



**DEFENSE LOGISTICS AGENCY**  
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IN REPLY  
REFER TO

J627

December 09, 2010

**MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) AND JOINT  
SMALL ARMS/LIGHT WEAPONS COORDINATING GROUP (JSA/LWCG)**

**SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC)  
404, Revision to Small Arms and Light Weapons Procedure to Address  
Reporting Foreign Weapon Serial Numbers and Definition Updates  
(Supply/MILSTRAP) (Staffed as PDC 326)**

The attached change to DoD 4000.25-M, Defense Logistics Management System (DLMS) and DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) is approved for implementation.

Addressees may direct questions to Mr. Luis Madrigal, 703-767-2011 or DSN: 427-2011 or email to: [luis.madrigal@dla.mil](mailto:luis.madrigal@dla.mil). Others must contact their Component designated Supply PRC or JSA/LWCG representative.

  
3 David Walker, Maj, USAF  
For DONALD C. PIPP  
Director  
DLA Logistics Management  
Standards Office

Attachment

cc:  
ODASD(SCI)

**ADC 404**  
**Revision to Small Arms and Light Weapons Procedures to Address Reporting  
Foreign Weapon Serial Numbers and Definition Updates**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:**

**a. Service/Agency:** DLA Logistics Management Standards Office.

**b. Originator:** Mr. Luis Madrigal, DLA J-627, Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) Chair, e-mail [luis.madrigal@dla.mil](mailto:luis.madrigal@dla.mil)

**2. FUNCTIONAL AREA:** Supply (SA/LW Reporting).

**3. REFERENCES:**

**a.** DoD 4000.25-M, Defense Logistics Management System (DLMS), Vol 2, Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting.

**b.** DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting.

**c.** DLMSO memorandum, August 12, 2008, subject: Approved Defense Logistics Management System (DLMS) Change (ADC) 220 in Two Parts, Part I: Revise Definitions for Small Arms to Address Light Weapons, and Part II: Visibility and Traceability of Captured, Confiscated or Abandoned Enemy Small Arms and Light Weapons, <https://dla-dev.hq.dla.mil/j-6/dlmsso/eLibrary/Changes/approved3.asp>

**d.** Army Regulation (AR) 710-3, Inventory Management Asset and Transaction Reporting System, February 25, 2008.

**e.** AR 870-20, Army Museums, Historical Artifacts, and Art, January 11, 1999.

**f.** DLA Logistics Management Standards Office Memorandum, July 30, 2010, subject: Joint Small Arms/Light Weapons Coordinating Group (JSA/LWCG) Meeting, July 13, 2010.

**4. REQUESTED CHANGE:**

**a. Title:** Revision to Small Arms and Light Weapons Procedure to Address Reporting Foreign Weapon Serial Numbers and Definition Updates.

**b. Description of Change:** Revise DoD 4000.25-M, DLMS, and DoD 4000.25-2-M, MILSTRAP (references 4.a. and 4.b. respectively) to:

1) provide the procedures for assignment of serial numbers for foreign weapons with unrecognizable serial number characters.

2) revise the definitions to reflect “Small Arms and Light Weapons” in place of “Small Arms” where needed, and clarify that the SA/LW Active, Inactive and History registry files apply to both the DoD and Component registries..

**c. Background:**

1) **Background for assignment of serial number for foreign weapons with unrecognizable serial numbers:** At the July 13, 2010 JSACG meeting (reference 4.g), the JSACG discussed assignment of serial numbers for foreign weapons which contain illegible or unrecognizable characters in the serial number, noting the absence of any DoD level guidance. The Army provided the following excerpt from AR 710-3, paragraph 2-10.b. (reference 4.e.):

“b. Report foreign weapons per procedures in this chapter. When reporting foreign weapon serial numbers that contain unidentifiable characters (non-English alpha numeric) that can be translated into an alphanumeric equivalent, the translated serial number will be permanently inscribed on the weapons and reported to the [Unique Item Tracking] UIT Central Registry. When the foreign weapon serial number cannot be translated into alphanumeric equivalents, the UIT Central Registry will assign a serial number that will be permanently inscribed on the weapon and reported to the UIT Central Registry.”

2) **Background for revision to definitions to reflect SA/LW:** ADC 220 (reference 4.c.) revised the DLMS/MILSTRAP definitions and associated procedures for small arms serialization reporting to reflect "small arms **and light weapons**" in place of “small arms”. However, the definitions cited above were inadvertently overlooked and require revision to support the ADC 220 changes. The definitions for the Active, Inactive and History files are also updated to reflect that they apply to both the DoD SA/LW Registry and the Component Registries. As currently defined, they only address the Component Registries.

**d. Procedures:**

1) Revise DLMS, Volume 2, Chapter 18 to add new paragraph C18.2.11 (and revise corresponding MILSTRAP, Chapter 12, to add new paragraph C12.2.10 and associated subparagraphs) to read as follows:

***C18.2.11. Reporting Foreign Weapon Serial Numbers.***

***C18.2.11.1. When reporting foreign weapons’ serial numbers that contain unidentifiable characters (non-English alpha characters/non-Arabic numerals) that can be translated into an alpha/numeric equivalent, the translated serial number shall be permanently inscribed on the weapon. When the foreign-weapon serial number cannot be translated into alpha/numeric equivalents, the DoD Component shall contact the DoD Registry for assignment of a serial number. Upon assignment of a serial number, the DoD Component shall permanently inscribe the newly assigned serial number on the weapon.***

*C18.2.11.2. The translated or assigned serial number of the historical weapon must be reported to the Component and DoD Registries, in accordance with reporting requirements of this document.*

*C18.2.11.3. Foreign weapons designated by their Component Registry as having historical value would be exempt from the requirement to have translated or assigned serial numbers permanently inscribed, since inscription would destroy the historical value of the weapon.*

2) Revise the following MILSTRAP “DEFINITIONS AND TERMS” to change “Small Arms” to “Small Arms and Light Weapons”. Revisions for these definitions were overlooked in ADC 220 (reference 4c). Associated updates will be made to the DLMS manual. Also update definitions to indicate that they apply to both the Component Registries and the DoD SA/LW Registry.

**ACTIVE FILE (DoD SMALL ARMS/LIGHT WEAPONS REGISTRY AND COMPONENT REGISTRY).** A file listing weapon serial numbers which the Component Registry's Military Department or Agency maintains accountability.

**HISTORY FILE (DoD SMALL ARMS/LIGHT WEAPONS REGISTRY AND COMPONENT REGISTRY).** A historical file listing weapon serial numbers which the Component Registry's Military Department or Agency has reported as shipped to another activity, either intra-Service or inter-Service.

**INACTIVE FILE (DoD SMALL ARMS/LIGHT WEAPONS REGISTRY AND COMPONENT REGISTRY).** A file listing weapon serial numbers which the Component Registry's Military Department or Agency has reported as demilitarized, lost or stolen, or transferred outside the control of DoD.

**DoD SMALL ARMS/LIGHT WEAPONS REGISTRY AND COMPONENT REGISTRY FILES.** See Active File, Inactive File, and/or History File.

**SMALL ARM/LIGHT WEAPON SERIAL NUMBER.** The total series of characters appearing on the firing component part of a small arm *or light weapon*.

**SMALL ARMS/LIGHT WEAPONS TRANSACTION REPORTING.** Transactions which report actions affecting the small arms *or light weapons* serial numbers' status within any Component Registry and the *DoD Small Arms/Light Weapons Registry*.

## **5. REASON FOR CHANGE:**

a. **FOREIGN WEAPON SERIAL NUMBERS:** The JSA/LWCG Chair recommends incorporating similar guidance to AR 710-3, in DoD 4000.25-M, DLMS, and DOD 4000.25-2-M, MILSTRAP, to eliminate a void in DoD level guidance for assignment of serial numbers for foreign weapons with unrecognizable characters in the serial number.

b. **DEFINITIONS:** Revisions to definitions support the ADC 220 change from DoD serial number reporting procedures for “small arms” to reflect “small arms and light

weapons”. Revisions also clarify that the terms active, inactive and history files apply to the DoD SA/LW registry as well as the Component registries.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:** Provides guidance in MILSTRAP and DLMS to eliminate a gap in the DoD SA/LW procedures for assigning serial numbers for foreign weapons which have serial numbers with unrecognizable characters and updates SA/LW definitions as needed.

**b. Disadvantages:** None.

**7. IMPACT:**

**a.** DoD 4000.25-M (DLMS) and DoD 4000.25-2-M (MILSTRAP) available at: <https://dla-dev.hq.dla.mil/j-6/dlmso/elibrary/Manuals/DLMS/default.asp>

**b.** May impact DoD Component SA/LW reporting, tracking systems and procedures and wholesale and below wholesale logistics system modernization efforts.

**8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** None noted