

TECHNICAL MANUAL

**DEPARTMENT OF DEFENSE SMALL
ARMS SERIALIZATION PROGRAM
(DODSAS P)
FUNCTIONAL USERS PROCEDURES**

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ARMS SERIALIZATION PROGRAM
(DODSASP)
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REPORTING ERRORS AND RECOMMENDING IMPROVEMENTS

You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, please let us know. Mail your letter, DA Form 2028 (Recommended Changes to Publications and Blank Forms), or DA Form 2028-2 located in the back of this manual to Commander, US Army Armament Materiel Readiness Command, ATTN: DRSAR-MMD-LW, Rock Island, IL 61299. A reply will be furnished to you.

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CHAPTER 1

GENERAL POLICY

1-1. Purpose

This manual prescribes the Department of the Army procedures to be used by all Army installations/activities in reporting small arms serial number data under the Department of Defense Small Arms Serialization Program (DODSASP).

1-2. Applicability

This procedure is applicable to all Continental United States (CONUS) installations, National Guard, United States Property and Fiscal Offices (USPFO), and Oversea Area Files.

1-3. Program Objective

The objective of DODSASP is to establish visibility by serial number of all small arms within the Active Army, US Army Reserve, and Army National Guard. It is designed to provide investigative agencies with the identity of the last responsible activity having a specific serial numbered small arm. DODSASP is part of the Department of Defense (DOD) Small Arms Serial Number Control System and, as such, uses common data elements, and interfaces with the other military services (Air Force, Navy), and Defense Logistics Agency (DLA) systems.

1-4. Scope

a. Small Arms to be reported under DODSASP are listed below:

- (1) Handguns
- (2) Shoulder-fired weapons
- (3) Light automatic weapons, up to and including .50 caliber machine guns
- (4) Recoilless rifles, up to and including 106-MM
- (5) Mortar tubes up to 81-MM, excluding the 4.2-MM
- (6) Rocket launchers, man portable.
- (7) Grenade launchers
- (8) Individual operated weapons, which are portable, can be fired without special mounts or firing devices, have potential use in civil disturbances, and are vulnerable to theft.

b. All operable small arms, except those assigned to classified activities, will be reported. Included will be foreign and commercial weapons, museum pieces, and small arms mounted in aircraft and vehicles.

c. Small arms meeting the above criteria will be

reported whether or not they have been assigned a stock number and/or serial number.

d. Small arms purchased with non-appropriated funds and privately owned weapons are exempt from reporting under DODSASP. These weapons are required to be registered if they come under control of the DOD as abandoned, unclaimed privately owned weapons, or excessed.

1-5. Concept

a. The operation of DODSASP is based upon the initial registration by serial number of all reportable small arms with the Department of Army (DA) Central Registry, and subsequent reporting of small arms transactions by serial number to the DA Central Registry.

b. Reporting activities in CONUS and Overseas Area files will provide initial registration data to the DA Central Registry on all reportable small arms in inventory or on hand in supported units/activities. Subsequent transactions that result in a gain or loss of accountability will be reported. All transactions use a standard card format, with unique transaction codes to identify the type of action being reported.

1-6. Implementation

The DODSASP will be implemented as follows:

a. The establishment of the DA Central Registry by DARCOM to be maintained at the US Army Armament Materiel Readiness Command (ARR-COM), Rock Island, Illinois 61299.

b. The establishment of installation files by each CONUS installation, Alaska, Hawaii, and the Canal Zone, each National Guard USPFO, and CONUS field operating activities maintaining stock record accounts.

c. The establishment of installation files by the overseas commands to maintain serial number control of all reportable small arms in inventory or on hand in supported units/activities.

d. Initially, activities required to establish files will submit a one-time report to the DA Central Registry for the registration of all small arms in inventory or on hand in supported units/activities. Subsequent transactions that result in the gain or loss of accountability will be reported to the DA Central Registry.

e. All files will be reconciled with the DA Central Registry on an annual basis to insure that visibility and current status of all reportable small arms are

contained in the DA Central Registry master file.

f. After establishment, the DA Central Registry will be capable of responding to inquiries from investigative agencies by identifying the installation or unit activity last having accountability for a specific serial-numbered weapon. Each reporting activity must have the capability of identifying the subordinate unit/activity to which the weapon is assigned.

g. The implementation and operation of DOD-SASP does not relieve units/activities from following the requirements for physical security of weapons in accordance with AR 190-11 and NG Regulation 190-11; the reporting of lost and recovered weapons in accordance with AR 190-11; AR 190-40; and chapter 4 AR 710-3; or accounting for weapons on property records in accordance with AR 710-2.

h. Detailed procedures for DODSASP operation are found in chapter 2.

1-7. Data Submission

All small arms serial number data will be transmitted to the DA Central Registry by punched card or magnetic tape. There are three types of input submissions that may be used.

a. *AUTODIN*. To the maximum extent possible, data will be forwarded to the DA Central Registry, USAARCOM, Rock Island, IL, via AUTODIN. The transceiver code to be used is RUCIAFB. Content indicator code is AHCM. Routing identifier is B14. Where AUTODIN capability does not exist, certified mail will be used to transmit serial number data.

b. *Certified Mail Tape*. Tape should be used for large submissions from installations that have tape equipment. In order to interface with USAARR-COM's IBM 360-65 system, the following specifications are furnished:

(1) Translate to IBM mode BCD, or EBCDIC.

(2) Use 556, 800, or 1,600 BPI, 7 or 9 track.

(3) Use 80 positions per record; 1, 10, or 50 records per block.

(4) Do not use header labels.

An external label placed on each reel of tape should indicate the data in (1) through (4) above, along with the return address of the reporting activity. Mail all tapes to: USAARCOM, ATTN: DRSAR-

MMD-LW, Rock Island, IL 61299.

c. *Certified Mail Cards*. Cards should be securely packaged in card boxes, using filler where applicable, and shipped to: USAARCOM, ATMN: DRSAR-MMD-LW, Rock Island, IL 61299.

NOTE

Activities submitting transactions by mail tape or mail cards should utilize certified mail to assure that their data is received and processed. DA Form 200 (ADP Data Transmittal Record) should also be inclosed.

1-8. Definitions

For the purpose of these procedures, the following definitions apply.

a. *DA Central Registry*. The activity/file designated to maintain visibility by serial number of all reportable small arms in the Army inventory. The DA Central Registry has been established by DARCOM and is maintained at the USAARCOM, Rock Island, IL 61299.

b. *Installation Files*. Small arms serial number files established by each CONUS installation including Alaska, Hawaii, and the Canal Zone, each National Guard USPFO, and each CONUS field operating activity maintaining a stock record account.

c. *Area Files*. Small arms serial number files established by depots, stock record accounts, and property book accounts in overseas command.

d. *Reporting Activity*. An activity required to establish either an installation or area file, and report small arms transactions to the DA Central Registry.

1-9. Program Proponency

a. AR 710-3, (Asset and Transaction Reporting), for which the Deputy Chief of Staff for Logistics is proponent agency, establishes the regulatory requirements for DODSASP. b. The US Army Armament Materiel Readiness Command, Rock Island, Illinois, is responsible for the preparation of this manual.

1-10. Reports Control

RCS CSGLD-1732 applies to DODSASP.

CHAPTER 2

PROCEDURES

2-1. General

This chapter prescribes procedures to be used in establishing small arms files, reporting initial registration data, and reporting serial number transactions under DODSASP. The procedures prescribed are for the operation of DODSASP as a stand-alone system. When automated systems provide small arms files and serial number re-reporting, the procedures contained in procedural manuals for those systems will be followed.

2-2. File Establishment

All reporting activities will establish a mechanized active file of serial numbers of small arms presently in inventory or on hand in all supported units/activities. Installation files will be established by CONUS reporting activities, while overseas commands will establish area files.

a. An accountable property officer (USPFO for National Guard) at each CONUS installation (including Alaska, Hawaii, and Canal Zone), CONUS depots, and overseas area file is responsible for the maintenance of an installation/area file for all weapons on hand or in the hands of units/activities supported by the installation, to include activities satellited on the installation for support.

b. Issues to or transfers between the supported activities will be recorded in installation/area files, but will not be reported to the DA Central Registry.

c. Shipments (gains/losses) into or out of the installation/area will be reported to the DA Central Registry.

d. Installation/Area files must:

(1) Establish visibility of all reportable small arms by serial number and using/accountable activity. As a minimum, the installation/area file should identify small arms ownership to the Property Book Level.

(2) Establish visibility by serial number of all weapons received into the installation/area and report receipts to the DA Central Registry.

(3) Advise the DA Central Registry when a serial numbered weapon is transferred to another command/installation or area, turned in, lost, stolen, demilitarized, recovered, or shipped to activities outside DA and maintain an inactive record of such transactions for at least two years after records have been reconciled with the DA Central Registry.

(4) Provide response to inquiries from the DA Central Registry giving the last known address and unit responsible for specific serial numbered weapons.

(5) Participate in annual reconciliation with the DA Central Registry.

2-3. Initial Registration

a. Upon implementation of DODSASP, each reportable small arms weapon will be registered with the DA Central Registry. Each organization or activity responsible for the establishment of files will submit an initial report of all small arms by serial number.

b. To prepare the data for submission to the DA Central Registry, the following procedures will be used:

(1) Extract weapon serial number data for reportable small arm.

(2) Key punch two small arms registration cards for each small arm. The card format for initial registration is in appendix A.

(3) Verify the accuracy of prepared data.

(4) Forward one card directly to the DA Central Registry.

(5) File one card in local active files.

2-4. Transaction Reporting

Subsequent to initial registration of small arms, installation files and serial number files will report all transactions affecting small arms to the DA Central Registry. Type transactions to be reported are receipts, shipments, and other transactions. Appendix A specifies the format for the small arms transaction card. A listing of transaction codes and definitions are found in appendix B. Installation files and overseas area files will use the following procedures to report serial number transactions.

a. Receipt Transactions.

(1) Receipt of registered small arms. Each shipment of registered small arms should be accompanied by two serial number cards per small arms attached to the shipping documentation. The following procedures will be followed in reporting the receipt:

(a) Sight verify the serial number of the weapon received.

(b) Prepare two small arms receipt cards

(transaction code "R") in accordance with the format prescribed in appendix A. The receipt card will be prepared using serial number data contained in the accompanying serial number cards.

(c) Forward one card to the DA Central Registry.

(d) File one card in the active file.

(2) *Receipt transactions with erroneous documentation.* If serial number data on accompanying documentation does not correspond to the actual small arms serial number, the following procedures will be used:

(a) Prepare a receipt "R" transaction for the weapon under the erroneous NSN/weapon serial number in accordance with a(1)(b) above.

(b) Prepare the required NSN/weapon serial number correction cards to update the DA Central Registry Master file. See c(6) and (7) below for preparation of transaction cards to correct erroneous NSN/weapon serial number.

(c) Prepare and forward Report of Discrepancy (ROD) to the shipping activity responsible for submitting the erroneous shipment data.

(3) *Receipt transactions with no serial number documentation.* Small arms received without serial number cards or lists will be considered as unregistered. The following procedures will be used:

(a) Prepare two small arms receipt cards (transaction code "R").

(b) Forward one card to the DA Central Registry.

(c) File the other card in the active file.

b. *Shipment (issue or turn-in) Transactions.* When a weapon is issued or turned in to a reporting activity (including other services and DLA disposal) outside the jurisdiction of the installation/area file, the following procedures will be used:

(1) Remove the small arms card from the active file.

(2) Prepare four small arms shipment cards for each weapon shipped (transaction code "S").

(3) Attach two cards to the shipping documentation for the small arms. For multiple shipments, the cards and shipping documentation will be placed in the lead container; however, the cards will be grouped and identified by box number.

(4) Forward the third card to the DA Central Registry.

(5) File the fourth card in the inactive file.

(6) Dispose of the old small arms card.

c. *Other Transactions.* Other transactions to be reported to the DA Central Registry are:

(1) *Inventory adjustments.* Inventory adjustments gains and losses will be reported to the DA Central Registry, using transaction code "C" or

"L", after all investigative requirements have been initiated.

(a) *Gains:*

1. Prepare two small arms inventory adjustment gain cards for each serial numbered small arms gain (transaction code "C").

2. Forward one card to the DA Central Registry.

3. File the other card in the local active file.

(b) *Losses:*

1. Remove the small arms card from the active file.

2. Prepare two small arms inventory adjustment loss cards (transaction code "L").

3. Forward one card to the DA Central Registry.

4. File the other card in the inactive file.

5. Destroy the old small arms card.

(c) The reporting of inventory gains and losses to the DA Central Registry does not relieve units/activities from reporting requirements established by other regulations.

(2) *Shipments to Grant Aid/Foreign Military Sales (FMS).* Shipments directed under Grant Aid/FMS agreements will be reported to the DA Central Registry. Shipment procedures outlined in b above will be followed, using transaction code "F" in lieu of transaction code "S". Only two "F" cards are required; one for the reporting activities inactive file, and one card for submission to the DA Central Registry.

(3) Shipments to other agencies/activities outside the control of DOD will be reported in accordance with procedures outlined in b above, using transaction code "N" in lieu of transaction code "S". Included will be shipments to civilian activities, non-DOD governmental activities, and nonreporting (classified) military activities. Only two "N" cards are required; one for the reporting activities inactive file, and one card for submission to the DA Central Registry.

(4) *Change of Address Activity Code (AAC/Unit Redesignation).* When the AAC of a reporting activity changes, one transaction code "M" card will be prepared and forwarded to the DA Central Registry in accordance with appendix B, transaction code "M". Only one transaction code "M" card is required to change the AAC for all serial numbered small arms reported by the activity.

(5) *Demilitarization.* Small arms demilitarized and washed out of the system will be reported to the DA Central Registry.

(a) Remove the small arms card from the active file.

(b) Prepare two small arms demil cards (transaction code "V").

(c) Forward one card to the DA Central Registry.

(d) File the other card in the local inactive file.

(e) Dispose of the old small arms card.

(6) Serial number corrections. The following procedures will be used to correct small arms serial numbers previously reported incorrectly to the DA Central Registry.

(a) Remove incorrect small arms card from the active file.

(b) Prepare two serial number "Delete" cards (transaction code "X") and two serial number "Add" cards (transaction code "Y").

(c) Forward one "Delete" and one "Add" card to the DA Central Registry.

(d) File the other serial number "Add" card in the active file.

(e) File the other serial number "Delete" card in the inactive file.

(f) Dispose of the old small arms card.

(7) Stock number corrections. Procedures outlined in c(6) above will be used to correct stock numbers erroneously reported to the DA Central Registry using transaction codes "W" (stock number delete) and "A" (stock number add) in lieu of transaction codes "X" and "Y" respectively.

2-5. Inquiries

When the Central Registry receives an inquiry from an investigative agency concerning a specific serial numbered weapon, the Central Registry will then contact that activity by telephone, letter, or teletype, to verify with the accountable activity the location/latest status of the weapon under investigation. After verification, the information will be furnished the inquiring agency.

2-6. Reconciliation

a. To insure the data in the Central Registry is valid, a scheduled reconciliation will be conducted annually. The DA Central Registry will maintain the reconciliation schedule on its file by month and reporting activity. Reconciliation will be conducted using bottoms-up procedures.

b. Procedures.

(1) The first day of the reconciliation month will be the cut-off date. Update transactions will continue to be processed at the DA Central Registry; however, the reconciliation will take only those transactions into consideration that reflect a transaction date prior to the first of the reconciliation month.

(2) Reporting activities will provide the DA Central Registry with a tape/card deck by

National/Local Stock number and serial number of all small arms assigned to that activity using transaction code "E". See paragraph 1-7 for the three types of input submission that may be used.

(3) The reconciliation file must be submitted to reach the DA Central Registry by the 20th of the reconciliation month where it will be processed through the computer and the processing date will be recorded in the address file as the date of the last reconciliation. No report will be produced nor any action required for those lines that match the DA Central Registry Master file.

c. The reconciliation process at the DA Central Registry results in outputs and required actions are as follows:

(1) The "E" transactions submitted by the activity will be matched against the DA Registry file. If a match is made, no further action is required.

(2) Unmatched "E" transactions will be matched against the History file to determine if the weapon has been transferred from the activity since the reconciliation cut-off date. "E" transactions remaining unmatched will be processed as follows with required action as indicated:

(a) Those serial numbers that the reporting activity reflects as active but do not match in any of the files (Master or History) will be automatically added to the DA Central Registry as an initial registration. The DA Central Registry will advise the reporting activity of the changes by quantity only (Error Code 8).

(b) Those serial numbers that appear on the Master file as active for the reporting activity but for which no "E" transactions were received (Error Code 5), and those for which "E" transactions were received but for which the Master file reflects another activity as owner (Error Code 7), will require research and correction by the reporting activity. (An image of the Master file record will also be furnished for each Code 5 and Code 7 error.

(c) The DA Central Registry will furnish the reporting activity tape or cards for those serial numbers described in (b) above. The format for the cards (tape) will be shown in figure A-1. The reconciliation error code in CC75 of the reject transaction will indicate the type error (see app D).

(d) The reporting activity will reconcile the differences by reviewing its active file, inactive file, and other documentation available to ascertain the actual status of the small arms. The reporting activity will take action to verify the submission of the appropriate transaction to the DA Central Registry by the shipping activity.

(e) The DA Central Registry will follow up on all reconciliation errors identified on the error suspense, 60 days after the reconciliation, and in 30

day increments thereafter until the suspense file is cleared of all errors.

2-7. Miscellaneous

a. Unit Deployments.

(1) When a unit transfers from one reporting activity to another, the following procedures will be used:

(a) The small arms cards for the weapons assigned to the deploying unit will be withdrawn from the active file. Three small arms transfer cards will be generated (transaction code "S").

(b) One card per weapon will be given to the unit for confirmation and to accompany the deploying unit to its destination.

(c) The second card will be forwarded to the DA Central Registry.

(d) The third card will be placed in the inactive card file.

(2) Upon arrival of the unit at the new station, an updated (transaction code "R" and new date) small arms card will be prepared by the unit/installation file and forwarded to the DA Central Registry.

b. Duplicate Serial Numbers within the same NSN.

(1) Reporting activities will report any duplicate serial numbers to the DA Central Registry.

Duplicates will be reported by teletype or letter. No local modification of serial numbers is authorized, unless approved by the DA Central Registry.

(2) The DA Central Registry will maintain a register of duplicate serial numbered weapons. When the DA Central Registry encounters duplicate serial numbers, it will furnish appropriate instructions to the reporting activities.

c. Small Arms with no NSN and/or Serial Number.

(1) Small Arms with no NSN and small arms (except museum pieces when stamping could damage or ruin an item of historical value) with missing, obliterated, mutilated, or illegible serial numbers will be reported to the DA Central Registry by message in the following format:

NSN (NSN or "None")	Serial Number (SN or "None")	Description (Make, model, and caliber)
------------------------	---------------------------------	---

The message should request assignment of NSN or

serial number, as appropriate.

(2) The DA Central Registry will assign a NSN (MCN)/Serial number as appropriate, and provide necessary instructions to the reporting activity.

(3) Museum pieces of historical value (w/o weapon serial numbers) will be reported to the DA Central Registry on DA Form 2609 (Historical Property Catalog) for manual control.

d. Recovered Small Arms.

(1) Reportable small arms "found on Post," confiscated or otherwise recovered, or coming under the control of DA/DOD that are not registered in local files, will be registered and reported to the DA Central Registry as an inventory gain, transaction code "C."

(2) Recovered small arms without NSN/serial numbers will be reported by message in accordance with c above.

e. Reporting of Local Modification of Small Arms. The DA Central Registry will be informed when authorized local modification of a small arm changes its identification. If modification produces a small arm with a different NSN, the change will be reported using transaction codes "A" and "W."

f Stock Number Changes. Changes in NSN's due to catalog changes are to be reported to the DA Central Registry using transaction codes "A" and "W."

g. Request for clarifying problem areas in regard to the reporting of DODSASP Small Arms and/or suggestions for changes within the system for upgrading the program should be made in writing (Message/Letter) to: Commander, US Army Armament Materiel Readiness Command, ATTN:

DRSAR-MMD-LW, Rock Island, IL 61299, with information copies furnished to: Commander, DARCOM, ATTN: DRCMM-SL, Alexandria, VA; and Commander, USA LEA, ATTN: DALO-LER, Chambersburg, PA. The request should contain the following:

(1) *Narrative:* (Description of problem, enhancement or other proposed change. Describe completely.)

(2) *Impact:* (Describe the present system and what benefit the resolution of the problem/implementation of enhancement or other proposed change would do for your organization and/or DODSASP).

APPENDIX A
CARD FORMATS AND LAYOUTS

This appendix provides the card formats and worksheet layouts for initial registration and transaction reporting of small arms serial number data.

A-1

<i>Data Element Name</i>	<i>Card Column</i>	<i>Remarks</i>
Document Identifier	1-3	Enter "DSM" (DSR for Reconciliation, DSF for reconciliation follow-up)
Routing Identifier	4-6	Enter "B14"
Transaction Code	7	See appendix B for transaction codes.
Stock Number (NSN or MCN)	8-22	CC 8-11 FSC
CC 21-22 Blank		
Local Use	23-29	Optional use by commands/installations as desired.*
Document Number	30-43	
Document Number Suffix	44	
DODAAC-Shipped to/Received from	45-50	Use on shipment transaction code: F, N, S, and Z. Use on receipt "R" transaction to identify DODAAC weapon was received from.
DODAAC-Reporting Activity	51-56	Enter DODAAC assigned.
Serial Number	57-67	Right justify-precede the serial number with enough zeros (0 so that last digit of the serial number is in card column 67. If the first digit of the serial number is 0 overpunch "12" in that card column.
	68	Leave Blank**
Owning Activity	69-74	Enter DODAAC of unit (PBO) owning/possessing weapon.
	75	Leave blank**
Transaction Date	76-80	CC 76-77 Year CC 78-80 Julian Day

* DA Central Registry will record data placed in these fields, but will not edit against these data elements. These fields may be used for any purpose prescribed by the commands/installations e.g., UIC of subordinate activity, small arms storage location, etc.

**A CONUS depots will use card columns 68-75 to enter Storage Reference Point.

** ARRCOM will use card column 75 to identify reject codes on reconciliation errors.

Figure A-1. Small Arms Transaction Card.

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
DIC		RIC		T R C D	NATIONAL STOCK NUMBER (NSN) OR AUTH. MANAGEMENT CONTROL NUMBER (MCN)											LOCAL USE					DOCUMENT NUMBER/SUFFIX										DODAAC SHIPPED TO					REPORTING ACTIVITY DODAAC					WEAPON SERIAL NUMBER										B L A N K			OWNING ACTIVITY ADDRESS CODE					B L A N K			TRANS-ACTION DATE																	
1		2		3	4											5					6										7					8					9										10			11			11.																						

DATA ELEMENT
FIELD NUMBER

- 1 ENTER "DSM" IN CC 1-3
- 2 ENTER "B14" IN CC 4-6
- 3 ENTER THE TRANSACTION CODE THAT DESCRIBES THE ACTION REQUIRING CARD SUBMISSION (CC 7).
- 4 ENTER THE STOCK NUMBER OF THE WEAPON BEGINNING IN THE CC 8
CC 8 - 11 FSC
CC 12 - 20 NIIN
CC 21 - 22 BLANK
- 5 USED AS DIRECTED BY MAJOR COMMANDS.
- 6 IN CC 30-44 ENTER THE SUPPLY DOCUMENT NUMBER/SUFFIX THAT WAS USED IN SHIPPING, RECEIVING, OR ADJUSTING THE SUPPLY RECORDS OF THE WEAPON CONCERNED. IF NONE, LEAVE BLANK.

DATA ELEMENT
FIELD NUMBER

- 7 CC 45-50.
IF TRANSACTION CODE (Col 7) F, N, S, OR Z IS USED, ENTER THE DODAAC OF THE ORGANIZATION TO WHICH THE WEAPON WAS TRANSFERRED. IF TRANSACTION "R" IS USED, ENTER THE DODAAC OF THE ORGANIZATION FROM WHICH THE WEAPON WAS RECEIVED. LEAVE BLANK ON ALL OTHER TRANSACTIONS.
- 8 ENTER YOUR DOD ACTIVITY ADDRESS CODE (DODAAC) IN COLUMNS 51-56.
- 9 ENTER THE SERIAL NUMBER OF THE WEAPON BEING REPORTED IN CC 57-67. THE SERIAL NUMBER SHOULD BE RIGHT JUSTIFIED: I.E., ENOUGH ZEROS SHOULD BE ADDED TO THE LEFT OF THE SERIAL NUMBER, SO THAT LAST NUMBER IS PLACED IN CC 67.
- 10 CONUS INSTALLATION, OVERSEAS AREA, AND STATE USPFO FILES WILL USE CC 69-74 TO:
 - A. RECORD THE OWNER (UNIT IN POSSESSION) ON TRANSACTION CODES B, C, L, R, X, Y AND Z.
 - B. UPDATE THE OWNING AAC ANNUALLY DURING THE SCHEDULED ANNUAL RECONCILIATION, TRANSACTION CODE "E", WITH THE DA CENTRAL REGISTRY.

DATA ELEMENT
FIELD NUMBER

- 11 ENTER THE YEAR AND JULIAN DAY TRANSACTION IS BEING REPORTED.

NOTE: DATA ELEMENT FIELDS 5, 6, and 7 MAY BE USED TO RECORD OPTIONAL DATA (LOCAL USE) ON INITIAL REGISTRATION ("B") TRANSACTIONS AS DIRECTED BY COMMANDS/INSTALLATIONS AS DESIRED.

Figure A-2. Transaction card worksheet layout.

A-3/(A-4 BLANK)

**APPENDIX B
WEAPON CONTROL TRANSACTION CODES**

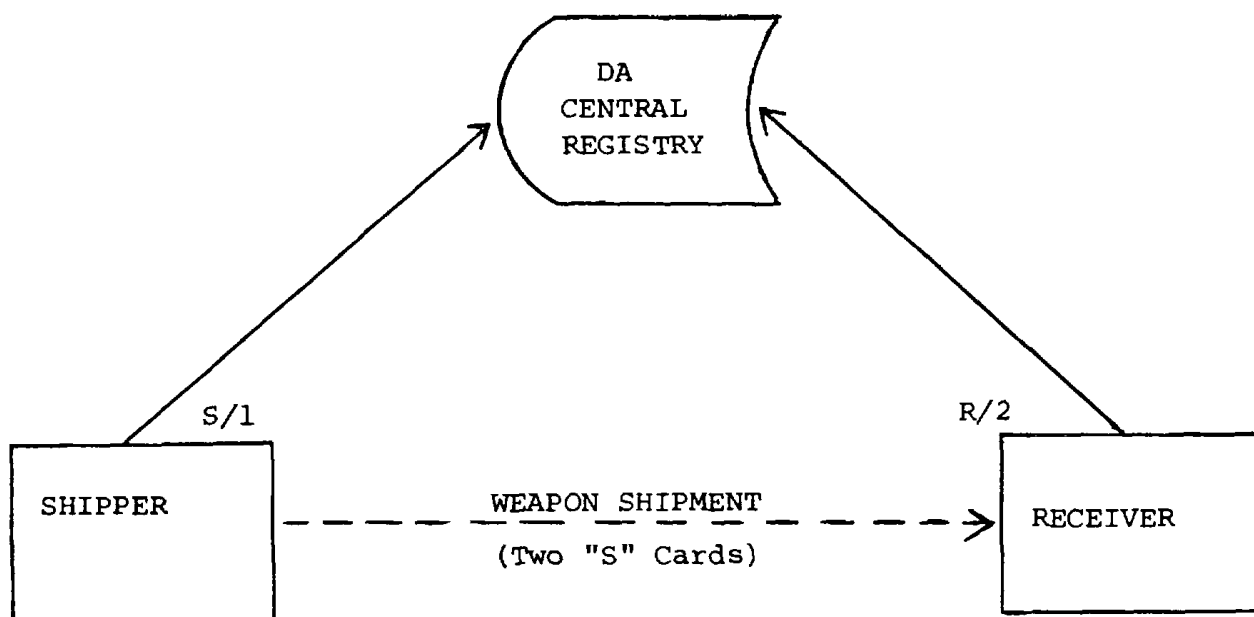
<i>Code</i>	<i>Description</i>
A	Add, Stock Number-used in conjunction with Trans Code "W" to correct an erroneous stock number of small arms previously reported to the DA Central Registry.
B	Initial registration of weapons. Inventory Adjustment Gain. Reports of gain of a serial number through inventory adjustments will be made under this transaction.
E	Reconciliation. Used in annual reconciliation with the DA Central Registry.
F	Shipment to Grant Aid/FMS. Used for issues of weapons directed under Grant Aid/FMS
G	Shipment to General Officers. Used by USAARCOM only to record issues to General Officers.
H	Mass Stock Number Change. used by the DA Central Registry only to accommodate stock number changes in small arms.
L	Inventory Adjustment-Loss. Reports inventory adjustments loss. Losses should be reported as soon as possible after discovery.
M	Reporting Activity Address Code (AAC) Mass Change. Used by the DA Central Registry (DACR) only. AAC Mass Change is prepared by the DACR from information (i.e., orders) submitted from the field when a unit redesignation occurs. Transaction identifies unit redesignation and changes all serial number records on the DA Master file from the old AAC to the new AAC. In addition, the Reporting Activity Address Cross Reference file is updated, cross-referencing the old AAC to the new AAC. This enables the computer to automatically change transactions, i.e., shipments to old AAC, to identify the current (new) AAC.
N	Shipment to other agencies. Report of shipments to activities outside the control of DOD. This would include shipments to civilian activities, non-DOD governmental activities, and non-reporting (classified) military activities. (Excludes Grant Aid/FMS shipments.)
P	Procurement Gains. Prepared by weapons procurement sources for initial registration and shipment.
R	Receipt. Confirms receipt of weapons.
S	Shipment. Reports shipment from one reporting activity to another. Used to report shipment to other DOD activities.
V	Demilitarization. Used by demil activities to report destruction of weapon through de-Delete Stock Number. Used in conjunction with "A" transaction to correct an erroneous stock number of a small arm previously reported to the Central Registry.
X	Serial Number Delete. Used to report an invalid serial number previously reported. Used in conjunction with a "Y" transaction.
Y	Serial Number Add. Used to report a corrected serial number. Both an "X" and a "Y" card are required to correct a serial number.
Z	Initial Registration and Shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as "B" and "S" transaction.
Code 9	Reconciliation Response. Used in bottoms-up reconciliation by the reporting activity in the reconciliation process to inform the DA Central Registry that the DA Central Registry Master file is valid and the reporting activity's reconciliation report was in error. Used by the DA Central Registry to clear the suspense file and precludes follow up to the reporting activity.

**APPENDIX C
FLOWCHARTS**

This appendix provides flowcharts depicting flow of small arms information for selected transactions.

C-1

TRANSFERS BETWEEN ARMY ACTIVITIES

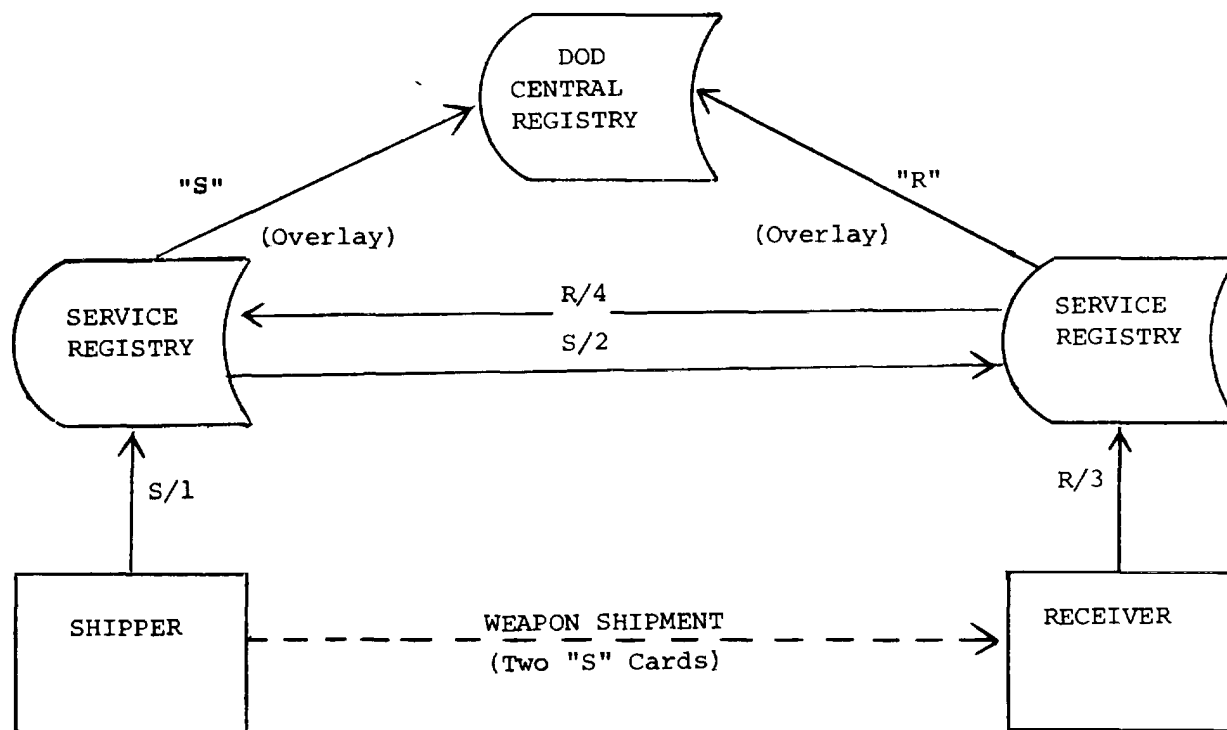


1. Shipping Activity reports shipment (Trans code "S") to DA Central Registry.
2. Receiving Activity verifies serial number and reports receipt (Trans code "R") to DA Central Registry, Erroneous Data, Unregistered Small Arms Reported IAW para 2-4(2) and (3).

FIGURE C-1

C-1

TRANSFERS BETWEEN SERVICES



1. Shipping Activity reports shipment to its Service Registry, e.g., Army Shipper Reports trans code "S" to DA Central Registry.
2. Shipping Service Registry reports shipment to receiving Service Registry, e.g., DA Central Registry reports trans code "S" to AF Registry on shipment to AF.
3. Receiving Activity reports weapon receipts to its Service Registry, e.g., AF Recipient reports to AF Registry.
4. Receiving Service Registry acknowledges receipt (trans code "R") to shipping Service Registry.
5. Both the Shipping and Receiving activities identify "S" and "R" transactions to the DOD Central Registry on their monthly overlay files.

FIGURE C-2

C-3/(C-4 blank)

**APPENDIX D
RECONCILIATION ERROR CODES**

- Code 5 Applies to a serial number that appears in the DA Master File at the Central Registry but no "E" card was submitted.
- Code 6 Applies to a duplicate "E" transaction.
- Code 7 Applies to a transaction "E" submitted to the DA Central Registry but master file reflects another activity as the owner. The report will include both the "E" transaction and the Master
- Code 8 Reflects confirmation that the DA Master File has added a serial number as a result of the Reconciliation (transaction "E") process.

By Order of the Secretary of the Army:

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