitions available from the Federal supply system. Systems furniture, as defined, is authorized by CTA 50-909, chapter 14. (AR 710-2, DA Pam 710-2-1)

#### **Tactical Field Exchange (TFE)**

A military operated exchange, designed to provide limited support on a temporary basis (usually 30-90 days) for Army and Air Force personnel engaged in military exercises, maneuvers, contingency/emergency operations or deployments where regular AAFES facilities are not or cannot be deployed. The supported military commander must appoint a TFEO and Army enlisted personnel to operate the TFE. (AR 710-2)

#### **Tactical Field Exchange Officer (TFEO)**

The commissioned officer or warrant officer appointed by the supported commander who is responsible for operation of the TFE and who is accountable for AAFES merchandise and funds. If the appointment of a commissioned or warrant officer is not practical a senior noncommissioned officer may be appointed. (AR 710-2)

#### **TIER III**

Personal, laptop, notebook, and similar type computers and their external peripheral components (less CCI). AR 710-2

#### **Training equipment**

Items developed, authorized, issued, or procured primarily for training and learning. (AR 735-5)

#### **Transportation officer**

The officer responsible for shipment of property. This officer initiates and accomplishes BLs. When no person is specifically provided to perform these functions, the officer who accomplishes BLs is responsible for duties assigned to the transportation officer. (AR 735-5)

#### **Trash**

Materiel that has no residual functional scrap value. (AR 710-2)

#### **Unit commanders**

Commanders of companies, batteries, or similar units, and correctional officers. (AR 700-84)

#### **U.S. property and fiscal officer**

A commissioned officer of the Army or National Guard of the United States on extended Federal active duty and who is accountable and responsible for proper obligation and expenditure of all Federal funds and for receipt and account all Federal property in possession of the National Guard of the State; maintains an SRA comparable to the level of a CONUS installation; and must ensure that

accountability for Federal property is maintained after property is issued to property book level. (AR 700-84, AR 735-5)

#### **USPFO clothing issue point**

A facility located at the USPFO that serves to receipt, store, and issue personal clothing. (AR 700-84)

#### **Unserviceability**

More inclusive term than damage or destruction. It indicates, in military usage, that the article to which the term is applied is no longer useful for the intended purpose. Damage or destruction may not be involved. The term also indicates property that has deteriorated through use; however, it may include property no longer usable for its original purpose, despite the reason for its condition. (AR 735-5)

#### **Validation**

The review of open requisitions by the requisitor to affirm the continued need for the materiel and quantity on requisition. (AR 710-2)

#### **Vehicle Hull Targets**

A vehicle used for destructive testing and target training. Vehicles are usually obsolete, nonstandard, or military excess withdrawn from DOD surplus or the DRMO. (AR 710-2)

#### **Voucher**

Document attesting to, or serving as, evidence of a specific property transaction. Credit vouchers, such as signed receipts, support a reduction of on-hand balance shown on the property record. Debit vouchers, such as receiving reports, support an increase in recorded on-hand balance. (AR 735-5)

#### **Wholesale level**

Level of supply support including national inventory control points, depots, terminals, arsenals, central wholesale data banks, plants and factories associated with commodity command activities, and special Army activities retained under direct control of HQDA. Wholesale functions are mostly performed in CONUS. A wholesale system procures supplies for the Army from commercial sources or from Government plants. Wholesale supply support is accomplished by distributing supplies to retail level for stockage or for issue to users. (AR 710-2, DA Pam 710-2-2)

#### **Willful misconduct**

Any intentionally wrongful or unlawful act dealing with property. (AR 735-5)



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**RESERVED**

# AMMUNITION STORES SLIP

For use of this form, see DA PAM 710-2-2; the proponent agency is DCSLOG

AUTHORITY

DATE

FROM

NAME OF ACTIVITY

TO

VEHICLE NO.

RECEIPT

ISSUE

OTHER (*Specify*)


 TURN-IN

DRIVER

NSN DODIC NOMENCLATURE

LOT NO.

ACC

LOCATION

PLTS

TOTAL

INIT

FROM

TO

BXS

ROUNDS

REMARKS

DATE

SIGNATURE OF ISSUING CHECKER

DATE

SIGNATURE OF ISSUING CHECKER



<b>SSSC ACCOUNT CARD</b>		For use of this form, see DA PAM 710-2-2; the proponent agency is DCSLOG	
SSSC		CARD NUMBER	
ACCOUNT NUMBER	DATE ISSUED		
CUSTOMER AND PARENT UNIT			
SSSC MANAGER'S SIGNATURE			

**DA FORM 3733-R, JAN 82** EDITION OF JUNE 71 IS OBSOLETE

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M	TAB	TAB
<b>SELF-SERVICE SUPPLY CENTER MONTHLY SUMMARY            JOURNAL AND STATEMENT OF OPERATIONS</b> <small>For use of this form, see DA PAM 710-2-2; the proponent agency is DCSLOG</small>	LOCATION	MONTH AND YEAR
1. Opening Inventory		
2. Receipts		
3. <del>In</del> crease Adjustments		
4. <b>TOTAL</b>		
5. Sales <i>(Credit) (Net of Returns)</i>		
6. Decrease Adjustments		
7. Returns to Installation Account		
8. <b>DECREASES TOTAL</b>		
9. <b>ENDING INVENTORY</b> <i>(Lines 4 thru 8)</i>		

REMARKS







**TRAVELING PURCHASE REQUEST**

1. STOCK NUMBER	2. U/I	3. UNIT PRICE	4. MATCAT CODE	5. FUND CODE	6. PROCESS TIME	7. CONTACT
-----------------	--------	---------------	----------------	--------------	-----------------	------------

8. ITEM DESCRIPTION	9. SOURCE/VENDOR (NAME & ADDRESS)
	<i>a.</i>
	<i>b.</i>
10. PROCUREMENT DATA	<i>c.</i>

11. REQUISITION DATA									
REQUEST DOCUMENT NO.	QTY	FUND APPROP	RDD	DATE COMPL	REQUEST DOCUMENT NO.	QTY	FUND APPROP	RDD	DATE COMPL
<i>a.</i>	<i>b.</i>	<i>c.</i>	<i>d.</i>	<i>e.</i>	<i>a.</i>	<i>b.</i>	<i>c.</i>	<i>d.</i>	<i>e.</i>





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