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September 2001

MILSTRAP

MILitary
STandard
Transaction
Reporting and
Accounting
Procedures

DEPARTMENT OF DEFENSE
OFFICE OF THE UNDER SECRETARY OF DEFENSE
(ACQUISITION, TECHNOLOGY, AND LOGISTICS)

Sep 19, 2001

DLMSO

FOREWORD

This manual is reissued under the authority of DoD Directive 4140.1, DoD Materiel Management Policy. Its purpose is to provide uniform procedures, formats, and codes governing the interchange of information for materiel in the inventory control and distribution systems of the DoD and other participating Agencies.

This publication constitutes a complete revision of the Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), May 1, 1987. General editorial and administrative changes were made for compliance under DoD 5025.1-M, DOD Directive Systems, to accommodate formatting requirements of the directives numbering system.

The provisions of this manual are effective immediately and apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joints Chiefs of Staff, the Unified and Specified Commands, the Defense Agencies and, by agreement, to the General Services Administration, and the US Coast Guard Agencies and others participating in the MILSTRAP (hereafter referred to collectively as "Components").

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BY ORDER OF THE DIRECTOR

----------SIGNED---------
RICHARD J. CONNELLY
Director
DLA Support Services

This DoD publication supersedes the basic DoD 4000.25-2-M, MILSTRAP, May 1, 1987, and formal Changes 1 through 6 thereto.

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ABBREVIATIONS AND ACRONYMS

Acronym or Abbreviation	Definition
AAC	Acquisition Advice Code
ADC	Approved DLMS Change
ADP	Automated Data Processing
AMCL	Approved MILSTRAP Change Letter
ANSI ASC	American National Standards Institute Accredited Standards Committee
CIC	Content Indicator Code
CLIN	Contract Line Item Number
CLSSA	Cooperative Logistics Supply Support Arrangement
CMD	Cataloging Management Data
COMSEC	Communications Security
CONUS	Continental United States
CPP	Central Processing Points
CWT	Customer Wait Time
DAASC	Defense Automatic Addressing System Center
DAMES	DAASC Automated Message Exchange System
DCMA	Defense Contract Management Agency
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1348-1A	Issue Release/Receipt Document
DD Form 2338-1	Inventory Control Effectiveness (ICE) Report – Ammunition
DD Form 2338-2	Inventory Control Effectiveness (ICE) Report -- General Supplies
DDN	Defense Data Network

Acronym or Abbreviation	**Definition**
DI	Document Identifier
DIDS	See DLIS
DIELOG	DAASC Integrated E-mail Logistics
DISN	Defense Information Systems Network
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information Service
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLSS	Defense Logistics Standard System(s)
DMIL	Demilitarization
DMISA	***Depot Maintenance Inter-Service Support Agreement***
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDSASP	Department of Defense Small Arms Serialization Program
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DSC	Defense Supply Center
DTID	Disposal Turn-In Document
DUNS	Data Universal Numbering System
DUSD (L&MR)	Deputy Under Secretary of Defense (***Logistics and Materiel Readiness***)

Acronym or Abbreviation	**Definition**
DVD	Direct Vendor Delivery
EDI	Electronic Data Interchange
ERP	Enterprise Resource Planning
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FIPS	Federal Information Processing Standards
FMS	Foreign Military Sales
FSC	Federal Supply Classification
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IM	Inventory Manager
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
JCS	Joint Chiefs of Staff
JSACG	Joint Small Arms Coordinating Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number

Acronym or Abbreviation	**Definition**
LIM	Losing Inventory Manager
LR	Logistics Reassignment
M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Activity
MCN	Management Control Number
MILSBILLS	Military Standard Billing System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRA	Materiel Receipt Acknowledgment
MRC	Materiel Release Confirmation
MRO	Materiel Release Order
MRP	***Materiel Returns Program***
NO.	Number
NIIN	National Item Identification Number
NIMS	National Inventory Management System
NIPRNET	Non-Secure Internet Protocol Router Network (NIPRNET)
NSN	National Stock Number
OEM	Original Equipment Manufacturer
OWMR	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement, Protectable

Acronym or Abbreviation	**Definition**
P/N	Part Number
PD	Priority Designator
PICA	Primary Inventory Control Activity
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infloat Control Dates
PIIN	Procurement Instrument Identification Number
PMR	Pre-Positioned Materiel Receipt
PO	Purchasing Office
PQDR	Product Quality Deficiency Report
PRC	Process Review Committee
PWRMR	Pre-Positioned War Reserve Materiel Requirement
PWRMRP	Pre-Positioned War Reserve Materiel Requirement Protectable
RCS	Report Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RFID	Request for Implementation Date
RI	Routing Identifier
ROD	Report of Discrepancy (see Supply Discrepancy Report)
RP	Record Position
SCC	Supply Condition Code
SDAF	Special Defense Acquisition Fund
SDD	Standard Delivery Date
SDR	Supply Discrepancy Report (formerly Report of Discrepancy)
SICA	Secondary Inventory Control Activity

Acronym or Abbreviation	**Definition**
SF 364	Standard Form, Supply Discrepancy Report (SDR)
SIGINT	Signal Intelligence
SM	Single Manager
SMCA	Single Manager for Conventional Ammunition
SMR	Source, Maintenance, and Recoverability
SN	Serial Number
SOS	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplementary Address
TDR	Transportation Discrepancy Report
UI	Unit of Issue
UIC	Unit Identification Code
UMMIPS	Uniform Materiel Movement and Issue Priority System
U.S.	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

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DoD 4000.25-2-M, "Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)."

DoD 4000.25-5-M, "Military Standard Contract Administration Procedures (MILSCAP)."

DoD 4000.25-6-M, "Department of Defense Activity Address Directory (DoDAAD)."

DoD 4000.25-7-M, "Military Standard Billing System (MILSBILLS)."

DoD 4000.25-10-M, "Defense Automatic Addressing System (DAAS)."

DoD 4100.38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual."

DoD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual."

DoD Directive 4140.1, "Supply Chain Materiel Management Policy."

DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation."

DoD 4140.25-M, "Management of Bulk Petroleum Products, Storage, and Distribution Facilities," volume V."

DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items."

DoD 4140.27-M, "Shelf-Life Item Management Manual."

DoD 4160.21-M, "Defense Materiel Disposition Manual."

DoD 4500.9-R, "Defense Transportation Regulation (DTR), Part II."

DoD 4500.9-R, "Defense Transportation Regulation (DTR)", Part II, Chapter 210, "Transportation Discrepancy Report (TDR)."

DoD Directive 5010.38, "Management Control (MC) Program."

OPNAVINST 4790.14A/AMC-R 750-10/AFI 21-133(I)/ MCO P4790.10B/DLAD 4151.16, Joint Depot Maintenance Program

DoD 5025.1-M, "DoD Directives System Procedures."

DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives."

DoD Directive 5160.65, "Single Manager for Conventional Ammunition (SMCA)."

DoD 5200.1-R, "Information Security Program."

DoD 5200.8-R "Physical Security Program."

DoD 7000.14-R, "Department of Defense Financial Management Regulation (FMR)."

DoD Federal Acquisition Regulation Supplement (DFARS)."

DoD Federal Acquisition Regulation Supplement, Appendix E, "DoD Spare Parts Breakout Program."

Federal Acquisition Regulation.

Federal Information Processing Standards Publication 161-2, "Electronic Data Interchange (EDI)."

Gun Control Act of 1968.

Joint Publication 1-02, "DoD Dictionary of Military and Associated Terms."

DEFINITIONS AND TERMS

ACTIVE FILE (Small Arms Registry). A list of weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ACTIVITY. A unit, organization, or installation performing a function or mission, e.g., reception center, redistribution center, naval station, naval shipyard. (Source: Publication 1.)

ADJUSTMENTS, PHYSICAL INVENTORY. The accounting transaction, which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/ decapitalization actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and supply system managers will monitor the rate of occurrence.

AGENT (DMISA). The Military Service responsible for providing depot maintenance support to the Principal. (Source: OPNAVINST 4790.14A et al.)

CLASSIFIED ITEMS. (See Controlled Inventory Items.)

COMPONENT REGISTRY. Military Department or Agency, which maintains visibility of all small arms serial numbers within that Component and provides the DoD Registry with small arms status.

CONTRACT ADMINISTRATION OFFICE. The office which performs assigned functions related to the administration of contracts and assigns preaward functions.

CONTRACT MAINTENANCE. Any depot level maintenance performed under contract by commercial organizations, including original manufacturer. (Source: OPNAVINST 4790.14A et al.)

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory items in descending order of degree of control normally exercised are:

a. **Classified Items**. Materiel which requires protection in the interest of national security.

b. **Sensitive Items**. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, ammunition, explosives, and demolition materiel (see chapter 7, figure 7-2).

c. **Pilferable Items**. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

CUSTODIAL ACCOUNTABILITY The responsibility of the SMCA to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and reports of survey.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

DATA PATTERN MESSAGE. A machine-readable document/transaction in a fixed length, 80 character image/format suitable for mechanical processing upon receipt.

DEFICIENT MATERIAL. See product quality deficiency.

DISCREPANCY WITH MANDATORY RESEARCH REQUIREMENT. Potential or actual physical inventory adjustment, which exceeds established dollar value limits or which is applicable to a controlled inventory item (see chapter 7, figure 7-1).

DEPOT MAINTENANCE INTER-SERVICE SUPPORT AGREEMENT (DMISA). A formalized agreement similar to a contract whereby one Service (the Agent) obligates itself to provide depot maintenance support for another Service (the Principal). (Source: OPNAVINST 4790.14A et al.) For the purpose of this manual, DMISA also covers depot maintenance provided for under inter-Service support agreements not covered by the referenced joint regulation.

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, patterns, and procedures designed to receive, store, maintain, distribute, and control the flow of materiel between the point of receipt into a military system and the point of issue to using activities and units. (Joint Publication 1-02)

DoD REGISTRY. DoD designated activity which serves as repository for small arms serial numbers provided by the Component Registries.

FULL – PIPELINE. A sufficient quantity of assets, on hand and/or on order to meet forecasted demands through a period equal to the procurement lead time plus the safety level and, when applicable, OWRMRP of the LIM.

GAINING INVENTORY MANAGER. The Inventory Manager responsible for assuming wholesale materiel management functions.

HISTORY FILE (Small Arms Registry). A list of 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 (Small Arms Registry). A list of 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.

INITIAL REGISTRATION. The initial loading of a small arm serial number data into the Component Registry.

INTER-COMPONENT SUPPLY. Exchange of materiel, inventory control documentation, and other management data between a distribution system of one Service or Agency and a distribution system of another.

INTRA-COMPONENT SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INVENTORY CONTROL POINT. ***An organizational unit or activity within a DoD supply system that is assigned the primary responsibility for the material management of a group of items either for a particular Service or for the Defense Department as a whole. Material inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction. (Source: JCS Publication 1.)***

INVENTORY CONTROL RECORD. The composite of data entries showing by item the ownership/purpose; condition; location; balances on hand, due-in, or on backorder; and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

INVENTORY LOT/SEGMENT. A sub grouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory, which is to be conducted on a group of items within a specified period of time according to an established plan. There are two types of scheduled inventories; complete and sample.

a. **Inventory, Complete**. An inventory of all conditions of all stock numbers within specified categories.

b. **Inventory, Sample**. A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample.

INVENTORY, UNSCHEDULED. A physical inventory, which is to be conducted on a specific item as a result of some, unscheduled inventory requirement such as an inventory manager or locally initiated request, material release denial, location survey or location reconciliation request, etc. There are two types of unscheduled inventories; special and spot.

a. **Inventory, Special**. A physical inventory of a specific item(s) as a result of a special requirement generated by the location audit program, preprocurement, or any other reason deemed appropriate by the item manager, APO or the APO designated representative, or the storage activity.

b. **Inventory, Spot**. A physical inventory required to be accomplished as a result of a total or partial materiel denial.

LOCATION AUDIT PROGRAM. The location audit program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the ***owner*** records. Location audit programs may include quantity. This program is accomplished in two phases:

a. **Location Reconciliation**. A match between valid storage activity records and the ***owner*** records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data (may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

b. **Location Survey**. A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

LOGISTICS REASSIGNMENT. The transfer of management responsibilities from one materiel manager to another materiel manager.

LOSING INVENTORY MANAGER. The Inventory Manager responsible for relinquishing wholesale materiel management functions.

MAINTENANCE (Material). All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. (Source: JCS Publication 1.) Maintenance, used generically in this manual, also includes evaluation, assembly, disassembly, conversion, and modification.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds $5,000 or a variance of any value for controlled items.

MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activities that initially receive and effect control over contractor-initiated requisitions for GFM to support commercially performed maintenance contracts or requirements, which would be supplied from the wholesale DoD supply system.

MATERIEL. All items (including ships, tanks, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (Joint Publication 1-02)

MATERIEL ACCOUNTABILITY. The act of safeguarding, answering for, and exercising proper quantitative and physical controls over DoD materiel, supplies, and equipment in the care and custody of DoD activities.

MATERIEL DENIAL. A notification from a distribution activity advising the originator of an A5_ MRO, or of an A4_ referral order, of failure to ship all or part of the quantity originally directed for shipment.

MATERIEL RECEIPT ACKNOWLEDGMENT. A computer-processable transaction used to advise that materiel has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgment process.

NARRATIVE MESSAGE. Any message that is not a machine-readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or TWX.

OTHER WAR RESERVE MATERIEL REQUIREMENT. This level consists of the war reserve materiel requirement less the pre-positioned war reserve materiel requirement.

***ORGANIC MAINTENANCE. Maintenance performed by a military department under military control, utilizing Government-owned or controlled facilities, tools, test equipment, spares, repair parts and military or civilian personnel. Depot maintenance support by one Service for another is considered organic* within DoD. (Source: OPNAVINST 4790.14A et al.).**

OTHER WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. The portion of the other war reserve materiel requirement which is protected for purposes of procurement, funding, and inventory management.

PAYBACK. When the SMCA issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the accountable record balance. This date serves as the reference point for considering the relationship between preinventory/post-inventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. A date established for initiating controls on all in process transactions and materiels, which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items.)

POST-COUNT VALIDATION. (See Reconciliation, Physical Inventory.)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POST-INVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY PLANNING. Preinventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

a. Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf life (including date of pack/date of expiration), and/or materiel lots stored in a single location .b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, in process receipts are stored in location, and related transactions are transmitted to the ICP prior to the established physical inventory cutoff date.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT. That portion of the war reserve materiel requirement which approved Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. That portion of the pre-positioned war reserve materiel requirement, which is protected for purposes of procurement, funding, and inventory management.

PRE-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PRINCIPAL (DMISA). The Military Service(s) or other Federal Department or Agency(s) [owner(s)] receiving depot maintenance support from the Agent. (Source: OPNAVINST 4790.14A et al.)

PRODUCT QUALITY DEFICIENCY. A defect or nonconforming condition which limits or prohibits the product from fulfilling its intended purpose. Included are deficiencies in design, specification, material, manufacturing, and workmanship. (DLAD 4155.24, et al.)

PROPERTY ACCOUNT. A formal record of property and property transactions in terms of quantity and/or cost, generally by item. An official record of Government property required to be maintained. (Joint Publication 1-02)

PROPERTY ACCOUNTABILITY RECORD. The official record for tangible personal property, including inventory, owned by DoD which is maintained to identify the quantity of an item on hand, unit price, location, physical condition, receipt, issue, authorized stock number, item description, and other such information necessary to properly account for materiel and exercise other inventory management responsibilities.

PURCHASING OFFICE. The office which awards or executes a contract for supplies or services and performs post award functions not assigned to a contract administration office.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing infloat documents.

RECONCILIATION, SMALL ARMS & LIGHT WEAPONS. The process of matching records between the activity(s) having physical custody and/or accountability of small arms and light weapons and the Component Registry for the purpose of ensuring that the records are in agreement and/or adjusting the difference between the records so that the records agree.

REPAIR AND RETURN. Consignment, without change in ownership, of reparable materiel from an owning activity to a Government, commercial, or industrial maintenance activity for repair and shipment directly back to the owning activity. The owning activity is responsible for negotiating maintenance agreements and preparation of applicable turn-in documents. The activity having custody of the materiel is responsible for maintaining the property accountability record (materiel accountability) prior to an assets induction into maintenance and following its return from maintenance.

REPORTING ACTIVITY. Within the context of chapter 6, the reporting activity for U.S. Forces is the activity identified by the “ship-to” DoDAAC designated by the signal code of the requisition. The reporting activity is normally the requiring activity or unit which receives the materiel and posts it to a record such as a retail stock record, stock record account, property account, etc. For security assistance shipments, the responsible Service ILCO will serve as the reporting activity.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. **Post-count Validation**. A comparison of physical count with recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of post-count validation is to determine the validity of the count. Post-count validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken. (See figure 7-1.)

b. **Preadjustment Research**. A review of potential discrepancies which involves the consideration of recent transactions, and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. **Causative Research**. An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

RETAIL. Level of inventory below the wholesale level, either at the consumer level (directly supporting customers) or at the intermediate level (supporting a geographical area). (DoD 4140.1-R)

SENSITIVE ITEMS. (See Controlled Inventory Items.)

SHELF LIFE. The total period of time beginning with the date of manufacture/cure/assembly [or inspection/test/restorative action] that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue/use by the end user. Shelf life is not to be confused with service life, which is a measurement of anticipated average or mean life of an item (DoD 4140.27-M). Supply condition codes applicable to shelf-life items are described in appendix 2.5.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service. (DoD 4140.27-M) (See Type I Shelf-Life Item and Type II Shelf-Life Item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonextendable shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (DoD 4140.27-M)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable shelf-life items (Type II) should be subjected to inspection, test, or restoration. (DoD 4140.27-M)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive 5160.65.

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK RECORD ACCOUNT. Proper authority may require a basic record showing by item the receipt and issuance of property, the balances on hand, and such other identifying or stock control data. (Joint Publication 1-02)

STORAGE ACTIVITY. The organizational element of a distribution system, which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (issue).

SUPPLY DISCREPANCY. Errors reportable under DLAI 4140.55 et al.; or DLMS, Vol 2, Chapter 18. This includes any variation in goods received from data shown on the covering shipping documents (GSA or issue release/receipt document (DD Form 1348-1A); requisition; invoice/shipping document; authorized procurement delivery document or vendor's packing list; or other authorized shipping document) which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity, incorrect and misdirected material, receipt of canceled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the material to be vulnerable to loss, delay, or damage, or which imposes unnecessary expense to the U.S. Government, e.g., excessive packaging. (DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215)

TECHNICAL DATA. Recorded information used to define a design and to produce, support, maintain, or operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information.

TOTAL ITEM PROPERTY RECORD. The record or record set maintained by the IMM that identifies the quantity, condition, and value of the item assets for each organizational entity having physical custody of the assets. The total item property record includes, as a minimum, materiel that is due-in, in transit, in organic wholesale repair facilities, in a contractor's custody, on loan, on and in wholesale distribution centers, on hand at retail activities, and for reported assets in the custody of users.

TRANSPORTATION DISCREPANCY. Any deviation of shipment received (i.e., quantity, condition, documentation, or deficiencies.) (DoD 4500.9-R)

TYPE I SHELF-LIFE ITEM. An item of supply, which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonextendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf-life time period that may be extended after completion of inspection/test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e.g., small arms belonging to intelligence-gathering activities).

WHOLESALE STOCK. Stock, regardless of funding sources, over which the IMM has asset knowledge and exercises unrestricted asset control to meet worldwide inventory management responsibilities. (DoD 4140.1-R)

C1. CHAPTER 1

GENERAL INFORMATION

C1.1 AUTHORITY DoD Directive 4140.1 prescribes the publication and use of this manual.

C1.2 PURPOSE

C1.2.1 This manual provides policies and prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of information for all materiel in the supply control/distribution systems and financial management of the DoD and other participating Agencies, unless specifically exempted by the Deputy Under Secretary of Defense (Logistics) (DUSD(L)).

C1.2.2 The forms, formats, and codes prescribed herein were developed on the basis of the Components' requirement for standard transaction reporting and accounting procedures used in item accounting and financial inventory of Department of Defense materiel. The prescribed codes are mandatory for inter- and intra-Component use when data are interchanged among elements of a distribution system.

C1.2.3 The requirements of other logistics functional areas (exclusive of the specific codes and procedures for accomplishment) related to MILSTRAP have been considered and are included to provide procedural clarity and/or to describe procedural interface with other DoD logistics standard systems. Certain techniques for deriving financial billing data are provided within the purview of this manual. Financial billing procedures are prescribed in appropriate DoD publications.

C1.3 APPLICABILITY. This manual applies to the Office of the Secretary of Defense, Unified and Specified Commands, the Organization of the Joint Chiefs of Staff, the Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Nuclear Agency, Defense Logistics Agency, and, in part (chapter 11 and appendix AP2.5), to the General Services Administration (hereafter referred to collectively as “DoD Components” or "Components").

C1.3.1 The U.S. Coast Guard, as established by Title 14 of the United States Code, "...shall be a Military Service and a branch of the armed forces of the United States at all times." While the Coast Guard is an element of the Department of Transportation, it functions as a specialized Service in the Navy during times of war.

C1.3.2 As a Military Service, the Coast Guard relationship, with regard to MILSTRAP will be the same as the DoD Military Services.

C1.4 EXCLUSIONS

C1.4.1 Supply transactions below the Inventory Control Point (ICP) and storage activity level in the distribution system; i.e., transactions at post, camp, station, base (or equivalent) level or between post, camp, station, base (or equivalent) and using organizations, unless a Component establishes an internal requirement for use at this level. Materiel receipt acknowledgment, as provided for in chapter 6, is required below the wholesale level and is not excluded. Transaction and asset status reporting, as provided for in chapter 8, is required below the wholesale level and is also not excluded. MILSTRAP further excludes:

C1.4.1.1 Bulk petroleum and packaged fuel products.

C1.4.1.2 Forms and publications.

C1.4.1.3 Industrial plant equipment.

C1.4.1.4 Communications Security (COMSEC) and Signal Intelligence equipment, COMSEC aids (keying materiel), and those spare and repair parts which are classified as CRYPTO items or which are normally obtained through CRYPTO channels.

C1.4.1.5 Aircraft and missile propulsion units.

C1.4.1.6 Nuclear ordnance items designated by DNA for unique item tracking control.

C1.4.1.7 Coal and coke.

C1.4.1.8 National Defense Stockpile assets.

C1.4.2 Financial transactions are generated independently of inventory control record maintenance. The financial accounting aspects of this manual pertain only to that financial data produced as a by-product of receipt, issue, and adjustment processing.

C1.4.3 Chapter 7 addresses exclusions from the requirements of the DoD Physical Inventory Control Program.

C1.5 POLICY

C1.5.1 DoD 4140.1-R provides the primary DoD policies governing procedures in this manual.

C1.5.2 Federal Information Processing Standard (FIPS) 161-2 electronic data interchange (EDI) standards, such as American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12, will be used for electronic business transaction exchanges in new and planned logistics business processes to include major modifications to existing legacy systems.[1]

C1.5.3 This manual shall be disseminated, as required, to the using levels of DoD Components. Supplemental instructions issued by DoD Components are authorized when additional detailed instructions are required within their Component.

C1.5.4 These procedures shall be implemented uniformly between DoD Components and at all levels within each DoD Component.

C1.5.4.1 Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

C1.5.4.2 Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

C1.5.5 Recommended changes to these procedures will be forwarded through the Component Supply Process Review Committee (PRC) representative, listed in section C1.9, to the MILSTRAP Administrator for review and coordination with all DoD Components. Implementation dates for approved changes will be as coordinated with Components or as directed by the DUSD(L).

C1.6 RESPONSIBILITIES

C1.6.1 The DoD MILSTRAP System Administrator is assigned as the DoD Focal Point responsible for administering MILSTRAP in accordance with the policy guidance of the DUSD(L). The system administrator shall:

C1.6.1.1 Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the DUSD(L) and to ensure the involvement of telecommunications planning in an integrated system design.

C1.6.1.2 Recommend system improvements and additional policy, as required, during the development of procedures.

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[1] The logistics electronic business transactions, data, and business rules prescribed in the DLMS (DoD 4000.25-M satisfy the FIPS 161-2 requirement and have been developed to replace the DoD unique transactions and requirements prescribed by this and other Defense Logistics Standard System (DLSS) manuals. This and other DLSS manuals will be maintained during the transition to DLMS. DLMS, rather than DLSS, must be incorporated in DoD logistics systems as part of the ongoing modernization programs. MILSTRAP will be deactivated with the DoD wide implementation of DLMS. Relevant MILSTRAP procedures and policies have been incorporated into DLMS. For additional information regarding DoD logistics migration to commercial EDI standards see http://www.dla.mil/j-6/log-edi.

C1.6.1.3 Develop, publish, and maintain this manual in a current status consistent with DoD 5025.1-M. This includes the responsibility to:

C1.6.1.3.1 Evaluate and coordinate proposed changes with the Components, foreign governments, and industrial organizations and furnish a copy of all change proposals to the DUSD(L).

C1.6.1.3.2 Resolve issues concerning procedural matters within 90 calendar days after receipt of all comments from the Components. Issues affecting resources or policy shall be referred, together with comments of the Components and a recommendation of the system administrator, to the DUSD(L) for decision.

C1.6.1.3.3 Make available to the DUSD(L), and to the DoD Components, a status review of all change proposals which have not yet been approved for publication, or, that if approved, have not been implemented. (Report Control Symbol (RCS) DD-AT&L(AR))1419 applies.)

C1.6.1.3.4 Ensure compatibility of assigned systems. Coordinate, when appropriate, among DLMSO PRC functional areas, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the Components.

C1.6.1.4 Ensure uniform implementation of MILSTRAP, consistent with DoDD 4140.1, by taking action to:

C1.6.1.4.1 Review implementation plans and implementation dates of Components and make recommendations for improvements.

C1.6.1.4.2 Conduct periodic evaluations to determine the effectiveness of the system.

C1.6.1.4.3 Conduct periodic staff assistance visits to Component activities to review selected system segments in order to determine compliance with prescribed MILSTRAP requirements and to furnish clarification to ensure uniform interpretation of MILSTRAP requirements. When planning staff assistance visits, develop and submit a coordinated Component staff assistance visit program to the DUSD(L). The staff assistance visit program will reflect a tentative schedule of activities to be visited and general areas of concentration.

C1.6.1.4.4 Report to the DUSD(L) the findings and recommendations of evaluations and staff assistance visits, along with comments of the Components concerned.

C1.6.1.4.5 Secure semiannually from the Components status information concerning implementation of approved system revisions. (RCS DD-AT&L(AR)1419 applies.)

C1.6.1.5 Participate in Supply PRC meetings. DLMSO will conduct PRC meetings in accordance with the procedures in DoD 4000.25-M, volume 1.

C1.6.1.6 Review and evaluate curricula of DoD and other participating organization training schools offering courses related to MILSTRAP and make recommendations for improvements.

C1.6.1.7 Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the system administrator. Unresolved problems and continued violations shall be referred to the DUSD(L) for resolution or corrective action.

C1.6.1.8 Review and coordinate with the Components, affected foreign governments, and industrial organizations all requests for systems deviations and exemptions and make appropriate recommendations to the DUSD(L) based on fact-finding studies or analysis of accompanying justification.

C1.6.2 Heads of DoD Components and Other Participating Components will:

C1.6.2.1 Designate an office of primary responsibility for MILSTRAP to serve as the system focal point and coordinate MILSTRAP issues/changes with the Component Supply PRC representative, when the MILSTRAP Focal Point office differs from the Supply PRC representative office. Identify by name to the system administrator a primary representative for MILSTRAP/Supply PRC to:

C1.6.2.1.1 Participate in Supply PRC meetings, provide the Component or participating organization position, and has authority to make decisions regarding procedural aspects. MILSTRAP and Supply PRC representative offices are identified in section C1.9.

C1.6.2.1.2 Ensure continuous liaison with the system administrator and other Components.

C1.6.2.1.3 Evaluate all suggested changes to MILSTRAP that originate within their organization. The Supply PRC representative shall initially evaluate beneficial suggestions originating within their Component. If the system administrator receives a suggestion directly for evaluation, the system administrator shall forward the suggestion to the appropriate Component PRC representative for review and evaluation. If the PRC representative considers the suggestion worthy of adoption, the PRC representative shall submit a change proposal to DLMSO, stipulating specific narrative changes to the publication. Such proposed changes shall be coordinated in the normal manner with awards determined by the PRC representative in accordance with current procedures.

C1.6.2.1.4 Submit revision proposals to the system administrator in accordance with section C.1.8.2.

C1.6.2.1.5 Provide the Supply PRC a single, coordinated Component position on all MILSTRAP change proposals within the time limit specified (normally 60 calendar days) by the system administrator.

C1.6.2.1.6 Participate in system staff assistance visits in coordination with the system administrator.

C1.6.2.2 Provide DLMSO with a semiannual status report concerning implementation of approved MILSTRAP and DLMS changes. (RCS DD-AT&L(AR) 1419 applies.) Report information as of May 1 and November 1 of each year for each approved change beginning with the first report following publication of the approved change letter and ending with the report in which the approved change is identified as fully implemented. In the final report, provide the Component implementing publication and change numbers/system identification/subsystem identification, as applicable. Attach a copy of the publication change if DLMSO is not on automatic distribution for the publication. By May 30 and November 30 of each year, forward the reports to DLMSO, via electronic mail at: MaryJane_Johnson@hq.dla.mil. Traditional mail may be sent to:

Director Defense Logistics Management Standards Office ATTN: DLMSO/J-673 STE 1834 8725 John J Kingman Rd Fort Belvoir, VA 22060-6217

C1.6.2.3 Accomplish internal training to assure timely and effective implementation and continued operation of MILSTRAP/DLMS.

C1.6.2.4 Review, evaluate, and update, at least annually, curricula of internal MILSTRAP/DLMS training programs to ensure adequacy of training.

C1.6.2.5 Provide representation to joint system design and development efforts and evaluations of MILSTRAP in coordination with the system administrator.

C1.6.2.6 Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by MILSTRAP/DLMS.

C1.6.2.7 Ensure that operating activities that support a MILSTRAP/DLMS function comply with these procedures.

C1.6.2.8 Furnish to the system administrator copies of supplemental and internal procedures, and changes thereto, related to operation of MILSTRAP. Review all such supplemental procedures to ensure continuing conformance of revisions to MILSTRAP/DLMS.

C1.6.2.9 Report to the system administrator problems, violations, and deviations that arise during system operations.

C1.6.2.10 Review the Materiel Receipt Acknowledgement (MRA) Management Information report for their reporting activities and initiate action to assure proper supply

accountability and accounting control over intransit wholesale stock and compliance with the chapter 6 MRA requirements.

C1.7 PUBLICATION AND DISTRIBUTION OF THE MANUAL. This manual, and related documentation, is published electronically at http://www.dla.mil/j-6/dlmso/ Manuals.

C1.8 SYSTEM MAINTENANCE

C1.8.1 Revisions to MILSTRAP result from release or revision of DoD instructions, directives, policy changes, and recommendations of the system administrator and the Components.

C1.8.2 Submitting Proposed MILSTRAP Changes:

C1.8.2.1 DoD Component Supply PRC representatives, authorized in section C1.9, and the heads of DoD logistics task groups may submit proposed critical changes to MILSTRAP in accordance with the instructions in DoD 4000.25-M, volume 1.

C1.8.2.2 The proposal and all related correspondence should be forwarded to DLMSO, via electronic mail at: MaryJane_Johnson@hq.dla.mil. Traditional mail may be forwarded to:

Director
Defense Logistics Management Standards Office
ATTN: DLMSO/J-673 STE 1834
8725 John J Kingman Rd
Fort Belvoir, VA 22060-6217

C1.8.3 As a minimum, proposed changes will include the following information:

C1.8.3.1 Originator.

C1.8.3.1.1 Component. Identify the Component or joint group submitting the requested change.

C1.8.3.1.2 Originator. Identify the person who can discuss the concepts, requirements, and rationale underlying the proposed change. Include the name, organization and office symbol; DSN and commercial telephone number; and electronic-mail address.

C1.8.3.2 Functional Area. Identify the Primary and, if applicable, secondary DLSS/DLMS functional area(s) which may be affected by, or have interest in the problem or requested change

C1.8.3.3 Requested change:

- Title. A brief descriptive title for the change requested.

- Description of change. A brief description of the change being proposed and the fundamental problem or issue the change seeks to resolve.
- Procedures. Identify needed changes to MILSTRAP/DLMS and any other affected DoD publications, to include specific wording. Include changes to the procedural text, transaction formats, DLMS Supplements, data element, code value and any other relevant information.
- Alternatives. Identify and discuss alternate approaches to resolving the problem or issue.

C1.8.3.4 Reason for change. Provide background and support for the problem or issue this change attempts to resolve. Elaborate on the need for the change and place the problem in a context which allows evaluators, who are generally familiar with the process, to understand the full impact of the problem or issue, and the impact of maintaining the status quo.

C1.8.3.5 Advantages and Disadvantages.

C1.8.3.5.1 Advantages. Identify both tangible and intangible benefits which would result from adoption of the proposed change, especially benefits accruing to DoD. Include benefits both within and beyond the primary functional area of MILSTRAP/DLMS Address the impact if nothing is done. Demonstrate why the proposed solution is more advantageous than the alternatives.

C1.8.3.5.2 Disadvantages. Indicate known or potential problems associated with the proposal. Consider disadvantages both within and beyond the primary functional area of the MILSTRAP/DLMS.

C1.8.3.6 Interface/Impact.

C1.8.3.6.1 Interface. A statement of known interface requirements which identifies changes requiring coordination with other DoD logistics systems.

C1.8.3.6.2 Impact. Identify other DoD publications which will need to be revised to remain compatible with the DLSS/DLMS. Include suggested wording changes. Identify any additional specific information requirements which will be added, revised, or deleted as a result of this change.

C1.8.4 System Administrator Evaluation of Proposed Changes

C1.8.4.1 The system administrator will review all proposed changes to determine their completeness (see previous section C.1.8.3.) and will return proposed changes which are not complete to the submitter.

C1.8.4.2 The system administrator will evaluate all proposed changes prior to formal staffing with the Components. The evaluation of the proposed revision will

include, but not be limited to, the accuracy, validity, necessity, and urgency of the change.

C1.8.4.3 The system administrator will return to the submitting focal point any requested change which is not deemed critical and does not demonstrate significant inter-Service and/or inter-Agency benefit. When requested changes are critical and do demonstrate significant benefit, the system administrator will formalize the request as a proposed DLMS change for staffing with the participating Components and with the administrators of other DoD logistics systems which are impacted by the proposed change.

C1.8.5 Processing Proposed Changes

C1.8.5.1 Proposed changes will be consecutively numbered as Proposed DLMS Changes and will normally request the Components to respond within 60 calendar days or less.

C1.8.5.2 PRC representatives will provide a single coordinated position on all proposed changes.

C1.8.5.3 If responses are not received within the specified timeframe, the system administrator will follow up with the delinquent Component. When a Component fails to respond, the system administrator may refer the matter to the DUSD(L).

C1.8.6 Review and Evaluation of Responses

C1.8.6.1 The system administrator will, when necessary, schedule proposed changes not receiving complete Component concurrence for discussion and resolution at a meeting of the Supply PRC.

C1.8.6.2 The system administrator will attempt to resolve issues which involve procedural matters normally within 90 calendar days after the receipt of all comments from the participating Components.

C1.8.6.3 The system administrator will refer unresolved matters affecting policy, together with the Component comments and a recommendation of the system administrator, to the DUSD(L) for resolution.

C1.8.7 Establishment of Implementation Dates

C1.8.7.1 Following resolution of Component comments on the proposed change, the system administrator will prepare and disseminate to the Component Supply PRC representative a letter requesting the Component preferred implementation date. Requests for implementation dates (RFIDs) will normally request that Component implementation dates be provided within 60 calendar days.

C1.8.7.2 When one Component provides an extended implementation date which would delay implementation by the other Components by 12 months or more, the system administrator will attempt to resolve the issue with the appropriate Component.

When a satisfactory implementation date cannot be jointly agreed upon, the system administrator will forward the matter to the DUSD(L) for resolution.

C1.8.8 Announcement of Implementation Dates

C1.8.8.1 After receiving and evaluating Component preferred cyclic implementation dates, the system administrator will select and announce a DoD implementation date through dissemination of a consecutively numbered Approved DLMS Change.

C1.8.8.2 Approved changes are planning documents provided to assist the Components in the system/program design efforts which may be necessary to implement the change. To prevent degradation of this publication, approved changes must be maintained separately.

C1.8.8.3 The system administrator will incorporate each approved change into an interim and/or formal change to this publication immediately preceding the implementation date for the change.

C1.8.9 Preparation and Distribution of Interim and Formal Changes

C1.8.9.1 Interim Changes. When it is necessary to disseminate modifications to this publication more expeditiously than formal changes permit, the system administrator may distribute interim changes. Interim changes will be numbered consecutively, and will indicate the current year. For example, interim changes for 2003 will be numbered 03-1, 03-2, etc. Interim changes will be published electronically at http://www.dla.mil/j-6/dlmso. Text changes will be identified by bold and italicized print, unless otherwise noted. To prevent degradation of this publication, interim changes must not be posted until their effective date.

C1.8.9.2 Formal Changes. The system administrator will publish formal changes. Formal changes will incorporate, and identify therein, all approved changes having the same implementation date, and all previously implemented interim changes. Formal changes will be numbered in sequence (CH 1, CH 2, etc.). Within 30 days of the effective date of an approved change, the change will be formally incorporated in this manual electronically at http://www.dla.mil/j-6/dlmso. Text changes will be identified by bold and italicized print, unless otherwise noted.

C1.9 SUPPLY PROCESS REVIEW COMMITTEE (PRC) REPRESENTATIVES. Unless noted otherwise, the following offices have been designated as the Component office for both the MILSTRAP Focal Point and the Supply PRC representative (representative's names, phone numbers, and email addresses are available on line at: http://www.dla.mil/j-6/dlmso/Committees):

DoD MILSTRAP System Administrator	DIRECTOR DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE (DLMSO), ATTN: DLMSO/J673 SUITE 1834 8725 JOHN J KINGMAN ROAD FORT BELVOIR, VA 22060-6217
Army	COMMANDER US ARMY MATERIEL COMMAND ATTN: AMCLG-SM 5001 EISENHOWER AVENUE ALEXANDRIA, VA 22333-0001
Navy	COMMANDER NAVAL SUPPLY SYSTEMS COMMAND ATTN: NAVSUP 4C2B6 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0791
Air Force	COMMANDER HQ AIR FORCE MATERIEL COMMAND ATTN: HQ AFMC/LGIA 4375 CHIDLAW ROAD, ROOM B101 WRIGHT-PATTERSON AFB, OH 45433-5006
Marine Corps	COMMANDANT OF THE MARINE CORPS INSTALLATION & LOGISTCS ATTN: LPC-3 2 NAVY ANNEX WASHINGTON, DC 20380-1775
Defense Logistics Agency (Supply PRC only)	DIRECTOR DEFENSE LOGISTICS AGENCY ATTN: J-3322, ROOM 4146 8725 JOHN J KINGMAN ROAD FORT BELVOIR, VA 22060-6221
Defense Logistics Agency (MILSTRAP only)	DIRECTOR DEFENSE LOGISTICS AGENCY ATTN: J-3331, ROOM 4134 8725 JOHN J KINGMAN ROAD FORT BELVOIR, VA 22060-6221
National Imagery and Mapping Agency	NATIONAL IMAGERY AND MAPPING AGENCY ATTN: ST D 101 4600 SANGAMORE ROAD BETHESDA, MD 20816-5003
Defense Threat Reduction Agency	COMMANDER DEFENSE THREAT REDUCTION AGENCY ATTN: NSOCM 1680 TEXAS STREET, SE KIRTLAND AFB, NM 87117-5669

National Security Agency	DIRECTOR NATIONAL SECURITY AGENCY ATTN: S711 9800 SAVAGE ROAD FORT GEORGE G. MEAD, MD 20755-6000
Coast Guard	COMMANDANT U.S. COAST GUARD ATTN: G-SLP 2100 SECOND STREET, SW WASHINGTON, DC 20593-0001
Defense Automatic Addressing System Center	DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER ATTN: DAASC-SL 5250 PEARSON ROAD AREA C, BUILDING 207 WRIGHT PATTERSON AFB, OH 45433-5320
Defense Security Cooperation Agency	DEFENSE SECURITY COOPERATION AGENCY ATTN: DSCA PSD PMD 1111 JEFFERSON DAVIS HIGHWAY, SUITE 303 ARLINGTON, VA 22202-4306
Federal Aviation Administration	FEDERAL AVIATION ADMINISTRATION NAS LOGISTICS PROPERTY MANAGEMENT DIV ATTN: AFZ 500 800 INDEPENDENCE AVE SW WASHINGTON, DC 20591-0001
General Services Administration	COMMISSIONER GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE ATTN: FCSI 1941 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA 22202-4502

C1.10 COMMUNICATIONS

C1.10.1 General. The Defense Automatic Addressing System Center (DAASC) provides multiple methods for exchanging computer-readable DoD logistics transactions.

C1.10.1.1 Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET). The DAASC is connected to the DISN/NIPRNET which supports data exchange using File Transfer Protocol (FTP) employing Transfer Control Protocol/Internet Protocol (TCP/IP). As a value-added service to the Components, the DAASC developed a specific file naming convention to ensure data integrity and provide a method for identifying, tracking and accounting for transferred files. Follow the procedures in section C1.10.1.4 to obtain DAASC's documentation and format requirements. The actual format of the data may be in either of the following formats:

C1.10.1.1.1 ACP 128(A) Allied Telecommunications Record System (ALTERS) Operating Procedures format. Data formatted as data pattern ACP 128(A) messages.

C1.10.1.1.2 DAASC Defense Data Network (DDN) Format. Data formatted in the DAASC DDN Format.

C1.10.1.2 DAASC Integrated E-mail Logistics (DIELOG). DAASC supports data exchange using the DIELOG service. This service allows data exchange via email by using a specific format for embedding the transactions in the body of an email message and using Simple Mail Transfer Protocol (SMTP) for the delivery mechanism. Follow the procedures in section C1.10.1.4 to obtain documentation on using DIELOG.

C1.10.1.3 DAASC Automated Message Exchange Service (DAMES). DAASC has developed and distributes a product called DAMES. DAMES allows a user to connect via the DISN or switched dial-up telephone lines for the exchange of logistics transactions and narrative messages. The messages use the data pattern and narrative ACP 128(A) format. Follow the procedures in section C1.10.1.4 to obtain documentation on using DAMES.

C1.10.1.4 Documentation and software download procedures:

C1.10.1.4.1 Logon to the DAASC website at http://www.daas.dla.mil.

C1.10.1.4.2 Select <Product Support>.

C1.10.1.4.3 Select <Software and Documentation>

C1.10.1.4.4 Select appropriate product information.

C1.10.1.5 MILSTRAP is designed for use of electronically transmitted computer-readable transactions. All DoD activities having the capability to send computer-readable transactions, and non-DoD activities by agreement, will use DAASC methodologies for data exchange in the MILSTRAP process. Activities lacking an ability to prepare computer-readable transactions and/or send them electronically, will arrange for preparation and/or transmission of such transactions by the nearest facility having such capability.

C1.10.1.6 Whenever it is necessary to send classified data relating to MILSTRAP documentation by any means of communication, establish controls which are commensurate with the security classification of the data being sent. Data pattern classified messages will be addressed directly to the intended recipient and not routed to or through the DAASC. Prepare such messages in accordance with ACP 128(A).

C1.10.1.7 DAASC routing procedures for specific MILSTRAP transactions are provided in chapter 9.

C1.10.2 Electronic Communications

C1.10.2.1 The DISN/NIPRNET are worldwide DoD computerized general purpose communications networks which provide for transmission of narrative and data pattern (computer-readable) traffic.

C1.10.2.2 The Content Indicator Code (CIC) in communications message headers, as prescribed by ACP 128(A) identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling, and speed of processing messages received based on the local command policies and procedures. For MILSTRAP traffic, the second position of the CIC should always be an alpha A or B, except when an alphabetic H is required by chapter 14. Establish appropriate local rules for communications terminal routing and handling of MILSTRAP transactions received to ensure that the transactions reach the appropriate functional elements for processing.

C1.10.2.3 MILSTRAP participants should be familiar with and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communications terminal which provides communications services.

C1.10.3 Selection of Communications Media. MILSTRAP is designed to permit transmission and receipt of transactions by electronic communications. To assure fast and correct processing, use the following media in their listed order of preference:

C1.10.3.1 Data Pattern Message. A computer-readable, fixed-length format sent electronically via the DAASC. This method is the most desirable, fastest, and surest and it provides for receipt of transactions in a format suitable for automated processing.

C1.10.3.2 Narrative Message. Narrative electronically transmitted messages are a less desirable method due to inherent delay and potential for error in transcribing into machine-readable format for processing. Narrative messages may be used to send MILSTRAP transactions electronically in prescribed formats only when there is no capability to send data pattern messages via the DAASC.

C1.10.3.3 Telephone. The telephone is not a desirable medium due to potential for error in transcribing into machine-readable format for processing. Use the telephone to send MILSTRAP transactions only when all the other means of communication are temporarily not available and the degree of urgency requires immediate transmission. Do not confirm telephone transactions by submitting the transactions by other media.

C1.10.4 Communications Precedence. Assign an appropriate communications precedence to all electronic transmissions in accordance with ACP 128(A). Communications precedence applies to data pattern messages and narrative messages. It applies to speed of transmission and handling in the communications system. The assignment of precedence is the responsibility of the message originator as determined by the subject matter and time factors involved. The communications precedence for all MILSTRAP transactions is routine.

C1.3.2 As a Military Service, the Coast Guard relationship, with regard to MILSTRAP will be the same as the DoD Military Services.

C1.4 EXCLUSIONS

C1.4.1 Supply transactions below the Inventory Control Point (ICP) and storage activity level in the distribution system; i.e., transactions at post, camp, station, base (or equivalent) level or between post, camp, station, base (or equivalent) and using organizations, unless a Component establishes an internal requirement for use at this level. Materiel receipt acknowledgment, as provided for in chapter 6, is required below the wholesale level and is not excluded. Transaction and asset status reporting, as provided for in chapter 8, is required below the wholesale level and is also not excluded. MILSTRAP further excludes:

C1.4.1.1 Bulk petroleum and packaged fuel products.

C1.4.1.2 Forms and publications.

C1.4.1.3 Industrial plant equipment.

C1.4.1.4 Communications Security (COMSEC) and Signal Intelligence equipment, COMSEC aids (keying materiel), and those spare and repair parts which are classified as CRYPTO items or which are normally obtained through CRYPTO channels.

C1.4.1.5 Aircraft and missile propulsion units.

C1.4.1.6 Nuclear ordnance items designated by DNA for unique item tracking control.

C1.4.1.7 Coal and coke.

C1.4.1.8 National Defense Stockpile assets.

C1.4.2 Financial transactions are generated independently of inventory control record maintenance. The financial accounting aspects of this manual pertain only to that financial data produced as a by-product of receipt, issue, and adjustment processing.

C1.4.3 Chapter 7 addresses exclusions from the requirements of the DoD Physical Inventory Control Program.

C1.5 POLICY

C1.5.1 DoD 4140.1-R provides the primary DoD policies governing procedures in this manual.

C1.5.2 Federal Information Processing Standard (FIPS) 161-2 electronic data interchange (EDI) standards, such as American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12, will be used for electronic business transaction exchanges in new and planned logistics business processes to include major modifications to existing legacy systems.[1]

C1.5.3 This manual shall be disseminated, as required, to the using levels of DoD Components. Supplemental instructions issued by DoD Components are authorized when additional detailed instructions are required within their Component.

C1.5.4 These procedures shall be implemented uniformly between DoD Components and at all levels within each DoD Component.

C1.5.4.1 Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

C1.5.4.2 Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

C1.5.5 Recommended changes to these procedures will be forwarded through the Component Supply Process Review Committee (PRC) representative, listed in section C1.9, to the MILSTRAP Administrator for review and coordination with all DoD Components. Implementation dates for approved changes will be as coordinated with Components or as directed by the DUSD(L).

C1.6 RESPONSIBILITIES

C1.6.1 The DoD MILSTRAP System Administrator is assigned as the DoD Focal Point responsible for administering MILSTRAP in accordance with the policy guidance of the DUSD(L). The system administrator shall:

C1.6.1.1 Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the DUSD(L) and to ensure the involvement of telecommunications planning in an integrated system design.

C1.6.1.2 Recommend system improvements and additional policy, as required, during the development of procedures.

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[1] The logistics electronic business transactions, data, and business rules prescribed in the DLMS (DoD 4000.25-M satisfy the FIPS 161-2 requirement and have been developed to replace the DoD unique transactions and requirements prescribed by this and other Defense Logistics Standard System (DLSS) manuals. This and other DLSS manuals will be maintained during the transition to DLMS. DLMS, rather than DLSS, must be incorporated in DoD logistics systems as part of the ongoing modernization programs. MILSTRAP will be deactivated with the DoD wide implementation of DLMS. Relevant MILSTRAP procedures and policies have been incorporated into DLMS. For additional information regarding DoD logistics migration to commercial EDI standards see http://www.dla.mil/j-6/log-edi.

C1.6.1.3 Develop, publish, and maintain this manual in a current status consistent with DoD 5025.1-M. This includes the responsibility to:

C1.6.1.3.1 Evaluate and coordinate proposed changes with the Components, foreign governments, and industrial organizations and furnish a copy of all change proposals to the DUSD(L).

C1.6.1.3.2 Resolve issues concerning procedural matters within 90 calendar days after receipt of all comments from the Components. Issues affecting resources or policy shall be referred, together with comments of the Components and a recommendation of the system administrator, to the DUSD(L) for decision.

C1.6.1.3.3 Make available to the DUSD(L), and to the DoD Components, a status review of all change proposals which have not yet been approved for publication, or, that if approved, have not been implemented. (Report Control Symbol (RCS) DD-AT&L(AR))1419 applies.)

C1.6.1.3.4 Ensure compatibility of assigned systems. Coordinate, when appropriate, among DLMSO PRC functional areas, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the Components.

C1.6.1.4 Ensure uniform implementation of MILSTRAP, consistent with DoDD 4140.1, by taking action to:

C1.6.1.4.1 Review implementation plans and implementation dates of Components and make recommendations for improvements.

C1.6.1.4.2 Conduct periodic evaluations to determine the effectiveness of the system.

C1.6.1.4.3 Conduct periodic staff assistance visits to Component activities to review selected system segments in order to determine compliance with prescribed MILSTRAP requirements and to furnish clarification to ensure uniform interpretation of MILSTRAP requirements. When planning staff assistance visits, develop and submit a coordinated Component staff assistance visit program to the DUSD(L). The staff assistance visit program will reflect a tentative schedule of activities to be visited and general areas of concentration.

C1.6.1.4.4 Report to the DUSD(L) the findings and recommendations of evaluations and staff assistance visits, along with comments of the Components concerned.

C1.6.1.4.5 Secure semiannually from the Components status information concerning implementation of approved system revisions. (RCS DD-AT&L(AR)1419 applies.)

C1.6.1.5 Participate in Supply PRC meetings. DLMSO will conduct PRC meetings in accordance with the procedures in DoD 4000.25-M, volume 1.

C1.6.1.6 Review and evaluate curricula of DoD and other participating organization training schools offering courses related to MILSTRAP and make recommendations for improvements.

C1.6.1.7 Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the system administrator. Unresolved problems and continued violations shall be referred to the DUSD(L) for resolution or corrective action.

C1.6.1.8 Review and coordinate with the Components, affected foreign governments, and industrial organizations all requests for systems deviations and exemptions and make appropriate recommendations to the DUSD(L) based on fact-finding studies or analysis of accompanying justification.

C1.6.2 Heads of DoD Components and Other Participating Components will:

C1.6.2.1 Designate an office of primary responsibility for MILSTRAP to serve as the system focal point and coordinate MILSTRAP issues/changes with the Component Supply PRC representative, when the MILSTRAP Focal Point office differs from the Supply PRC representative office. Identify by name to the system administrator a primary representative for MILSTRAP/Supply PRC to:

C1.6.2.1.1 Participate in Supply PRC meetings, provide the Component or participating organization position, and has authority to make decisions regarding procedural aspects. MILSTRAP and Supply PRC representative offices are identified in section C1.9.

C1.6.2.1.2 Ensure continuous liaison with the system administrator and other Components.

C1.6.2.1.3 Evaluate all suggested changes to MILSTRAP that originate within their organization. The Supply PRC representative shall initially evaluate beneficial suggestions originating within their Component. If the system administrator receives a suggestion directly for evaluation, the system administrator shall forward the suggestion to the appropriate Component PRC representative for review and evaluation. If the PRC representative considers the suggestion worthy of adoption, the PRC representative shall submit a change proposal to DLMSO, stipulating specific narrative changes to the publication. Such proposed changes shall be coordinated in the normal manner with awards determined by the PRC representative in accordance with current procedures.

C1.6.2.1.4 Submit revision proposals to the system administrator in accordance with section C.1.8.2.

C1.6.2.1.5 Provide the Supply PRC a single, coordinated Component position on all MILSTRAP change proposals within the time limit specified (normally 60 calendar days) by the system administrator.

C1.6.2.1.6 Participate in system staff assistance visits in coordination with the system administrator.

C1.6.2.2 Provide DLMSO with a semiannual status report concerning implementation of approved MILSTRAP and DLMS changes. (RCS DD-AT&L(AR) 1419 applies.) Report information as of May 1 and November 1 of each year for each approved change beginning with the first report following publication of the approved change letter and ending with the report in which the approved change is identified as fully implemented. In the final report, provide the Component implementing publication and change numbers/system identification/subsystem identification, as applicable. Attach a copy of the publication change if DLMSO is not on automatic distribution for the publication. By May 30 and November 30 of each year, forward the reports to DLMSO, via electronic mail at: MaryJane_Johnson@hq.dla.mil. Traditional mail may be sent to:

Director Defense Logistics Management Standards Office ATTN: DLMSO/J-673 STE 1834 8725 John J Kingman Rd Fort Belvoir, VA 22060-6217

C1.6.2.3 Accomplish internal training to assure timely and effective implementation and continued operation of MILSTRAP/DLMS.

C1.6.2.4 Review, evaluate, and update, at least annually, curricula of internal MILSTRAP/DLMS training programs to ensure adequacy of training.

C1.6.2.5 Provide representation to joint system design and development efforts and evaluations of MILSTRAP in coordination with the system administrator.

C1.6.2.6 Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by MILSTRAP/DLMS.

C1.6.2.7 Ensure that operating activities that support a MILSTRAP/DLMS function comply with these procedures.

C1.6.2.8 Furnish to the system administrator copies of supplemental and internal procedures, and changes thereto, related to operation of MILSTRAP. Review all such supplemental procedures to ensure continuing conformance of revisions to MILSTRAP/DLMS.

C1.6.2.9 Report to the system administrator problems, violations, and deviations that arise during system operations.

C1.6.2.10 Review the Materiel Receipt Acknowledgement (MRA) Management Information report for their reporting activities and initiate action to assure proper supply

accountability and accounting control over intransit wholesale stock and compliance with the chapter 6 MRA requirements.

C1.7 PUBLICATION AND DISTRIBUTION OF THE MANUAL. This manual, and related documentation, is published electronically at http://www.dla.mil/j-6/dlmso/ Manuals.

C1.8 SYSTEM MAINTENANCE

C1.8.1 Revisions to MILSTRAP result from release or revision of DoD instructions, directives, policy changes, and recommendations of the system administrator and the Components.

C1.8.2 Submitting Proposed MILSTRAP Changes:

C1.8.2.1 DoD Component Supply PRC representatives, authorized in section C1.9, and the heads of DoD logistics task groups may submit proposed critical changes to MILSTRAP in accordance with the instructions in DoD 4000.25-M, volume 1.

C1.8.2.2 The proposal and all related correspondence should be forwarded to DLMSO, via electronic mail at: MaryJane_Johnson@hq.dla.mil. Traditional mail may be forwarded to:

Director
Defense Logistics Management Standards Office
ATTN: DLMSO/J-673 STE 1834
8725 John J Kingman Rd
Fort Belvoir, VA 22060-6217

C1.8.3 As a minimum, proposed changes will include the following information:

C1.8.3.1 Originator.

C1.8.3.1.1 Component. Identify the Component or joint group submitting the requested change.

C1.8.3.1.2 Originator. Identify the person who can discuss the concepts, requirements, and rationale underlying the proposed change. Include the name, organization and office symbol; DSN and commercial telephone number; and electronic-mail address.

C1.8.3.2 Functional Area. Identify the Primary and, if applicable, secondary DLSS/DLMS functional area(s) which may be affected by, or have interest in the problem or requested change

C1.8.3.3 Requested change:

- Title. A brief descriptive title for the change requested.

- Description of change. A brief description of the change being proposed and the fundamental problem or issue the change seeks to resolve.
- Procedures. Identify needed changes to MILSTRAP/DLMS and any other affected DoD publications, to include specific wording. Include changes to the procedural text, transaction formats, DLMS Supplements, data element, code value and any other relevant information.
- Alternatives. Identify and discuss alternate approaches to resolving the problem or issue.

C1.8.3.4 Reason for change. Provide background and support for the problem or issue this change attempts to resolve. Elaborate on the need for the change and place the problem in a context which allows evaluators, who are generally familiar with the process, to understand the full impact of the problem or issue, and the impact of maintaining the status quo.

C1.8.3.5 Advantages and Disadvantages.

C1.8.3.5.1 Advantages. Identify both tangible and intangible benefits which would result from adoption of the proposed change, especially benefits accruing to DoD. Include benefits both within and beyond the primary functional area of MILSTRAP/DLMS Address the impact if nothing is done. Demonstrate why the proposed solution is more advantageous than the alternatives.

C1.8.3.5.2 Disadvantages. Indicate known or potential problems associated with the proposal. Consider disadvantages both within and beyond the primary functional area of the MILSTRAP/DLMS.

C1.8.3.6 Interface/Impact.

C1.8.3.6.1 Interface. A statement of known interface requirements which identifies changes requiring coordination with other DoD logistics systems.

C1.8.3.6.2 Impact. Identify other DoD publications which will need to be revised to remain compatible with the DLSS/DLMS. Include suggested wording changes. Identify any additional specific information requirements which will be added, revised, or deleted as a result of this change.

C1.8.4 System Administrator Evaluation of Proposed Changes

C1.8.4.1 The system administrator will review all proposed changes to determine their completeness (see previous section C.1.8.3.) and will return proposed changes which are not complete to the submitter.

C1.8.4.2 The system administrator will evaluate all proposed changes prior to formal staffing with the Components. The evaluation of the proposed revision will

include, but not be limited to, the accuracy, validity, necessity, and urgency of the change.

C1.8.4.3 The system administrator will return to the submitting focal point any requested change which is not deemed critical and does not demonstrate significant inter-Service and/or inter-Agency benefit. When requested changes are critical and do demonstrate significant benefit, the system administrator will formalize the request as a proposed DLMS change for staffing with the participating Components and with the administrators of other DoD logistics systems which are impacted by the proposed change.

C1.8.5 Processing Proposed Changes

C1.8.5.1 Proposed changes will be consecutively numbered as Proposed DLMS Changes and will normally request the Components to respond within 60 calendar days or less.

C1.8.5.2 PRC representatives will provide a single coordinated position on all proposed changes.

C1.8.5.3 If responses are not received within the specified timeframe, the system administrator will follow up with the delinquent Component. When a Component fails to respond, the system administrator may refer the matter to the DUSD(L).

C1.8.6 Review and Evaluation of Responses

C1.8.6.1 The system administrator will, when necessary, schedule proposed changes not receiving complete Component concurrence for discussion and resolution at a meeting of the Supply PRC.

C1.8.6.2 The system administrator will attempt to resolve issues which involve procedural matters normally within 90 calendar days after the receipt of all comments from the participating Components.

C1.8.6.3 The system administrator will refer unresolved matters affecting policy, together with the Component comments and a recommendation of the system administrator, to the DUSD(L) for resolution.

C1.8.7 Establishment of Implementation Dates

C1.8.7.1 Following resolution of Component comments on the proposed change, the system administrator will prepare and disseminate to the Component Supply PRC representative a letter requesting the Component preferred implementation date. Requests for implementation dates (RFIDs) will normally request that Component implementation dates be provided within 60 calendar days.

C1.8.7.2 When one Component provides an extended implementation date which would delay implementation by the other Components by 12 months or more, the system administrator will attempt to resolve the issue with the appropriate Component.

When a satisfactory implementation date cannot be jointly agreed upon, the system administrator will forward the matter to the DUSD(L) for resolution.

C1.8.8 Announcement of Implementation Dates

C1.8.8.1 After receiving and evaluating Component preferred cyclic implementation dates, the system administrator will select and announce a DoD implementation date through dissemination of a consecutively numbered Approved DLMS Change.

C1.8.8.2 Approved changes are planning documents provided to assist the Components in the system/program design efforts which may be necessary to implement the change. To prevent degradation of this publication, approved changes must be maintained separately.

C1.8.8.3 The system administrator will incorporate each approved change into an interim and/or formal change to this publication immediately preceding the implementation date for the change.

C1.8.9 Preparation and Distribution of Interim and Formal Changes

C1.8.9.1 Interim Changes. When it is necessary to disseminate modifications to this publication more expeditiously than formal changes permit, the system administrator may distribute interim changes. Interim changes will be numbered consecutively, and will indicate the current year. For example, interim changes for 2003 will be numbered 03-1, 03-2, etc. Interim changes will be published electronically at http://www.dla.mil/j-6/dlmso. Text changes will be identified by bold and italicized print, unless otherwise noted. To prevent degradation of this publication, interim changes must not be posted until their effective date.

C1.8.9.2 Formal Changes. The system administrator will publish formal changes. Formal changes will incorporate, and identify therein, all approved changes having the same implementation date, and all previously implemented interim changes. Formal changes will be numbered in sequence (CH 1, CH 2, etc.). Within 30 days of the effective date of an approved change, the change will be formally incorporated in this manual electronically at http://www.dla.mil/j-6/dlmso. Text changes will be identified by bold and italicized print, unless otherwise noted.

C1.9 SUPPLY PROCESS REVIEW COMMITTEE (PRC) REPRESENTATIVES. Unless noted otherwise, the following offices have been designated as the Component office for both the MILSTRAP Focal Point and the Supply PRC representative (representative's names, phone numbers, and email addresses are available on line at: http://www.dla.mil/j-6/dlmso/Committees):

DoD MILSTRAP System Administrator	DIRECTOR DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE (DLMSO), ATTN: DLMSO/J673 SUITE 1834 8725 JOHN J KINGMAN ROAD FORT BELVOIR, VA 22060-6217
Army	COMMANDER US ARMY MATERIEL COMMAND ATTN: AMCLG-SM 5001 EISENHOWER AVENUE ALEXANDRIA, VA 22333-0001
Navy	COMMANDER NAVAL SUPPLY SYSTEMS COMMAND ATTN: NAVSUP 4C2B6 5450 CARLISLE PIKE MECHANICSBURG, PA 17055-0791
Air Force	COMMANDER HQ AIR FORCE MATERIEL COMMAND ATTN: HQ AFMC/LGIA 4375 CHIDLAW ROAD, ROOM B101 WRIGHT-PATTERSON AFB, OH 45433-5006
Marine Corps	COMMANDANT OF THE MARINE CORPS INSTALLATION & LOGISTCS ATTN: LPC-3 2 NAVY ANNEX WASHINGTON, DC 20380-1775
Defense Logistics Agency (Supply PRC only)	DIRECTOR DEFENSE LOGISTICS AGENCY ATTN: J-3322, ROOM 4146 8725 JOHN J KINGMAN ROAD FORT BELVOIR, VA 22060-6221
Defense Logistics Agency (MILSTRAP only)	DIRECTOR DEFENSE LOGISTICS AGENCY ATTN: J-3331, ROOM 4134 8725 JOHN J KINGMAN ROAD FORT BELVOIR, VA 22060-6221
National Imagery and Mapping Agency	NATIONAL IMAGERY AND MAPPING AGENCY ATTN: ST D 101 4600 SANGAMORE ROAD BETHESDA, MD 20816-5003
Defense Threat Reduction Agency	COMMANDER DEFENSE THREAT REDUCTION AGENCY ATTN: NSOCM 1680 TEXAS STREET, SE KIRTLAND AFB, NM 87117-5669

National Security Agency	DIRECTOR NATIONAL SECURITY AGENCY ATTN: S711 9800 SAVAGE ROAD FORT GEORGE G. MEAD, MD 20755-6000
Coast Guard	COMMANDANT U.S. COAST GUARD ATTN: G-SLP 2100 SECOND STREET, SW WASHINGTON, DC 20593-0001
Defense Automatic Addressing System Center	DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER ATTN: DAASC-SL 5250 PEARSON ROAD AREA C, BUILDING 207 WRIGHT PATTERSON AFB, OH 45433-5320
Defense Security Cooperation Agency	DEFENSE SECURITY COOPERATION AGENCY ATTN: DSCA PSD PMD 1111 JEFFERSON DAVIS HIGHWAY, SUITE 303 ARLINGTON, VA 22202-4306
Federal Aviation Administration	FEDERAL AVIATION ADMINISTRATION NAS LOGISTICS PROPERTY MANAGEMENT DIV ATTN: AFZ 500 800 INDEPENDENCE AVE SW WASHINGTON, DC 20591-0001
General Services Administration	COMMISSIONER GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE ATTN: FCSI 1941 JEFFERSON DAVIS HIGHWAY ARLINGTON, VA 22202-4502

C1.10 COMMUNICATIONS

C1.10.1 General. The Defense Automatic Addressing System Center (DAASC) provides multiple methods for exchanging computer-readable DoD logistics transactions.

C1.10.1.1 Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET). The DAASC is connected to the DISN/NIPRNET which supports data exchange using File Transfer Protocol (FTP) employing Transfer Control Protocol/Internet Protocol (TCP/IP). As a value-added service to the Components, the DAASC developed a specific file naming convention to ensure data integrity and provide a method for identifying, tracking and accounting for transferred files. Follow the procedures in section C1.10.1.4 to obtain DAASC's documentation and format requirements. The actual format of the data may be in either of the following formats:

C1.10.1.1.1 ACP 128(A) Allied Telecommunications Record System (ALTERS) Operating Procedures format. Data formatted as data pattern ACP 128(A) messages.

C1.10.1.1.2 DAASC Defense Data Network (DDN) Format. Data formatted in the DAASC DDN Format.

C1.10.1.2 DAASC Integrated E-mail Logistics (DIELOG). DAASC supports data exchange using the DIELOG service. This service allows data exchange via email by using a specific format for embedding the transactions in the body of an email message and using Simple Mail Transfer Protocol (SMTP) for the delivery mechanism. Follow the procedures in section C1.10.1.4 to obtain documentation on using DIELOG.

C1.10.1.3 DAASC Automated Message Exchange Service (DAMES). DAASC has developed and distributes a product called DAMES. DAMES allows a user to connect via the DISN or switched dial-up telephone lines for the exchange of logistics transactions and narrative messages. The messages use the data pattern and narrative ACP 128(A) format. Follow the procedures in section C1.10.1.4 to obtain documentation on using DAMES.

C1.10.1.4 Documentation and software download procedures:

C1.10.1.4.1 Logon to the DAASC website at http://www.daas.dla.mil.

C1.10.1.4.2 Select <Product Support>.

C1.10.1.4.3 Select <Software and Documentation>

C1.10.1.4.4 Select appropriate product information.

C1.10.1.5 MILSTRAP is designed for use of electronically transmitted computer-readable transactions. All DoD activities having the capability to send computer-readable transactions, and non-DoD activities by agreement, will use DAASC methodologies for data exchange in the MILSTRAP process. Activities lacking an ability to prepare computer-readable transactions and/or send them electronically, will arrange for preparation and/or transmission of such transactions by the nearest facility having such capability.

C1.10.1.6 Whenever it is necessary to send classified data relating to MILSTRAP documentation by any means of communication, establish controls which are commensurate with the security classification of the data being sent. Data pattern classified messages will be addressed directly to the intended recipient and not routed to or through the DAASC. Prepare such messages in accordance with ACP 128(A).

C1.10.1.7 DAASC routing procedures for specific MILSTRAP transactions are provided in chapter 9.

C1.10.2 Electronic Communications

C1.10.2.1 The DISN/NIPRNET are worldwide DoD computerized general purpose communications networks which provide for transmission of narrative and data pattern (computer-readable) traffic.

C1.10.2.2 The Content Indicator Code (CIC) in communications message headers, as prescribed by ACP 128(A) identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling, and speed of processing messages received based on the local command policies and procedures. For MILSTRAP traffic, the second position of the CIC should always be an alpha A or B, except when an alphabetic H is required by chapter 14. Establish appropriate local rules for communications terminal routing and handling of MILSTRAP transactions received to ensure that the transactions reach the appropriate functional elements for processing.

C1.10.2.3 MILSTRAP participants should be familiar with and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communications terminal which provides communications services.

C1.10.3 Selection of Communications Media. MILSTRAP is designed to permit transmission and receipt of transactions by electronic communications. To assure fast and correct processing, use the following media in their listed order of preference:

C1.10.3.1 Data Pattern Message. A computer-readable, fixed-length format sent electronically via the DAASC. This method is the most desirable, fastest, and surest and it provides for receipt of transactions in a format suitable for automated processing.

C1.10.3.2 Narrative Message. Narrative electronically transmitted messages are a less desirable method due to inherent delay and potential for error in transcribing into machine-readable format for processing. Narrative messages may be used to send MILSTRAP transactions electronically in prescribed formats only when there is no capability to send data pattern messages via the DAASC.

C1.10.3.3 Telephone. The telephone is not a desirable medium due to potential for error in transcribing into machine-readable format for processing. Use the telephone to send MILSTRAP transactions only when all the other means of communication are temporarily not available and the degree of urgency requires immediate transmission. Do not confirm telephone transactions by submitting the transactions by other media.

C1.10.4 Communications Precedence. Assign an appropriate communications precedence to all electronic transmissions in accordance with ACP 128(A). Communications precedence applies to data pattern messages and narrative messages. It applies to speed of transmission and handling in the communications system. The assignment of precedence is the responsibility of the message originator as determined by the subject matter and time factors involved. The communications precedence for all MILSTRAP transactions is routine.

C2. CHAPTER 2
MILSTRAP FEATURES

C2.1 GENERAL

C2.1.1 This chapter discusses the relationship of MILSTRAP to the Military Standard Requisitioning and Issue Procedures (MILSTRIP), DoD 4000.25-1-M; the principles and objectives of the system; and the inventory management data codified by this manual around which the system is designed.

C2.1.2 The subject matter of this chapter is purposely held to broad guidance. Procedures applying to a particular type of transaction or processing action are contained in the procedural chapters of this manual.

C2.2 RELATIONSHIP OF MILSTRAP TO MILSTRIP

C2.2.1 MILSTRIP standardized transaction formats and coding are utilized for the basic function of requisitioning and preparing related documents. Among elements of supply distribution systems, uniform communicating procedures were provided only to the extent necessary for determining supply action on a requisition and for preparing the shipping document. While MILSTRIP did not extend its uniform procedures beyond the requisitioning process, it recognized the fundamental need within any supply distribution system for communicating data pertinent to the inventory accounting and reporting process. Consequently, its design took into account the eventual development of a complementary system standardizing transaction formats and coding for receipts, issues, adjustments, and allied management actions.

C2.2.2 In structural design, MILSTRAP follows the precepts of MILSTRIP. MILSTRAP makes use of many codes and techniques originating in MILSTRIP and it identifies products of the inventory accounting and reporting function in the pattern of MILSTRIP. In brief, MILSTRAP is an adaptation of the MILSTRIP method to the processing of receipt, issue, and adjustment transactions and related management actions.

C2.3 PRINCIPLES AND OBJECTIVES OF MILSTRAP

C2.3.1 MILSTRAP holds to the principle that the structure of the system provides essential information to Inventory Control Points (ICPs) for the exercise of supply and financial management without encumbering the system with details peculiar to differing types of materiel. A standard system of this design then imparts uniformity without

impairing the latitude of an ICP in the selection of internal management techniques appropriate to the items of supply it controls.

C2.3.2 MILSTRAP establishes standard codes, forms, formats, and procedures for the inventory accounting and reporting process which is mandatory for use by Components. These procedures are designed to provide:

C2.3.2.1 A standardized coding structure for inventory transactions and related management actions which conveys the information required for effective management of inventories.

C2.3.2.2 Uniformity in the interchange of inventory accounting information within and between the Military Services.

C2.3.2.3 An integrated system of item and financial accounting which permits the accumulation of financial data for financial reporting as an adjunct of updating the inventory record.

C2.3.2.4 An individual transaction reporting capability which accommodates any combination or variation of existing methods for centralized, decentralized, or regional processing of transactions.

C2.3.3 MILSTRAP does not claim to accommodate every transaction relevant to an inventory control system nor does it embody all data elements integral to existing systems. Rather, MILSTRAP isolates and concentrates on transactions which are fundamental to any inventory control system and on related data elements which are interchanged between distribution systems or elements of systems with sufficient frequency to justify standardization and universal recognition.

C2.3.4 The design of MILSTRAP recognizes that applied supply policy may obviate use of a prescribed code or may demand system oriented codes. Accordingly, the procedure allows selectivity in the application of codes and permits intra-Component assignment of certain supplemental codes within the basic coding structure. Codes established under this option shall not duplicate or circumvent the intent of codes utilized in the basic uniform system nor shall use of these codes exceed the confines of applicable distribution system(s).

C2.3.5 Needs for internal Component data are met by allowing multi-use data in certain record positions and fields. Multi-use record positions will be blank in inter-Component supply transactions, unless otherwise stated in this manual. However, internal data may be entered in these fields in intra-Component supply transactions. Internal data will be defined by each Component. Such data will be meaningful only within the distribution system(s) of the Component. Record positions and fields labeled blank will be left blank. Components will not define internal entries in these fields or record positions; they are reserved for future assignments by DoD.

C2.4 INVENTORY SEGMENTATION CODES

C2.4.1 Information regarding the stock balance of an item will be obtained by dividing the inventory of an item into meaningful categories having distinctive characteristics. This process is called inventory segmentation. The inventory control system designed to account for items of supply controlled, managed, or stocked in the distribution system, is based on the concept of inventory segmentation by ownership/purpose, condition, and location. The information thus provided by the coding indicates who owns the assets (ownership), for what purpose the materiel is held within an ownership (purpose), the condition of the materiel in terms of serviceability and readiness for issue (condition), and where the materiel is physically stored (location). These basic elements of data are required for management of inventories, for requisition processing, and for distribution management. This information is also required for preparing financial and supply status reports required for management and decision making.

C2.4.2 The range of the inventory segmentation codes is designed to accommodate the distribution system as a whole. The full range of codes may not have application to the materiel managed by any one ICP, but use of the codes having application is mandatory. Codes provided but not required by an ICP will not be used for another purpose.

C2.4.2.1 OWNERSHIP/PURPOSE CODES

C2.4.2.1.1 Ownership codes segment and identify on the inventory control record maintained by other than the owner, the Military Service or other activity having title to the assets. This is shown by a numeric code assignment (see appendix AP2.3). Purpose codes segment and identify on the inventory control record maintained by the owner, the purpose or reservation for which the materiel is held. This is shown by an alphabetic code assignment prescribed by the individual Component (see appendix AP2.4).

C2.4.2.1.2 To preclude unwarranted sophistication in accounting, identifying and reporting of assets, ownership and purpose codes -- although separate and distinct elements of data -- shall be entered in the accountable inventory control record as a single element of data. Accordingly, when one Component is accounting for assets owned by another, the entire balance is maintained by the accounting activity under the numeric code assigned to the owning Component. Further breakout by purpose (alphabetic code) is neither prescribed nor intended.

C2.4.2.1.3 In summary, any numeric entry reflects ownership by another activity and the numeric itself identifies the owner. Conversely, any alphabetic entry reflects ownership by the activity maintaining the inventory control record and the alphabetic code itself identifies the purpose for which the materiel is reserved.

C2.4.2.2 CONDITION CODES. Condition codes segment and identify, on the inventory control record, the physical state of the materiel or actions underway to change the status of the materiel (see appendix AP2.5).

C2.4.2.3 LOCATION CODES

C2.4.2.3.1 Location codes segment and identify on the inventory control record, the activity where materiel is physically stored or located.

C2.4.2.3.2 The three-digit routing identifier (RI) code structure established by MILSTRIP provides a standard system for identifying activities within established supply distribution systems including those that store materiel. To make use of this existing system, location codes used to identify activities storing materiel correspond to the RI codes established by MILSTRIP.

C2.4.2.3.3 Location codes need not be entered on the inventory control record in their RI code configuration. If an alternate means is used to identify the physical storage site for record purposes, the storage record code will be directly relatable to the RI code of the storage activity entered on input and output documentation.

C2.5 INVENTORY TRANSACTION CODING

C2.5.1 An inventory transaction is a full description of a supply action furnished to or developed by an ICP for use in the management of items under its control, from both a financial and supply point of view. In turn, inventory transactions, when properly aggregated form the essential information required by an ICP for review and for reporting to higher authority the results of its management effort.

C2.5.2 Standard Document DI codes in the A_ series identify inventory transactions related to the requisitioning and issuing process. For identification of inventory transactions pertinent to the inventory accounting and reporting process, standard DI codes in the D_ series have been provided. The D_ series DI codes are listed in appendix AP2.1.

C3. CHAPTER 3

ISSUE, BACKORDER, DEMAND, LOAN, AND SMCA FREEZE/UNFREEZE ACTIONS

C3.1. GENERAL

C3.1.1. This chapter provides a standard procedure for processing issue transaction information to an ICP for the purpose of:

C3.1.1.1. Updating the central inventory control record.

C3.1.1.2. Recording the appropriate financial transaction.

C3.1.1.3. Providing a basis for billing the customer.

C3.1.2. Processing points receiving requisitions, passing actions, followups and cancellations, irrespective of format or method of transmission, will process such transactions in accordance with their respective internal procedures.

C3.1.3. Internal processing methods may vary due to automated capability and related procedures; however, the forms and formats for output from processing point to requisitioner and between processing points will be in the form and formats prescribed in DoD 4000.25-1-M (MILSTRIP) and this manual.

C3.1.4. This chapter also provides for processing by the Single Manager For Conventional Ammunition (SMCA) of freeze and unfreeze actions.

C3.2. ISSUE TRANSACTIONS. Issue transactions are used to convey issue data to the ICP ***or IMM***. Issue transactions are identified by DI codes in the D7 series which are assigned and explained in appendix AP2.1. Issue transactions resulting from a backorder release are identified by issue transaction related Management Code M in record position 72 (see appendix AP2.6). See appendix AP3.3 for format.

C3.3. ***MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS***

C3.3.1. Applicability. When responsibility for maintaining the property accountability record for DoD-owned property has been assigned to an activity(s) other than the owner, the responsible activity shall execute the owner's actions set forth in this section.

C3.3.1.1. These procedures apply to issues from inventory for assembly, disassembly, reclamation, conversion, modification, repair, and destructive or nondestructive test/evaluation by DoD, other Government (non-DoD), and commercial activities. Transfers to SCC M are covered under chapter 5, section C5.6.

C3.3.1.2. These procedures exclude repair and return of materiel owned below the wholesale distribution system. However, storage activities will maintain visibility and the property accountability record for these assets pending issue to maintenance and upon their return from maintenance.

C3.3.2. <u>Requirements</u>

C3.3.2.1. When the maintenance activity is collocated with a DoD storage activity, owners shall direct materiel into maintenance only from the collocated storage activity. When necessary, owners shall relocate materiel from remote storage activities to the storage activity collocated with the maintenance activity to accomplish this requirement using a MILSTRIP materiel release transaction. The action shall be posted to the property accountability record using either a DI Code D7K issue transaction or the MILSTRIP transaction coded to indicate a relocation between storage activities without change in ownership. The due-in and PMR for controlling such relocations, which are processed under the chapter 4 procedures, may include Management Code V[1] to identify materiel intended for immediate issue (under the chapter 3 procedures) or transfer (under the chapter 5 procedures) to maintenance. Services/Agencies may apply processing techniques triggered by Management Code V to preclude physical storage of the materiel pending its release to the maintenance activity.

C3.3.2.2. When materiel is scheduled for organic maintenance by DMISA or other Inter-DoD Component agreement, the agreement shall specify the property accountability and materiel control requirements. The agreement shall also indicate whether the owner (Principal) will direct the issue of materiel to the maintenance activity under this section or the storage activity will transfer the materiel to the maintenance activity based on the repair schedule and report the transfer to SCC M under chapter 5, section C5.2.

C3.3.2.3. Each DoD Component shall ensure that:

C3.3.2.3.1 Owned inventory which is in the hands of DoD, other Government (non-DoD), and commercial activities is properly accounted for under the provisions of chapters 3, 4, 5, and 7 (including paragraphs C7.2.3. and

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[1] Management Code V is being proposed for deletion by Proposed DLMS Change (PDC) 208. It is not known at the time of publication of MILSTRAP Change No. 5, whether PDC 208 will be approved.

C7.2.4.) of this manual and, for commercial maintenance, the provisions of the FAR. This includes returns from field activities for repair and reissue as wholesale inventory. Components shall prescribe use of any required internal codes to meet this requirement. (Responsibility of the owner (Principal for maintenance by DMISA.)

C3.3.2.3.2. Total item property records for materiel released to maintenance activities are maintained and adjusted based on the quantity of materiel actually returned and will support the DoD 7000.14-R financial accounting and reconciliation requirements. (Responsibility of the owner (Principal for maintenance by DMISA.)

C3.3.2.3.3. Contracts for commercial maintenance require the commercial activity to report shipment or condemnation of materiel to the contracting officer. (Responsibility of the Agent for maintenance by DMISA.)

C3.3.2.3.4. Any needed interface between its procurement and supply operations/functions exists to assure that reported data is transmitted to the owner. (Responsibility of the Agent for maintenance by DMISA.) Arrangements may be made for commercial activities to report directly to the contracting officer and/or the owner using MILSTRAP transactions.

C3.3.2.3.5. Reported data affecting inventory balances is recorded in the owner's total item property record. (Responsibility of the owner (Principal for maintenance by DMISA).

C3.3.2.4. Owners (Principals for maintenance by DMISA) shall issue materiel from storage for maintenance action using MILSTRIP transactions. Issues shall be posted to the property accountability record using either MILSTRAP transactions containing the appropriate DI code D7 series from appendix AP2.1 or an image of the MILSTRIP transaction. Include any internal coding needed for proper financial accounting in the transaction.

C3.4. <u>ISSUE TO DRMO OF SUPPLY CONDITION CODE (SCC) Q MATERIEL</u>. When an inspection or technical/engineering analysis reveals a product quality deficiency which prohibits further DoD use of the materiel, the ICP will direct the transfer of the materiel to the DRMO in SCC Q. Disposal release orders and related issue transactions for this materiel must cite either Management Code O (alpha) to identify deficient materiel which does not require mutilation or Management Code S to identify deficient materiel which requires mutilation. The DRMS will perform mutilation in accordance with existing guidance for the NSN/type of materiel. The ICP should identify to the DRMS any unique instructions for disposal requiring specific methods or information regarding hazardous constituents contained in the item.

C3.5. BACKORDER TRANSACTIONS. Backorder transactions may be used to report establishment or cancellation of a backorder to ICPs. Backorder transactions are identified by document identifiers in the DG series. See appendix AP3.13 for format.

C3.6. DEMAND TRANSACTIONS. Demand transactions, DI Code DHA, may be used between supported activities and ICPs to report the establishment or cancellation of supply system demands, or may be used by ICPs as a technique for recording and accumulating demands for NSN items resulting from processing MILSTRIP requisitions, passing orders, or other forms of supply system demands. See appendix AP3.14 for format.

C3.7. LOAN TRANSACTIONS

C3.7.1. When authority is given to loan Government-owned materiel, supporting documentation pertaining to the terms and conditions of the loan will be maintained in a manual jacket file. As a minimum, the file should contain appropriate records to provide information on the purpose of the loan/authorization, location(s) of the materiel, condition of materiel at time of loan, loan duration, quantity, and value of materiel loaned.

C3.7.2. If accountability is dropped, issue (loan) transactions (DI Code D7N) will normally be used to loan materiel from depot inventory to authorized recipients. Some centralized systems do not use the D7 series for effecting issues; however, the method applied should reflect the issue of loan materiel for audit and accountability purposes. For a decentralized system, the D7N transaction, if created by other than the IMM, may be used. See appendix AP3.3 for format.

C3.8. SMCA FREEZE/UNFREEZE ACTIONS

C3.8.1. Processing of MILSTRAP and MILSTRIP transactions such as mismatched Location Audit Reconciliation Request Cards (DI Code DZH) or Materiel Release Denials (DI Code A6_) may require the SMCA to freeze and, when resolved, to unfreeze wholesale assets at a specific storage activity for a given stock or part number, ownership/purpose code, and SCC.

C3.8.2. When such freeze or unfreeze actions are taken, the SMCA will provide SMCA freeze/unfreeze action (DI Code DA1 or DA2, as appropriate) to the owning Service ICP for update of the ICP wholesale financial accountable records. See appendix AP3.7 for format.

C4. CHAPTER 4

RECEIPT AND DUE-IN

C4.1. GENERAL

C4.1.1. This chapter prescribes standard procedures for transmitting information about incoming materiel between ICPs and storage activities. It also provides for processing materiel receipt documentation from the storage activity where materiel is received to the owner. The procedures require timely establishment of procurement on-order records and expeditious reflection of assets in the owner's records and related financial account.

C4.1.2. Documentation covering consignment of materiel to storage activities is prescribed in other DoD and DoD Component regulations. These documents are used, together with information developed by inspection and classification procedures, as source data for documenting transactions in terms of this manual. The distribution of disbursement, procurement, and transportation documentation by storage activities is also governed by existing regulations and is, therefore, not a consideration here.

When data reflected in consignment documentation are converted into MILSTRAP receipt transactions, recording of receipts within the DoD is standardized and complements the principles established in other chapters of this manual.

C4.2. ***CONTROL OF MATERIEL*** DUE-IN.

C4.2.1. Due-in transactions are used in establishing and canceling due-in records and when transmitting due-in establishment and cancellation actions. These transactions are identified by DI codes in the DD series for materiel due-in from procurement instrument sources and in the DF series for materiel due-in from other than procurement instrument sources. Prepare due-in transactions in the appendix AP3.10 or AP3.12 format.

C4.2.2. When ICPs direct materiel for return based on a reported product quality deficiency, they will prescribe use of Supply Condition Code (SCC) Q in the disposition instructions to the returning activity. ICPs shall establish and monitor due-ins for all returns of potential/confirmed product quality deficiency related materiel, citing the document number included in the report. Provide PMRs for the returns to receiving storage activities, under section C4.3, citing the due-in document number and SCC.

C4.2.3. Due-in records shall be established to maintain property accountability or visibility of materiel due-in to inventory, as required under chapter 7, paragraphs C7.2.3. and C7.2.4.

C4.2.4. Due-in records shall be maintained in a current status. Use revised delivery schedules, notification of shipment or delayed shipment, repair schedules and repair schedule changes, contracts and contract changes, customer and ICP cancellations, materiel receipts, and completion of shipment tracer/discrepancy reporting actions to establish, revise, or delete due-in records and maintain appropriate delivery dates.

C4.2.5. An audit trail shall be established when due-in quantities are deleted or reversed and all due-in deletions and reversals shall interface with the financial system. Due-in deletions are prohibited without advance coordination between the supply and financial functions, and with the procurement function for dues-in from procurement instrument sources, unless the supply, financial, and procurement systems are fully integrated. When due-in quantities are deleted or reversed, action shall be initiated to correct receiving storage activity PMR records under section C4.3. of this chapter.

C4.2.6. Components shall establish the necessary interface between the supply and financial operations/functions to account for materiel intransit as required under DoD 7000.14-R. For shipments between Government activities, property accountability passes to the recipient upon release of materiel to carrier and notification of the shipment. For contract shipments, property accountability passes upon transfer of title, as specified in the contract.

C4.2.7. Owners shall monitor due-in records and follow up to storage activities for intransit dues-in under section C4.10 of this chapter.

C4.3. PRE-POSITIONING DOCUMENTS FOR RECEIPTS

C4.3.1. Owners/Managers shall transmit advance notification of scheduled materiel receipts to ***maintenance and*** storage activities. Use PMRs, prepared in the appendix AP3.42 or AP3.43 format and identified by DI codes in the DU or DW series, for this purpose.

C4.3.2. Storage activities receiving PMRs will maintain them in a suspense file pending receipt of the materiel or of PMR updates from the ICP.

C4.3.3. Upon arrival of the materiel, storage activities will use the PMR suspense records to report the receipt to the ICP. Change or add only those suspense record data elements which are required to prepare the materiel receipt transactions shown in appendix AP3.1 or AP3.2. Assure that DI Codes in the materiel receipt transaction are

changed to D4_ for DU suspense records and to D6_ for DW_ suspense records. Absence of a PMR is not to delay prompt recording and reporting of materiel receipts. Deletion of pre-positioned suspense records is controlled by the ICP. To delete a suspense record, the ICP will transmit a reversal (reversal indicator in record position 25) of the original PMR to the storage activity. New PMRs and replacement PMRs for deleted documents do not contain the reversal indicator. Proper and accurate maintenance of the PMR suspense file by storage activities is extremely important. Timely updates by the owner/manager are essential to proper and accurate maintenance of the PMR suspense file by the storage activity.

C4.3.4. Under the National Inventory Management Strategy (NIMS) concept of operation, the Integrated Materiel Manager (IMM) may own materiel for managed NSNs down to the retail level. Such arrangements will be based on agreements between participating DoD Components. Replenishment of the IMM-owned retail will be accomplished under a push scenario. Redistribution from depot inventory will be accomplished using the MILSTRIP DI Code A2_ Redistribution Order transaction. When assets are available to push, DI Code DWK PMR will be sent to the NIMS site using standard PMR procedures. Optionally, the DoD Component agreements may authorize the use of DI Code DWK for the IMM to notify the NIMS site that materiel to support a NIMS site requirements is delayed. In this instance, the DI Code DWK will contain the quantity not available for push replenishment, the delay notification status code “BD” and Estimated Shipping Date. If at the time push replenishment is required only a partial quantity is available, then two DWKs will be generated; one for the quantity pushed and one for quantity delayed. These two DWKs will have different documents numbers and the delayed one will have the “BD” notification. Subsequently, if only a partial amount of the quantity previously delayed becomes available to push, two DWKs will be generated. The one for the quantity pushed will maintain the document number of the original delayed notification with the “BD” indicator eliminated. The DWK for the quantity still delayed will be assigned a new document number and a “BD” delayed indicator. If the total quantity is initially delayed and subsequently the total quantity is shipped, the DWK will have the same document number throughout the process. The IMM will update/replace the DWK delayed notification any time either the replenishment quantity or the estimated shipping date changes. New delayed notification will maintain the same document number unless a partial push occurs. Replacement delayed notification under the same or new document number will not require the reversal of the previous DWK. Reversal logic for DWKs indicating that a push shipment has been initiated will follow the requirement in paragraph C.4.3.3 above.

C4.4. MATERIEL RECEIPTS (PROCUREMENT INSTRUMENT SOURCE)

C4.4.1. Storage activities will report receipts of materiel from procurement instrument sources to ICPs using materiel receipt transactions citing a DI code in the D4 series (see appendix AP3.1). (For logistically reassigned items, report receipts after the

ETD in accordance with chapter 11. However, also see section C4.8 procedures for reporting receipts of discrepant/deficient shipments.) DI codes for reporting procurement receipts for depot inventory are assigned and explained in appendix AP2.1.

C4.4.2. Receipts from vendors can emanate from central procurement or local procurement actions. Authorized procurement delivery documents should accompany each shipment as prescribed in the FAR.

C4.4.3. When shipments of materiel received from commercial sources require inspection and/or acceptance at destination, storage activities will accomplish the inspection and/or acceptance and the incheck operations concurrently.

C4.4.3.1. Inspect shelf-life materiel for appropriate condition and type of shelf-life code in accordance with applicable DoD Component prescribed procedures based on DoD 4140.27-M. Mark materiel, as appropriate, for shelf-life code and supply condition code upon receipt. Package markings will be in accordance with MIL-STD-129.

C4.4.3.2. Based on inspection, storage activities will prepare separate materiel receipt transactions indicating the actual condition of the materiel received. Prepare materiel receipt transactions for discrepant shipments from commercial sources in accordance with the guidelines provided in section C4.8.

C4.4.4. Complete the materiel receipt transaction by changing or adding to data in the PMR suspense record, or by extracting data from the consignment documentation.

C4.5. MATERIEL RECEIPTS (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

C4.5.1. Storage activities will report receipts of materiel from other than procurement instrument sources to ICPs using materiel receipt transactions citing a DI code in the D6 series (see appendix AP3.2). (For logistically reassigned items, report receipts after the ETD in accordance with chapter 11. However, also see section C4.8. procedures for reporting receipts of discrepant/deficient shipments.) DI codes to report nonprocurement receipts for depot inventory are assigned and explained in appendix AP2.1.

C4.5.2. Complete the materiel receipt transaction by changing or adding to data in the PMR suspense record or by extracting data from the consignment documentation.

C4.6. TIME STANDARDS FOR PROCESSING RECEIPTS

C4.6.1. One objective of the MILSTRAP system is to process receipts and reflect them on both the accountable and owner records with minimal delay. Wholesale activity receipt processing performance will, therefore, be measured in two segments:

C4.6.1.1. Date materiel is turned over by the carrier to the designated receiving activity to date when storage location/proof of storage is posted in storage activity records. Materiel is considered to be in storage when it reaches the first location (either temporary or permanent) where actual storage control exists through locator data and the materiel can be issued in response to materiel release documentation.

C4.6.1.2. Date materiel is turned over by the carrier to the designated receiving activity to date of posting to the total item property record.

C4.6.2. MILSTRAP performance standards for processing receipts through these time segments are as follows:

C4.6.2.1. Receipts from new procurement and redistribution[1] will be processed through segments one and two within 7 calendar days.

C4.6.2.2. All other receipts will be processed through segments one and two within 10 calendar days.

C4.6.3. Recording asset receipts and making asset records visible from the point of inspection and/or acceptance normally shall be accomplished within 24 hours (holidays and weekends excepted). The accounting and finance office shall be notified of the item receipt within the 24-hour period.

C4.6.4. Address wholesale activity receipt processing effectiveness as prescribed by chapter 7, subparagraph C7.9.2.1.2. The acceptable DoD performance goals for receipt processing are: percent posted within the time standard, 90 percent; percent stored within the time standard, 90 percent. When computing the overall performance against the above time standards, include receipt transactions frustrated for a long period of time prior to posting/storing.

C4.7. CONTROL OF RECEIPTS

C4.7.1. Storage activities will establish these receipt control procedures for posting information relating to the status of materiel in the storing cycle. The cycle begins with the release of materiel and documents into custody and control of the receiving activity.

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[1]A deviation granted to DLA allows DLA to process redistribution receipts through segments one and two within 10 calendar days.

C4.7.2. After the materiel has been physically received but prior to or concurrent with movement to storage, storage activities will accomplish the following actions:

C4.7.2.1. Establish a transaction suspense record to record the materiel as an in-process receipt.

C7.7.2.2. Prepare and transmit the materiel receipt transaction to the ICP within the prescribed timeframe (see section C4.6.).

C4.7.3. When the storage activity receives requisitions or materiel release orders and there is not sufficient materiel available on the onhand balance of the stock record (physically stored), a check will be made of the in-process receipt suspense file to determine if there is an in-process quantity to fully or partially satisfy the requisition document. When in-process receipts are recorded, fill priority 01-08 requirements from these receipts. Defer the filling of priority 09-15 requirements from in-process receipts until proof of storage is recorded.

C4.7.4. Storage activities will periodically refer to the suspense file of in-process receipts to expedite the storage of materiel delayed beyond authorized receipt processing timeframes. Expedite the storing of materiel for which issues have been deferred pending storage.

C4.7.5. After proof of storage is received, storage activities will clear the suspense record, update the storage locator record, and release the deferred issues.

C4.7.6. As an additional aid in control of receipts, ensure that appropriate storage activity records (e.g., stock locator) reflect the date of the last receipt of an item and storage information (e.g., date of storage or some other code indicating that storage has been reported).

C4.8. SUBMITTING REPORTS FOR DISCREPANT/DEFICIENT RECEIPTS

C4.8.1. In addition to processing and reporting materiel receipts, storage activities will submit reports for all discrepant/deficient receipts in accordance with the procedures and forms prescribed by the following:

C4.8.1.1. Reporting of Supply Discrepancies per DLAI 4140.55/AR 735-11-2/ SECNAVINST 4355.18A/AFJMAN 23-215

C4.8.1.2. Transportation Discrepancy Report (TDR) per DoD 4500.9-R, Part II, Chapter 210.

C4.8.1.3. Product Quality Deficiency Report (PQDR) per DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6 and DLAI 4155.24 (including Enclosures 1 and 2).

C4.8.1.4. Inspection of Subsistence Supplies and Services per Joint Regulation DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2D/AFR 74-5/MCO 10110.21E.

C4.8.1.5. Other DoD and joint or intra-DoD Component regulations governing discrepancies/deficiencies not covered by the above.

C4.8.2. Neither the dollar value nor the timeframes for submitting discrepancy/ deficiency reports apply for reporting the materiel receipt to the cognizant ICP. The receipt reporting timeframes are prescribed by section C4.6. above. The procedures for reporting receipt of discrepant/deficient shipments to the ICP are prescribed by section C4.9 below.

C4.9. PROCESSING DISCREPANT/DEFICIENT RECEIPTS

C4.9.1. General

C4.9.1.1. Upon receipt of all incoming materiel shipments, from procurement and nonprocurement sources, storage activities will research all available documentation and item markings to determine the receipt data (i.e., document number, NSN, or other item identification number, PMR or due-in data, quantity, condition, inspection/ acceptance requirements, etc.). Using this data, storage activities will determine if a discrepancy/deficiency (hereafter referred to as discrepancy or discrepant) exists and will identify its nature.

C4.9.1.1.1. Not all discrepant receipts require submission of discrepancy reports. Storage activities will follow the section C4.8 procedures to determine whether a discrepancy report must be submitted.

C4.9.1.1.2. Management Codes R, S, and U have been assigned in appendix AP2.6 for use in receipt transactions to identify discrepant receipts for which the section C4.8 procedures require submission of a discrepancy report. The purpose of the codes is to notify the ICP in advance that a receipt was discrepant and that a discrepancy report is being submitted which will provide additional information relating to the reported item. Codes S and U are entered only for DI Code D4 series receipts and identify vendor caused misdirected shipments and contract over shipments. These discrepancies, which occur more frequently and are more easily resolved than others, are separately identified so ICPs can initiate immediate corrective action before the formal report of discrepancy is received.

C4.9.1.1.3. When part of a receipt is not affected by a discrepancy requiring submission of a discrepancy report, the following receipt reporting procedures may require storage activities to report the nondiscrepant quantity in a separate transaction without citing the discrepant receipt management code. Additionally, the discrepant receipt management code is not used when special circumstances require the use of another management code (e.g., M for automatic disposal by the storage activity, P for storage activity created document number, or Z for explanatory remarks) even though submission of a discrepancy report is required. Prescribed omission or replacement of the discrepant receipt management code in the receipt transaction does not negate the section C4.8 requirements to submit a discrepancy report.

C4.9.1.1.4. Never enter the discrepant receipt management code in transactions for discrepant receipts if the section C4.8 procedures do not require submission of a discrepancy report.

C4.9.1.2. When materiel is received without accompanying documentation, or with inadequate documentation to process the receipt, storage activities will use one of the following data sources to develop materiel receipt transactions:

C4.9.1.2.1. Pre-positioned materiel receipt documents.

C4.9.1.2.2. Authorized procurement delivery documents and vendor packing lists.

C4.9.1.2.3. Advance copies of DD Forms 1348-1A or 1149.

C4.9.1.2.4. Transportation and fiscal records.

C4.9.1.2.5. Container markings.

C4.9.1.2.6. Advice provided by the ICP upon request of the storage activity if receipt documentation cannot otherwise be developed.

C4.9.1.2.7. Advice provided by the shipper upon request of the storage activity if receipt documentation cannot otherwise be developed.

C4.9.1.2.8. Advice provided by the U.S. Customs Inspector's Office upon request of the storage activity if the receipt documentation cannot otherwise be developed for receipts which passed through customs.

C4.9.1.3. Normally when a discrepant receipt is retained in U.S. Government custody, whether or not it is U.S. Government-owned, storage activities will store the materiel, submit a DI Code D4_/D6_ receipt to the cognizant ICP, and hold the materiel

pending receipt of disposition. For improbable situations, storage activities will use exception transactions (i.e., code Z in the third position of the DI code and/or Management Code Z in record position 72). In these situations, storage activities will provide to the cognizant ICP a separate written explanation which includes the receipt transaction document number and the discrepancy report number when a discrepancy report was required. For nonprocurement receipts with no PMR, see subparagraph C4.9.3.3.11 of this section.

C4.9.1.4. If unusual circumstances prevent normal receipt reporting of discrepant shipments, the storage activity will communicate with the ICP or the CAO/PO to determine how the discrepancy report should be submitted and the receipt reported. When the ICP determines that receipt reporting will be delayed pending subsequent action, the storage activity must control the receipt by physically segregating and monitoring the status of the materiel until the receipt is reported or until the ICP directs other disposition (e.g., reshipment, return to shipper, etc.). This paragraph applies only when circumstances exist which prevent normal receipt reporting.

C4.9.1.5. Report discrepant receipts on items which have been logistically reassigned as follows:

C4.9.1.5.1. Report all receipts for which PMRs are established to the LIM or to the GIM under Chapter 11, Logistic Reassignments, procedures.

C4.9.1.5.2. Research procurement receipts for which no PMR is recorded in coordination with the recorded item manager. The item manager will direct the appropriate reporting of the receipt under Chapter 11, Logistic Reassignments, procedures to assure accurate accountability and reporting of the assets is maintained.

C4.9.1.5.3. Report nonprocurement receipts for which no PMR is ***recorded following subparagraph C4.9.3.3.11.***

C4.9.1.6. When receipts are reported by a storage activity outside the normal distribution system for the NSN, the ICP will record the receipt so assets are issued from that site first. ICPs will effect disposition of such materiel as quickly as possible. If the materiel is not issuable, the ICP will direct repair induction, reclassification, relocation, or disposal using the appropriate transaction prescribed by this manual or MILSTRIP.

C4.9.1.7. When receipts are reported by a storage activity outside the normal distribution system for the NSN, the ICP will record the receipt so assets are issued from that site first. ICPs will effect disposition of such materiel as quickly as possible. If the materiel is not issuable, the ICP will direct repair induction, reclassification, relocation, or disposal using the appropriate transaction prescribed by this manual or MILSTRIP.

C4.9.1.8. Separate and/or secure storage may be required for procurement discrepancies, discrepancies imposing a health/safety hazard, classified risk, etc. When these situations exist, storage activities will take protective measures in accordance with established DoD or DoD Component procedures.

C4.9.2. Receipt Reporting For Discrepant Shipments From Procurement Instrument Sources

C4.9.2.1. When acceptance is accomplished at a point other than destination, storage activities may not reinspect supplies at destination for acceptance purposes. However, storage activities will examine such supplies at destination for identity, damage in transit, quantity, and condition (including proper packing/packaging and labeling). The U.S. Government's right to litigate a discrepant receipt is not affected by the point of acceptance. Consequently, storage activities will report discrepancies detected during the destination examination under the regulations cited in section C4.8.

C4.9.2.2. Shipment of procurement receipts directly to disposal is not authorized unless unusual circumstances (e.g., health/safety hazard, etc.) exist and separate/ secure storage facilities, addressed in subparagraph C.4.9.1.7. above, are not available. When unusual circumstances require that materiel be shipped directly to the property disposal activity (or that other disposal actions be taken as prescribed by the Services/Agencies), the storage activity will first report the receipt using a DI Code D4 series, Materiel Receipt transaction, citing Supply Condition Code L and Management Code R (discrepant receipt management code). The disposal action will then be reported using a DI Code DAC, Dual Inventory Adjustment transaction citing Supply Condition Code H and Management Code M (excludes shelf-life materiel) or Management Code T (expired shelf-life materiel).

C4.9.2.3. When the receipt cannot initially be identified to an NSN, the procurement instrument and subparagraph C4.9.1.2. sources will be used to identify the item.

C4.9.2.4. Unless otherwise allowed by these procedures, storage activities will report discrepant shipments from a procurement instrument source to the ICP using a DI Code D4 series Materiel Receipt transaction, the NSN of the item received, and the applicable ownership/purpose code (normally taken from the DI Code DU series PMR). In receipt transactions for discrepant quantities, cite Supply Condition Code L as noted in the next paragraph. Include Management Code R (discrepant receipt management code) when a discrepancy report was required, except as prescribed in subparagraph C4.9.1.3. or the following subparagraph.

C4.9.2.5. Follow the subsequent procedures to report receipt of discrepant shipments from procurement instrument sources (these categories are not mutually exclusive; multiple discrepancy conditions may exist for a single receipt):

C4.9.2.5.1. Condition of Materiel. Storage activities will report the actual discrepant quantity as a condition L receipt. Report the nondiscrepant quantity in the actual condition received and do not cite a discrepant receipt management code in the transaction.

C4.9.2.5.2. Supply Documentation. Absence of the supply documentation should not preclude receipt processing and reporting or subsequent issue of the materiel. Storage activities will research in accordance with subparagraph C4.9.1.2. to report the receipt. The section C4.8. discrepancy reporting requirements still apply.

C4.9.2.5.3. Misdirected Shipments (improperly addressed by the procurement instrument source). Storage activities will contact the cognizant ICP to ensure that the procurement instrument requirements (i.e., inspection, acceptance, etc.) are complied with. Report the total quantity in the actual condition received (normally A) and enter Management Code S in record position 72 of the transaction. Upon receipt of the DI Code D4_ transaction and prior to posting the receipt as available for issue, owner/managers will initiate immediate action to resolve the discrepancy in accordance with the paragraph C4.9.3.4. procedures. If the ICP or CAO/PO directs reshipment/return of a reported receipt without issuing MILSTRIP materiel release documentation, the storage activity will submit a reversal (reversal indicator in record position 25) of the previously submitted materiel receipt transaction.

C4.9.2.5.4. Overage/Duplicate Shipment. Storage activities will research PMR, receipt, and contract documentation to determine the discrepant quantity. Report confirmed duplicate shipments as discrepant condition L receipts. When overages are valued above the contract variance clause, or above the excess delivery clause (after considering any allowable variance), report the overage above the allowable variance as a discrepant condition L receipt and enter Management Code U in record position 72 of the transaction. ICPs will initiate immediate action to resolve the discrepancy upon receipt of the DI Code D4 series transaction (see paragraph C4.9.3.4.). Overages within the allowable variance or within the excess delivery clause

(after considering any allowable variance) are not considered discrepant. Report the total quantity as a single receipt in the applicable condition, and do not cite a discrepant receipt management code in the transaction.

C4.9.2.5.5. Packaging Discrepancy. Storage activities will report the total discrepant quantity as a condition L receipt. Report any acceptable quantity in the applicable condition and do not cite the discrepant receipt management code in the transaction. The ICP and/or the CAO/PO will determine whether litigation is required. If litigation is not required the ICP will request that the suspended assets be transferred to the appropriate condition.

C4.9.2.5.6. Shortages***/Nonreceipt of Materiel***. Storage activities will research PMR, receipt, and contract documentation to determine the discrepant quantity. For shortages, report the total quantity in the condition received. Except for shortages attributed to transportation discrepancies, the receipt will be considered discrepant only if the shortage exceeds the allowable contract variance. When the receipt is discrepant, cite the discrepant receipt management code in the receipt transaction. ***Nonreceipts are addressed under section C4.10. of this chapter.***

C4.9.2.5.7. Item Technical Data Marking (includes nameplates, logbooks, operating handbooks, special instructions, etc.). Storage activities will report any nondiscrepant quantity as a receipt in the applicable condition without citing the discrepant receipt *management code* in the transaction. Report the discrepant quantity as a condition L receipt, and identify and describe the specific technical data discrepancy in the SF 364 for ICP evaluation. If the ICP determines the assets can be issued, the ICP will initiate action to transfer the suspended assets to the appropriate condition.

C4.9.2.5.8. Wrong Item. Storage activities will report the total incorrect quantity of the item received in condition L. Report any assets in the shipment which are the correct item in the applicable condition and do not cite the discrepant receipt management code in the transaction. If the majority of the assets are the incorrect item, the storage activity may report the total quantity in condition L based on internal Service/Agency procedure.

C4.9.2.5.9. Product Quality Deficiency. It is normally preferable for the receiving activity to retain custody of the materiel, whether or not it has been accepted. Report the deficient quantity as a condition Q receipt[2]. The ICP or CAO/PO will determine if litigation or informal action with the procurement instrument source should

[2] SCC Q not implemented by Navy. Navy implementation deferred to their Enterprise Resource Planning system modernization initiative

be initiated. The ICP will initiate action to transfer the suspended assets under chapter 5, subparagraph C5.2.2.

C4.9.2.5.10. Transportation Discrepancies. When materiel is accepted by the Transportation Officer, the receipt will be processed and reported in accordance with procedures cited above for the type of discrepancy which exists (e.g., subparagraph C4.9.2.5.1, Condition of Materiel, for damage, etc.).

C4.9.2.5.11. Procurement Receipts Not Due-in (no PMR/due is recorded). See subparagraphs C4.9.2.5.3. and C4.9.2.5.4. for processing receipts of misdirected shipments and overages/duplicate shipments, for which PMRs are not normally available.

C4.9.2.5.12. Other Discrepancies. Receipt reporting will depend upon the type of discrepancy involved. When unusual circumstances exist, the receipt and discrepancy reporting requirements provide sufficient time for the storage activity to obtain guidance from the appropriate authority before reporting the receipt or submitting discrepancy report. See subparagraph C4.9.1.4. for storage and accountability requirements.

C4.9.3. Receipt Reporting For Discrepant Shipments From Non-Procurement Instrument Sources

C4.9.3.1. When the receipt cannot initially be identified to an NSN, the storage activity will attempt to identify the NSN or usage by following the subparagraph C4.9.1.2. procedures and report the receipt to the cognizant ICP.

C4.9.3.1.1. If the NSN cannot be identified and the estimated value of the item is under $100, storage activities will not report the receipt to an ICP. Ship the materiel directly to reutilization and marketing using a local document number. Retain an accessible record of the transaction and its backup for two years.

C4.9.3.1.2. If the NSN cannot be identified and the estimated value of the item is $100 or more, the storage activity will contact the ICP managing like items to determine disposition. [EXCEPTION: If GSA is the manager of like items, process as prescribed in subparagraph C4.9.3.3.11.] If the ICP can identify the NSN, the ICP will direct the storage activity to submit the receipt and supply discrepancy report (SDR) to the cognizant ICP. If the ICP cannot identify the NSN, the ICP will provide disposition instructions to the reporting activity. These instructions will include an item identification number (part number, MCN, LCN, etc.) for reporting the receipt and submitting the SDR. If the ICP directs shipment to reutilization and marketing, the ICP will maintain an accessible record of the transaction and its backup for 2 years.

C4.9.3.2. Unless otherwise allowed by these procedures, storage activities will report discrepant shipments from a nonprocurement instrument source to the ICP using a DI Code D6 series Materiel Receipt, the NSN of the item received, and the applicable ownership/purpose code (normally from the DI Code DW series PMR). In receipt transactions for discrepant quantities, cite the supply condition code which most accurately describes the condition of the materiel. Classify and report the materiel in condition K when the actual condition cannot be determined. Include Management Code R (discrepant receipt management code) when a discrepancy report was required, except as prescribed in subparagraph C4.9.1.3. above, or the following subparagraph.

C4.9.3.3. The following procedures apply for reporting receipt of discrepant/ deficient shipments from nonprocurement sources (these categories are not exclusive; multiple discrepancy conditions may exist for a single receipt):

C4.9.3.3.1. Condition of Materiel

C4.9.3.3.1.1. When inspection of inter-Service/Agency receipts reveals materiel to be Supply Condition Code H and no PMR is recorded, storage activities will automatically ship discrepant materiel valued at less than $100 per item direct to the property disposal activity or take other automatic disposal actions based on criteria promulgated by the Services/Agencies. This includes Type I shelf-life materiel which has passed the expiration date regardless of value. When automatic disposal action is taken, cite Supply Condition Code H and Management Code M (excludes shelf-life materiel) or Management Code T (expired shelf-life materiel), in lieu of the discrepant receipt management code, in the receipt transaction for the discrepant quantity.

C4.9.3.3.1.2. Report discrepant quantities other than those mentioned above citing the applicable supply condition code, or code K when the condition cannot be determined.

C4.9.3.3.1.3. Report receipt of nondiscrepant quantities in the normal manner and do not cite the discrepant management code in the transaction.

C4.9.3.3.2. Supply Documentation. Absence of the supply documentation should not preclude receipt processing and reporting or subsequent issue of the materiel. Storage activities will research in accordance with subparagraph C4.9.1.2. to report the receipt. The above section C4.8 discrepancy reporting

requirements still apply. When the document number in the receipt transaction must be created by the storage activity, cite Management Code P in lieu of the discrepant receipt management code in the transaction.

C4.9.3.3.3. Misdirected Shipments (improperly addressed by the supply activity). Storage activities will report misdirected shipments as receipts to the cognizant ICP. ICPs will effect disposition using the appropriate MILSTRIP (reference (h)).

C4.9.3.3.4. Overage. Report the total quantity received as a single receipt in the applicable condition.

C4.9.3.3.5. Packaging Discrepancy. Storage activities will report the total quantity received as a single transaction in the applicable condition. The storage activity will schedule the discrepant quantity for preservation/packaging in accordance with Service/Agency criteria.

C4.9.3.3.6. Shortages***/Nonreceipt of Materiel***. For shortages, storage activities will report the total quantity received in the applicable condition. The ICP will initiate any necessary financial adjustment action. ***Nonreceipts are addressed under section C4.10. of this chapter.***

C4.9.3.3.7. Item Technical Data Marking (includes nameplates, logbooks, operating handbooks, special instructions, etc.). Storage activities will report any nondiscrepant quantity in the applicable condition without citing discrepant receipt management code in the transaction. Report the discrepant quantity as a condition D receipt. Identify and describe the specific technical data discrepancy in the SF 364 for ICP evaluation. If the ICP determines the asset can be issued, the ICP will initiate action to transfer the asset to the appropriate condition.

C4.9.3.3.8. Wrong Item. Storage activities will report the receipt in the applicable condition. If both correct and incorrect items are received in the same shipment, report each separately. Omit the discrepant receipt management code in the transaction for the correct item.

C4.9.3.3.9. Product Quality Deficiency. SCC Q entered in PMRs will indicate that the receipt is related to a reported product quality deficiency. Storage activities will report receipt of this materiel in condition Q. Do not cite a discrepant management code in the transaction. Based on the results of the inspection or technical/engineering analysis, ICPs will direct the appropriate material disposition (see chapter C5. section C5.2.)

C4.9.3.3.10. Transportation Discrepancies. When materiel is turned over by the Transportation Officer, the receipt will be reported in accordance with the procedures cited above for the type of discrepancy which exists (e.g., condition of materiel for damage, etc.).

C4.9.3.3.11. Receipts Not Due-In (no PMR/due-in recorded).

C4.9.3.3.11.1. GSA Managed Items. GSA does not normally authorize return of assets to DoD storage activities. Receipts not due-in are, therefore, considered DoD-owned assets which have not been reported to GSA under the MILSTRIP/DLMS MRP. The DoD Components are responsible for providing DLA with an organization to which the DLA storage activity can record these assets. The DoD Components shall establish internal procedures for processing the receipts from the depot for these assets for subsequent issue, excess reporting under MILSTRIP MRP, or release for reutilization and marketing. In the absence of guidance from the DoD Components for reporting receipt of unauthorized return of GSA assets to their DoD Component, DLA storage activities shall receipt the assets to the local Base Operating Supply System (BOSS) for use by the depot. If the material cannot be used locally it is sent to disposal. This procedure assures the assets are recorded on a DoD record.[3]

C4.9.3.3.11.2. DoD Managed Items.

***C4.9.3.3.11.2.1. Reparable Items*. Report receipt to the managing ICP of the shipping Service in the applicable condition using DI Code D6A. Do not include a discrepant receipt management code in the transaction. For materiel shipped between wholesale storage activities, report the receipt using DI Code D6K. ICPs receiving transactions reporting returns not-due-in of phase I reparables, for which they are not the IMM, shall follow the MILSTRIP MRP procedures to report/ship the materiel as prescribed by the IMM.**

C4.9.3.3.11.2.2. Consumable Items. Report receipt to the IMM in the applicable condition and do not include a discrepant receipt management code in the transaction. However, Services may prescribe reporting to their own item manager for returns from their own Service activities.

C4.9.3.3.12. Other Discrepancies. Receipt reporting will depend upon the type of discrepancy involved. When unusual circumstances exist, the receipt and discrepancy reporting requirements provide sufficient time for the storage activity to obtain guidance from the ICP before reporting the receipt or submitting the discrepancy report. See subparagraph C4.9.1.4. for storage and accountability requirements.

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[3] To date, no DoD Component has identified an organization to which DLA storage activities should report receipts not due-in for GSA assets.

C4.9.3.4. Resolution Of Reported Receipt Discrepancies

C4.9.3.4.1. ICPs will maintain accurate records and audit trails for reported receipts with evidence of a supply discrepancy. Resolution of these discrepancies requires the establishment of interfaces among the materiel accountability, procurement, financial accounting, and discrepancy reporting systems.

C4.9.3.4.2. When discrepant receipts are reported, ICPs will process the transactions and effect the research required to resolve the discrepancy. When materiel received from procurement will be retained in the wholesale inventory, coordinate with the CAO/PO for a contract modification which will recoup any administrative costs and any additional second destination transportation costs or onward shipment (redistribution) costs incurred by the U.S. Government as a result of the discrepancy. For all receipt discrepancies, ensure that procurement/supply due-in records and related financial accounts (including intransit) are corrected to reflect any new receipt status and transmit required update PMR(s) to the storage activity(ies) involved. Care must be taken, however, to suppress PMR output if the corresponding receipt has already been reported (e.g., for overages or misdirected shipments being retained where delivered).

C4.9.3.4.3. Management Evaluation and Corrective Action. ICPs will develop management evaluation data for contract overages and vendor caused misdirected shipments for use in identifying trends or indications of system problems and in initiating corrective action. When the same discrepancy is repeatedly reported on shipments from a given procurement source, the ICP through the CAO/PO will advise the source of the error and request action be taken to correct its repeated occurrence. When a procurement source continues to commit the same error, initiate action to consider inclusion on the Awards Review List or other disciplinary action.

C4.10. FOLLOW-UP ON ***INTRANSIT DUES_IN***

C4.10.1. When a maximum of 45 calendar days have elapsed since the shipping date indicated in shipment notification and receipt of the total quantity has not been reported, the owner shall follow up, for the intransit quantity(s) to the storage activity(s) designated to receive the materiel. (Extension of the 45 day calendar timeframe is authorized when long intransit times are involved.)

C4.10.2. Prepare follow-ups on receipts due from procurement sources using DI Code DXA. Prepare follow-ups on receipts due from nonprocurement sources using DI Code DXB.

C4.10.3. When the storage activity reply indicates that the materiel has not been received (DI Code DXC or DXD), any required shipment tracer and/or

discrepancy reports are to be initiated under the procedures cited in section C4.8 of this chapter. Coordinate with the CAO/PO for intransit contract receipts.

C4.10.4. Storage activities will submit shipment tracers and discrepancy reports for materiel not received as indicated in DoD Component implementing procedures or when directed to do so by the owner.

C4.11. REPLY TO MATERIEL RECEIPT FOLLOW-UPS

C4.11.1. When materiel has been received, storage activities will respond with a materiel receipt transaction prepared in the appendix AP3.1 or AP3.2 format citing the appropriate DI Code in the D4 or D6 series.

C4.11.2. When materiel has not been received, the response will be as follows:

C4.11.2.1. Prepare replies to DI Code DXA Materiel Receipt Follow-Ups (Procurement Instrument Source) in the appendix AP3.46 format citing DI Code DXC.

C4.11.2.2. Prepare replies to DI Code DXB Materiel Receipt Follow-Ups (Other Than Procurement Instrument Source) in the appendix AP3.47 format citing DI Code DXD.

C4.12. ***MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS***

C4.12.1. Applicability. When responsibility for maintaining the property accountability record for DoD-owned property has been assigned to an activity(s) other than the owner, the responsible activity shall execute the owner's actions set forth in this section.

C4.12.1.1. These procedures apply for returns to inventory including unused materiel, relocations of materiel for maintenance, and receipts from assembly, disassembly, reclamation, conversion, modification, repair and destructive or nondestructive test/evaluation consigned by DoD, other Government (non-DoD) Agency, or commercial activities.

C4.12.1.2. These procedures exclude repair and return of materiel owned below the wholesale distribution system. However, storage activities will maintain visibility and the property accountability record for these assets pending issue to maintenance and upon their return from maintenance.

C4.12.2. *Requirements*

C4.12.2.1. Owners (Principals for maintenance by DMISA) shall establish a DI Code DFA, DFB, or DFC due-in when materiel is being returned from field activities to wholesale storage activities or to commercial activities for maintenance. Also, provide a DI Code DWA, DWB, or DWC PMR to receiving Government storage activities. Take these actions upon receipt of MILSTRIP MRP transactions, or equivalent intra-service documents, reporting return of the materiel. (Services/Agencies may delegate the PMR requirement to intermediate level or transshipment activities.)

C4.12.2.2. When owners direct relocation of materiel from a remote storage activity to the storage activity collocated with the maintenance activity (as required under chapter 3, section C3.3.), they shall establish a DI Code DFK due-in for the intransit materiel and provide a DI Code DWK PMR to the receiving storage activity following the sections C4.2. and C4.3. procedures of this chapter.

C4.12.2.3. Storage activities shall report receipt of reparable materiel based on the information contained in the PMR. If a PMR is not available, report the receipt to the cognizant ICP in accordance with section C4.9.3.3.11.2.1.

C4.12.2.4. When materiel is scheduled for organic maintenance by DMISA or other inter-Service/ Agency agreement, the agreement shall specify the materiel control requirements. The agreement shall also specify whether the storage activity will report returns from maintenance to the owner (Principal) as receipts under this section or as transfers from SCC M under chapter 5, section C5.6.

C4.12.2.5. Each DoD Component shall ensure that:

C4.12.2.5.1. Owned inventory which is in the hands of DoD, other Government (non-DoD), and commercial activities is properly accounted for under the provisions of chapters 3, 4, 5, and 7 (including paragraphs C7.2.3. and C7.2.4.) of this manual and, for commercial maintenance, the provisions of the FAR. This includes returns from field activities for repair and reissue as wholesale inventory. DoD Components shall prescribe use of any required internal codes to meet this requirement. (Responsibility of the owner (Principal for maintenance by DMISA).)

C4.12.2.5.2. Total item property records for materiel in the hands of maintenance activities are maintained and adjusted based on the quantity of materiel actually returned and will support the DoD 7000.14-R accounting and reconciliation requirements. (Responsibility of the owner (Principal for maintenance by DMISA).)

C4.12.2.5.3. Contracts for commercial maintenance require the commercial activity to report or acknowledge receipt and report shipment or

condemnation of materiel to the contracting officer. (Responsibility of the Agent for maintenance by DMISA.)

C4.12.2.5.4. Any needed interface between the procurement and supply operations/functions exists to assure that reported data is transmitted to the owner. (Responsibility of the Agent for maintenance by DMISA.) Arrangements may be made for commercial activities to report directly to the contracting officer and/or the owner using MILSTRAP transactions.

C4.12.2.5.5. Reported data affecting inventory balances is recorded in the total item property record. (Responsibility of the owner (Principal for maintenance by DMISA).)

C4.12.2.6. Owners shall establish dues-in for expected returns from commercial and Government maintenance activities using the appropriate Appendix AP2.1 MILSTRAP DI codes in the DD or DF series. Provide PMRs to storage activities to receive the materiel under section C4.3. of this chapter using the corresponding DI codes in the DU or DW series. Storage activities shall report receipts under section C4.4 or C4.5 and C4.9., of this chapter, using the corresponding DI codes in the D4_ or D6_ series.

C4.12.2.7. When materiel is issued to a customer directly from a commercial activity, assure that appropriate supply transactions are processed to establish the property accountability and financial accounting audit trails. Depending on the Component system business rules, this may necessitate either a receipt and issue, or a condition code change and issue.

C4.12.2.8. When materiel is condemned by maintenance activities, assure that the condemnation action is recorded (inventory adjustment-decrease) to adjust the DoD inventory and financial accounts.

C4.13. RECLAIMED ITEMS

C4.13.1. When reclamation activities do not have adequate facilities to test and classify the serviceability condition of reclaimed assets, they will identify such assets as Supply Condition Code R (Suspended Reclaimed Items Awaiting Condition Determination). When receiving storage activities determine that immediate classification of such condition R assets is not possible, they will ensure that the assets are checked/tested and classified to actual condition within established parameters under chapter 5, paragraph C5.2.3. of this manual.

C4.13.2. When reclamation activities cite an actual supply condition code (i.e., other than R) for returned materiel, storage activities will cite that condition code when recording and reporting the receipt. However, if inspection upon receipt reveals that the

condition assigned by the reclamation activity is incorrect, the storage activity will record and report the receipt citing the actual condition to which the item is classified or condition K if the actual condition cannot be determined. Materiel reported in Supply Condition Code K must be classified to actual condition within established parameters under chapter 5, paragraph C5.2.3.

C4.14. LOAN TRANSACTIONS

C4.14.1. Use appropriate MILSTRAP adjustment and/or receipt transactions to reflect the onhand/due-in and subsequent receipts. Reflect materiel on loan on accountable activity records in the appropriate purpose code (as prescribed by DoD Component procedures--usually code L to denote loan) or as a DI Code DFN Due-In (Other Than Procurement Instrument Source) depending on the method/system applied. Format for these due-in transactions are contained in appendix AP3.12.

C4.14.2. DI Code DWN Pre-positioned Materiel Receipt (Other Than Procurement Instrument Source) may be used to provide advance notification to activities scheduled to receive returned loaned materiel. Alignment and format for PMRs are contained in appendix AP3.43.

C4.14.3. Receiving activities will inspect loaned materiel upon receipt. Submit DI Code D6N Materiel Receipts (Other Than Procurement Instrument Source) using the appendix AP3.2 format to provide information about the condition and quantity of the returned loaned materiel.

C4.14.4. The ICP is responsible for final determination and resolution of Government property returned from loan. Establish controls to ensure the materiel is returned in an appropriate condition, i.e., as good as or better than the condition of the original loan issue. Take appropriate action to resolve any discrepancies and ensure reimbursement to the loaning activity.

C5. CHAPTER 5

ADJUSTMENTS

5.1. GENERAL

C5.1.1. This chapter provides procedures relating to the following types of adjustment actions:

C5.1.1.1. Adjustments caused by catalog change actions.

C5.1.1.2. Reidentification of improperly identified materiel.

C5.1.1.3. Offsetting adjustments to purpose and condition codes.

C5.1.1.4. Discrepancies disclosed by physical inventory.

C5.1.1.5. Ownership gains and losses applicable to the single Manager for Conventional Ammunition (SMCA).

C5.1.2. MILSTRAP provides two methods for effecting adjustments--single or dual actions.

C5.1.2.1. The single adjustment method accommodates those processing techniques which employ individual increase or decrease adjustment actions against the accountable and owner records. DI codes in the D8 or D9 series, prepared as outlined in appendix AP3.4, apply to these transactions. When processing DI Codes D8S and D9S, see appendix AP3.6 for format.

C5.1.2.2. The dual adjustment method provides for offsetting adjustments to condition or purpose code in a single adjustment transaction. This is possible by using the FROM and TO data fields in the transaction. DI Code DAC or DAD, prepared as outlined in appendix C9, applies to these transactions. When processing DI Code DAS, see appendix AP3.9 for format.

C5.1.2.3. When DoD Component practice prescribes the use of single transactions in the DI Code D8 and D9 series internally for condition or purpose transfer, provisions will be made for acceptance and processing of DI Code DAC and DAD documents from other DoD Components.

C5.1.3. Changes between ownership codes, from purpose code to ownership code, or from ownership code to purpose code will not be made by an adjustment

action. Process appropriate issue and receipt transactions to make the necessary accounting actions. An exception to this rule is the use of the dual Inventory Adjustment Transaction, DI Code DAS, and corresponding single adjustments, D8S/D9S, to effect ownership gain/loss under the SMCA concept. (See section C5.3.)

C5.1.4. Changes in project or distribution codes maintained on the owner record will be accomplished by utilizing individual increase and decrease materiel adjustment transactions containing appropriate DI codes in the D8 and D9 series (other than D8A/D9A).

C5.1.5. Inventory adjustments, resulting from clerical or automated information system errors but which cannot be corrected by reversing the original transaction, or from reconciliation between the storage activity and owner, will contain DI Code D8B if the adjustment is an increase and DI Code D9B if the adjustment is a decrease.

C5.1.6. Inventory adjustments, for which a specific DI code is not otherwise provided, will contain DI Code D8Z when the adjustment is an increase and DI Code D9Z when the adjustment is a decrease. (Assignor of these codes will maintain detailed backup information as to the use and requirement for the transaction.)

C5.1.7. Inventory adjustments for losses resulting from shrinkage, theft, contamination, deterioration, and expired shelf-life will contain DI Code D9G. Losses resulting from major disasters, fire, enemy action, acts of God, etc., will be identified by DI Code D9H.

C5.1.8. DI codes in the DI Code DB series (for gains) and DI Code DC series (for losses) are to be used for financial adjustments and the transactions will be prepared in accordance with the regulatory procedures prescribed by the DoD Components. No formats are currently prescribed in the MILSTRAP manual.

C5.2. CHANGES IN CONDITION OF MATERIEL

C5.2.1. Condition Reclassification of Assets in Storage.

C5.2.1.1. When inspection of stocks on hand reveals that a condition reclassification is required, storage activities will report the variance to the owner within 3 calendar days using a DI Code DAC Inventory Adjustment--Dual. Enter the new supply condition code (SCC) in record position 66 of the dual adjustment. Enter the SCC under which the item is carried on the records in record position 71.[1]

[1]Storage activities may not transfer stored materiel into SCC K or R.

C5.2.1.2. When immediate reclassification of suspect stocks is beyond current capabilities, transfer the materiel to SCC J. In the dual adjustment, show the new SCC in record position 66. Show the SCC under which the item is carried on the record in record position 71.

C5.2.1.2.1. With the exception of ammunition, complete the materiel reclassification within 90 calendar days after reporting the original transfer to the owner. Complete the reclassification of ammunition within 270 calendar days after reporting the original transfer.

C5.2.1.2.2. When the reclassification is complete, report the change to the owner using the dual adjustment transaction. Use the same document number used to report the materiel in SCC J. Enter the new SCC in record position 66 and SCC J in record position 71 of the dual adjustment transaction.

C5.2.2. Reclassification of Condition Q Product Quality Deficiency Related Materiel

C5.2.2.1. Storage activities will report discrepant receipts in condition Q as prescribed by the chapter C4., subparagraph C4.9.2.5.9. and C4.9.3.3.9., receipt processing procedures. When directed by the owner, storage activities will also transfer stored, including suspended, materiel to SCC Q and report the action using a dual adjustment transaction following subparagraph C5.2.1.1. procedures in this section.

C5.2.2.2. When inspection or technical/engineering analysis of materiel confirms a product quality deficiency, possibilities for other use of materiel within Department of Defense, as well as public health/safety and national security interests, must be considered. Owners will determine if further use of the item can be made within Department of Defense.

C5.2.2.3. When inspection or technical/engineering analysis of material indicates that litigation action is required, the owner will direct transfer of the materiel to SCC L.

C.5.2.2.4. If the deficiency does not prohibit further DoD use (e.g., the defect is minor or the item meets specification for another NSN), owners will direct storage activities to re-identify and/or transfer the suspended condition Q materiel to the appropriate condition. Storage activities will, within 3 calendar days from receipt of the ICP direction, reclassify the condition Q materiel to the appropriate condition. Report completion of this action with a DI Code DAC Inventory Adjustment – Dual, using the same document number originally used to report the materiel in condition Q (i.e., the document number of the original receipt or adjustment transaction). Enter the new SCC in record position 66 and SCC Q in record position 71 of the dual adjustment. For re-identifications, storage activities will follow the section C5.7 procedures.

C5.2.2.5. If the deficiency prohibits further DoD use, the materiel will remain in SCC Q and owners will direct transfer of the materiel to DRMOs following the chapter C3 procedures. Improperly documented, unauthorized source, defective, non-repairable, and time-expired Aviation CSI/FSCAP materiel that is not mutilated by the holding activity ,will be directed to the DRMO in SCC Q with Management Code S. All such material will be mutilated. When turning such Aviation CSI/FSCAP in to a DRMO, the turn-in document must be clearly annotated that the part is defective, non-repairable, time-expired, or otherwise deficient and that mutilation is required.

C5.2.3. Reclassification of Condition L Receipts

C5.2.3.1. Storage activities will report discrepant receipts from procurement and materiel held pending resolution of a transportation discrepancy in SCC L as prescribed by the chapter 4 receipt processing procedures. When directed by the owner, storage activities will also transfer materiel to SCC L and report the action using a dual adjustment transaction following the subparagraph C5.2.1.1. procedures.

C5.2.3.2. Owners are responsible for monitoring materiel suspended in SCC L and directing transfer of the materiel to its correct condition when litigation or other action to resolve the discrepancy is completed. If inspection or technical/engineering analysis confirms that a product quality deficiency prohibits further use of the materiel within DoD, the owner shall direct transfer of the materiel to SCC Q.

C5.2.3.3. When directed by the owner, storage activities will, within 3 calendar days from receipt of the direction, reclassify the suspended materiel to its correct SCC. Report completion of the action with a DI Code DAC Inventory Adjustment--Dual using the same document originally used to record the materiel in SCC L (i.e., the document number of the original receipt or adjustment transaction). Enter the new SCC in column 66 and SCC L in record position 71 of the dual adjustment.

C5.2.4. Reclassification of Condition K and R Receipts

C5.2.4.1. In accordance with the chapter 4 receipt processing procedures, storage activities may suspend materiel in SCC K upon receipt for condition determination. Storage activities may also receive materiel identified as SCC R (suspended) from reclamation activities which do not have the capability to determine the materiel condition.

C5.2.4.2. Storage activities will reclassify these suspended receipts to their correct SCC within the timeframes prescribed in the following subparagraphs. When materiel has been reclassified to its correct SCC, submit a DI Code DAC Inventory Adjustment--Dual to the owner using the same document number cited in the original

receipt transaction. Show the new SCC in record position 66 and the suspended SCC in record position 71 of the dual adjustment.

C5.2.4.2.1. With the exception of ammunition, reclassify materiel reported in SCC K within 10 calendar days after reporting the receipt; reclassify ammunition within 45 calendar days after reporting the receipt.

C5.2.4.2.2. When materiel identified as SCC R is received from reclamation activities, reclassify the materiel within 180 calendar days after reporting the receipt or prior to induction into maintenance facilities for repair/modification, whichever is sooner.

C5.2.4.2.2.1. When the capability to test/check SCC R assets for actual condition does not exist, the materiel may be forwarded to a maintenance facility for condition determination.

C5.2.4.2.2.2. The actual SCC of the assets must be recorded on the owner record before the assets may be included in a scheduled maintenance program.

C5.2.5. Automatic Disposal of Reclassified Stock. When materiel is reclassified to SCC H, storage activities may also, based on criteria promulgated by the DoD Components, automatically turn condemned and expired shelf-life materiel into reutilization and marketing or take other authorized automatic disposal action. Advise the owner of such simultaneous reclassification and automatic disposal action by entering Management Code M (materiel condemned--excludes expired shelf-life materiel) or Management Code T (materiel condemned--expired shelf-life materiel) in record position 72 of the dual adjustment transaction.

C5.2.6. Exceptions to Prescribed Timeframes for Condition Reclassification:

C5.2.6.1. When additional time is required to reclassify materiel held in SCCs J, K, or R, because of large quantities, lack of facilities, nonavailability of personnel and/or test equipment, or other circumstances considered justified by the storage activity Commander, the storage activity will forward an extension request to the owner.

C5.2.6.1.1. When appropriate, the owner will approve the request for extension, notify the storage activity, and establish a suspense to ensure that classification action is taken within the agreed upon timeframe.

C5.2.6.1.2. If the owner does not approve the request for extension, the storage activity will make every effort to comply with the established timeframe.

C5.2.6.2. Owners may request expedited reclassification of SCC J, K, and R assets whenever it is deemed necessary based on their stock position and overall management responsibility.

C5.2.7. Monitoring Assets Recorded in Suspended SCCs:

C5.2.7.1. Owners will review records for all materiel suspended in SCCs J, K, and R at least monthly and ensure that storage activities accomplish reclassification actions within prescribed timeframes.

C5.2.7.2. Although there is no prescribed timeframe for transferring suspended materiel from SCC L, owners will review all records for materiel suspended in SCC L at least quarterly and will take necessary action to ensure expeditious litigation/negotiation with contractors or common carriers.

C5.2.7.3. Although there is no prescribed timeframe for transferring suspended materiel from SCC Q, supply sources will review all records for materiel suspended in condition Q at least monthly. Supply sources will take necessary action to ensure expeditious inspection or technical/engineering analysis of suspect assets and prompt transfer of the assets, under paragraph C5.2.2. of this section , based on the inspection results.

C5.3. OWNERSHIP GAINS AND LOSSES

C5.3.1. Based on the unique requirements of the SMCA and the Military Services, authorized by DoD Directive 5160.65, separate inventory adjustment transactions DAS, D8S, and D9S have been developed to permit:

C5.3.1.1. Retaining the integrity of the document number from the requisitioner's original demand throughout total processing, when payback actions are necessary.

C5.3.1.2. Online recording and reconciliation of materiel debit and credit balances of the SMCA and affected Military Services.

C5.3.1.3. The Military Services to have an audit trail when their inventory/ financial records are affected.

C5.3.2. The DI Code DAS transaction (see appendix AP3.9) is designed for use as a dual transaction limited to effecting paybacks of SMCA items from one owning Service to another Service, in accordance with current DoD policy and inter-Service agreements. The SMCA will always initiate a DI Code DAS transaction for processing internal adjustments to custodial/accountable records and for notification of SMCA storage activities. The use of the M modifier in record position 29, to express

thousands when the quantity exceeds 99,999, is an optional feature that can be applied intra-Component and, by agreement, inter-Component. M modifiers are only applicable to ammunition items in Federal Supply Group 13.

C5.3.3. The DI Code D8S and D9S transactions (see appendix AP3.6) are designed for use as a single transaction limited to effecting paybacks of SM for conventional ammunition items from one owning Service to another Service, in accordance with current DoD policy and inter-Service agreements. The SMCA will always initiate the DI Code D8S/D9S transactions for updating internal custodial/accountable records and for notification to affected Military Services of actions to be accomplished. The use of the M modifier in record position 29, to express thousands when the quantity exceeds 99,999, is an optional feature that can be applied intra-Component and, by agreement, inter-Component. M modifiers are only applicable to ammunition items in Federal Supply Group 13.

C5.4. PURPOSE TRANSFERS. Based on authorized programs, materiel may be reserved for specific purposes and retained on inventory control records until requisitioned. To effect the transfer of assets between purpose codes, the single inventory adjustment transactions, DI Codes D8D and D9D (see appendix AP3.4), or the dual inventory adjustment transaction, DI Code DAD (see appendix AP3.8), will be processed against the inventory control records.

C5.5. INVENTORY GAINS AND LOSSES. Procedures concerned with adjustments due to physical inventory losses or gains are contained in chapter 7.

C5.6. ***MAINTAINING ACCOUNTABILITY DURING MAINTENANCE***

C5.6.1. Applicability. When responsibility for maintaining the property accountability record for DoD-owned property has been assigned to an activity(s) other than the owner, the responsible activity shall execute the owner's actions set forth in this section.

C5.6.1.1 These procedures apply to transfers of inventory to SCC M for maintenance, assembly, disassembly, reclamation, conversion, modification, repair, and destructive or nondestructive test/evaluation and transfer to their correct condition classification upon return from maintenance.

C5.6.1.2. These procedures exclude repair and return of materiel owned below the wholesale distribution system. However, storage activities will maintain visibility and the property accountability record for these assets pending transfer to maintenance and upon their return from maintenance.

C5.6.2. <u>Requirements</u>

C5.6.2.1. When materiel is scheduled for organic maintenance by DMISA or other inter-DoD Component agreement, the agreement shall specify the materiel control requirements to include whether the storage activity will report returns from maintenance to the owner (Principal) transfers from SCC M under this section or as receipts under chapter 4, section C4.12.

C5.6.2.2. Each DoD Component shall ensure that:

C5.6.2.2.1. Owned inventory which is in the hands of DoD, other Government (non-DoD), and commercial activities is properly accounted for under the provisions of chapters 3, 4, 5, and 7 (including paragraphs C7.2.3. and C7.2.4.) of this manual and, for commercial maintenance, the provisions of the FAR. This includes returns from field activities for repair and reissue as wholesale inventory. DoD Components shall prescribe use of any required internal codes to meet this requirement. (Responsibility of the owner (Principal for maintenance by DMISA).)

C5.6.2.2.2. Total item property records for materiel in the hands of maintenance activities are maintained and adjusted based on the quantity of items actually returned and will support the DoD 7000.14-R financial accounting requirements. (Responsibility of the owner (Principal for maintenance by DMISA).)

C5.6.2.2.3. Contracts for commercial maintenance require the reporting of materiel loss or damage to the contracting officer. Contracts may also require the contractor to report the start and completion of maintenance action for each unit of materiel. (Responsibility of the Agent for maintenance by DMISA.)

C5.6.2.2.4. Any needed interface between the procurement and supply operations/functions exists to assure that reported data is transmitted to the owner. (Responsibility of the agent for maintenance by DMISA.) Arrangements may be made for commercial activities to report directly to these activities using MILSTRAP transactions.

C5.6.2.2.5. Reported data affecting inventory balances is recorded on the total item property record. (Responsibility of the owner (Principal for maintenance by DMISA).)

C5.6.2.3. Storage activities shall report the following actions, as indicated, to the owner of the materiel. In DoD Component systems which do not use dual adjustment transactions, use the corresponding DI Code D8_ and D9_ single adjustment transactions. Follow the appendix AP3.8 format for preparing

DI Code DAC transactions or the appendix AP3.4 format for preparing DI Code D8/D9_ transactions.

C5.6.2.3.1. When materiel is inducted for maintenance (repair/modification, assembly, etc.), process a DI Code DAC dual adjustment to transfer the materiel from the SCC on the record to SCC M.

C5.6.2.3.2. When materiel is returned from maintenance (repair/modification, assembly, etc.), process a DI Code DAC dual adjustment to transfer the materiel from SCC M to the SCC in which the materiel is received (for example; SCC A for completed materiel, SCC G for materiel awaiting repair parts, or SCC H for condemned materiel). In DoD Component systems which do not use the dual adjustment, process the equivalent loss and gain transactions to accomplish the transfer.

C5.7. REIDENTIFICATION OF STOCK, STOCK NUMBER CHANGES, AND UNIT OF ISSUE CHANGES

C5.7.1. Reidentification of Stock

C5.7.1.1. When inspection reveals that an item in stock has been misidentified, storage activities will prepare and transmit two or more materiel adjustment transactions prepared as outlined in appendix Ap3.4. The first transaction will contain the misidentified stock number, the quantity misidentified, DI Code D9J (Decrease - Reidentification of Stock), and Suffix Code A.

C5.7.1.2. When one new stock number is picked up due to reidentification, the second materiel adjustment transaction will contain the same document number as the first transaction, the identified stock number, the quantity of the identified stock number, DI Code D8J (Increase - Reidentification of Stock), and Suffix Code B.

C5.7.1.3. When more than one new stock number is picked up due to reidentification, an additional DI Code D8J adjustment transaction for each newly identified stock number will be prepared and transmitted. The additional DI Code D8J adjustment transaction(s) will be prepared in the same manner as the second transaction except that the suffix codes will progress to C, D, etc., as each transaction is prepared. The suffix codes in the second and ensuing transactions will serve to correlate the transactions to the misidentified stock number.

C5.7.1.4. The owner/manager and storage activity will process the adjustment transactions against their inventory control records to effect the decrease under the incorrectly identified stock number and increase(s) against the correct stock number(s).

C5.7.2. Stock Number and/or Unit of Issue Changes:

C5.7.2.1. When only a stock number change occurs, the owner/manager and storage activity will each prepare and process two materiel adjustment transactions prepared as outlined in appendix AP3.4. The first transaction will contain the replaced stock number, DI Code D9K (Decrease - Catalog Data Change), and Suffix Code A. The second transaction will contain the same document number as the first transaction, DI Code D8K (Increase - Catalog Data Change), and Suffix Code B.

C5.7.2.2. When only a unit of issue change occurs, the owner/manager and storage activity will each prepare and process two materiel adjustment transactions prepared as outlined in appendix AP3.4. The first transaction will contain the quantity and unit of issue prior to change of unit of issue, DI Code D9K (Decrease - Catalog Data Change), and Suffix Code A. The second materiel adjustment transaction will contain the same document number and stock number as the first transaction, the new unit of issue, the new adjusted quantity based on the new unit of issue, DI Code D8K (Increase Catalog Data Change), and Suffix Code B.

C5.7.2.3. When a simultaneous stock number and unit of issue changes occur, the owner/manager and storage activity will each prepare and process two materiel adjustment transactions. The first transaction will contain the replaced stock number and its unit of issue and quantity, DI Code D9K (Decrease - Catalog Data Change), and Suffix Code A. The second materiel adjustment transaction will contain the same document number, the replacing stock number and unit of issue, the adjusted quantity based on the new unit of issue, DI Code D8K (Increase - Catalog Data Change), and Suffix Code B.

C5.8. CONDITION CHANGES FOR ITEMS BEING REPORTED/TURNED IN TO REUTILIZATION AND MARKETING ACTIVITIES

C5.8.1. When materiel is not identified by an NSN and is actually scrap, Components may prescribe that it be classified in SCC S for turn in to Defense Reutilization and Marketing Offices (DRMOs). Otherwise, only materiel recorded in SCCs A through H and Q will be reported or turned in to the DRMO.

C5.8.2. When excess, serviceable, or unserviceable materiel is classified in SCC J, K, L, M, N, P, or R, activities must initiate action to reclassify the materiel to an acceptable SCC (A through H, S, or Q) before preparing the turn-in documentation. Section C5.2 contains the materiel reclassification procedures.

C5.8.3. Activities not reporting or turning in materiel to DRMOs in an appropriate SCC will risk having the materiel rejected/returned by the DRMO for proper classification.

C5.8.4. Reutilization and marketing activities will use the appendix AP2.5 disposal condition codes to accurately describe the physical condition of the materiel based on its inspection at time of receipt. Reutilization and marketing activities will record both the supply and the disposal condition code for the materiel and will reflect both codes as management data for reutilization program screening and review. Within the reutilization and marketing process, Disposal Condition Code S is assigned for "property that has no value except for its basic materiel content." Consequently, Disposal Condition Code S may be assigned by DRMOs to materiel with or without NSN identification.

C6. CHAPTER 6

MATERIEL RECEIPT ACKNOWLEDGMENT

C6.1 PURPOSE

C6.1.1 This chapter provides policy and procedures for a DoD automated, closed-loop system to provide accountability and monitor receipt of shipments of DoD and General Services Administration (GSA) wholesale stocks and Defense Reutilization and Marketing Service (DRMS) stock which are issued from onhand assets or procured for direct vendor delivery (DVD). These procedures interface with customer wait time (CWT) for measuring receipt take-up time by requisitioners and with MILSTRIP (DoD 4000.25-1-M) for providing 100 percent shipment status on stock issues, including DVDs.

C6.1.2 These procedures provide for the control of due-in records below the wholesale level and the interface among the transportation, quality, supply, and financial operations/systems below the wholesale level and between the supply and purchasing operations/systems at the wholesale level to provide proper control over intransit assets and document receipt in the payment files.

C6.2 APPLICABILITY[1]

C6.2.1 These procedures apply to shipment of DoD wholesale stocks and DRMS stocks and in part, to shipments of GSA wholesale stocks–whether pushed or pulled, delivered or picked up, issued from onhand assets, or procured for DVD from commercial sources.

C6.2.2 These procedures, therefore, apply to:

C6.2.2.1 All DoD wholesale inventory control points (ICPs) and the DRMS.

C6.2.2.2 Recipients of DoD and GSA wholesale stocks and DRMS stock–including DoD intermediate/retail level and end use activities; contractors which receive GFM, and defined under DoD 4140.1-R and implemented in MILSTRIP; DoD ICPs which requisition materiel from GSA, DRMS, or other DoD ICPs; and DoD maintenance facilities which receive items for maintenance when the maintenance activity

[1]For the purpose of this chapter, the DRMS is the DoD ICP for shipments from reutilization and marketing.

accountable office assumes property accountability for the inducted items–hereafter called reporting activities.

C6.2.3 Implementation of the materiel receipt acknowledgment concept is optional for intra-Component shipments of retail stock. However, DoD Components which choose to implement the concept for such shipments will prescribe use of these procedures.

C6.3 EXCLUSIONS. These procedures are not applicable to the following:

C6.3.1 Commodities excluded from requisitioning under MILSTRIP, except that receipt of forms and publications requisitioned under MILSTRIP will be acknowledged.

C6.3.2 Shipments to Foreign Military Sales and Grant Aid customers except when the shipment concerns an unconfirmed materiel release order (MRO) as described in MILSTRIP, chapter 3, section 3.21 (Processing Follow-Ups).

C6.3.3 Inter-Component lateral redistributions of retail stock not directed by the Integrated Materiel Manager (IMM).

C6.3.4 Shipments to state, civil, or Federal Agency activities.

C6.3.5 Receipts into DoD wholesale stock which are controlled under chapter 4, including relocations/shipments to contractors, commercial, or industrial activities which are receipt reported to the owning ICP. However, when ICPs requisition materiel from another ICP or the DRMS and the receipt is reported under chapter 4, the requisitioning ICP will acknowledge the receipt.

C6.3.6 Shipments to defense reutilization and marketing which are covered under the MILSTRIP procedures for intransit control of shipments to Defense Reutilization and Marketing Offices (DRMOs).

C6.3.7 Shipments of fresh fruit and vegetables (FF&V).

C6.3.8 Shipments to Army/Air Force Exchange Service (DoDAACs HX1–, HX2–, HX3–, and HX4–).

C6.4 COMMUNICATIONS

C6.4.1 Chapter 1, section C1.10, states the responsibilities for reporting activities to make arrangements for the preparation and transmission of MILSTRAP transactions.

C6.4.2 Reporting activities will direct MRAs to the managing ICP, as identified from the instructions in appendix AP3.29. The Defense Automatic Addressing System

(DAAS) will pass the MRA to the designated ICP and provide images to other designated activities based upon DoD Component rules.

C6.4.3 ICPs will send all MRA follow-ups to the DAAS for transmission. The DAAS will route MRA follow-ups for U.S. forces to the “ship-to” activity identified by the signal code. If DAAS cannot determine the “ship-to” activity, DAAS will return the document to the ICP for mailing. The DAAS will route MRA follow-ups for security assistance requisitions to the applicable service International Logistics Control Office (ILCO) based on the entries in record position 30 (service code) and record position 54 (distribution code).

C6.5 POLICY

C6.5.1 Reporting Activities and ICPs shall meet the time limits stated throughout this chapter and summarized in appendix AP4.1.

C6.5.2 Reporting Activities, excluding ILCOs, shall:

C6.5.2.1 Establish supply due-in records for all requisitions (pulled or pushed) being supplies from wholesale stock. It is not required to establish a due-in record when shipment status is received after the materiel has been received.

C6.5.2.2 Update (or establish, when no previous record of the due-in/materiel receipt exists) due-in records and estimated delivery dates, based on supply and shipment status received. Establish due-in record estimated delivery dates which equal the appendix AP4.1 timeframes (i.e., the shipment status release day (DI Code AS_/AU_ record positions 57-59) plus 30 or 90 calendar days for shipments to continental United States (CONUS) or overseas activities, respectively).

C6.5.2.3 Post receipts from wholesale stock to a stock record/property, or equivalent, account and acknowledge materiel receipt under these procedures.

C6.5.2.4 Whenever materiel is taken into U.S. Government custody at final destination, whether it has been accepted or not, ensure that the receipt is posted to the stock record/property, or equivalent, account. Establish any needed interface among the transportation, quality, and supply operations/processes to meet this requirement.

C6.5.2.5 Monitor due-in records and report nonreceipt under these procedures when materiel is not received within the timeframes prescribed by appendix AP4.1. MILSTRIP requires that 100 percent shipment status be sent to all reporting activities so they can meet this requirement.

C6.5.2.6 Coordinate with the financial operation/function before clearing a due-in record by any action other than materiel receipt. Maintain an auditable record of all due-in records so cleared.

C6.5.2.7 Establish an interface with financial accounting operations/processes to maintain proper financial accounting control for intransit assets, as prescribed by DoD 7000.14-R.

C6.5.3 ILCO reporting activities shall screen history records for valid shipment status or coordinate with freight forwarders/customers to determine shipment status/receipt data, for unconfirmed MROs and send an MRA within the timeframes prescribed in appendix AP4.1.

C6.5.4 ICPs shall:

C6.5.4.1 Have a closed-loop system to monitor materiel receipt on all shipments of wholesale stock to DoD activities.

C6.5.4.2 Control MRA data based on quantity within document number. When the MRA does not match a shipped record, use the data only for quality control/ management evaluation purposes. Do not reject MRAs to the submitter.

C6.5.4.3 Keep an accessible record or requisitions, by document number and suffix code shipped, until materiel receipt is confirmed, nonreceipt is reported for the quantity shipped, or failure to acknowledge is included in management evaluation reports.

C6.5.4.4 Establish an interface between the supply and disbursing functions/operations to provide receipt acknowledgment data for all direct vendor deliveries for documentation of payment files.

C6.5.4.5 Consider MRA data in the Supply Discrepancy Report (SDR) validation process.

C6.5.5 DoD Components:

C6.5.5.1 Shall establish the internal interface among the logistics, financial, and contracting operations/systems necessary to accomplish the requirements of this chapter. When operations are geographically removed from each other, DoD Components may prescribe use of intra-DoD Component transactions to accomplish the required interface.

C6.5.5.2 May, for intra-DoD Component shipments, elect to have their shipping activity or CCP create an MRA and send it with the shipment for completion and submission by the reporting activity.

C6.5.5.3 May prescribe, where appropriate, that intermediate levels of supply (i.e., organizations that are not the ultimate materiel recipient but maintain due-in records for referred user requisitions) post receipts to their due-in records and acknowledge materiel receipt for the user.

C6.5.5.4 May record MRA data in requisition history and use such acknowledgment to close unconfirmed materiel release orders.

C6.5.6 GSA will not use the MRA to monitor materiel receipt but will use the data to interface with the discrepancy reporting process. Therefore, GSA will not follow up to reporting activities to request an MRA.

C6.5.7 Components may prescribe additional internal follow-up requirements using the appendices AP3.29 and AP3.30 formats.

C6.6 PREPARING AND SENDING MATERIEL RECEIPT ACKNOWLEDGMENT

C6.6.1 Reporting activities will submit an MRA when a materiel receipt is posted to the retail stock record, stock record account, property account, or equivalent record. Also, submit an MRA when due-in dates are reached and materiel has not been received. Send an MRA to the ICP:

C6.6.1.1 within 5 calendar days of materiel receipt.

C6.6.1.2 30 calendar days from the release date when a shipment to a CONUS activity has not been received.

C6.6.1.3 90 calendar days from the release date when a shipment to an overseas activity has not been received.

C6.6.2 ILCOs in receipt of DI Code ASH pseudoshipment status (see MILSTRIP, chapter 3, section 3.21 (Processing Follow-Ups)), will screen history records for valid shipment status. If valid shipment status is not available, ILCOs may coordinate with freight forwarders/customers to determine shipment status/receipt data. Submit an MRA to reflect the shipment status, receipt data, or nonreceipt within 120 calendar days from the DI Code ASH pseudoshipment status release date.

C6.6.3 Follow the AP3.29 instructions for preparing the MRA. Send the MRA to the ICP.

C6.6.4 To acknowledge receipt of a nondiscrepant shipment, submit the MRA leaving record position 63 blank and entering the day posted to the stock record/property, or equivalent, account in record positions 60-62.

C6.6.5 When a shipped line item (requisition document number and suffix code) is consigned as a split or partial shipment, send an MRA for the shipment segments as they are received. If the total quantity for the shipped line item is not received by the due-in date, report the missing quantity under paragraph C6.6.6.3.

C6.6.6 To acknowledge receipt of a discrepant/deficient shipment, submit an MRA, except as noted below, with the appropriate discrepancy indicator code (appendix AP2.17) in record position 63. Note that these requirements and timeframes are independent from prescribed shipment tracing and discrepancy/deficiency reporting requirements and timeframes to which the receiving facility must also adhere.

C6.6.6.1 If the document number cannot be identified, post the receipt using a local document number. Do not submit an MRA.

C6.6.6.2 If the stock number/part number of the item received cannot be fully entered in record positions 8-22, level blank. If stock number/part number cannot be fully entered in record positions 8-22 and is a wrong item or cannot be identified, leave record positions 8-22 blank and enter discrepancy indicator code A in record position 63.

C6.6.6.3 For total or partial nonreceipt, enter the quantity not received in record positions 25-29, Discrepancy Indicator Code F in record position 63, and the transaction preparation day in record positions 60-62.

C6.6.6.4 Except for shortage and partial or total nonreceipt, covered in paragraph C6.6.6.3., enter a code X in record position 63 of the MRA if the discrepancy does not meet discrepancy reporting criteria.

C6.6.6.5 When the discrepancy causes the receipt to be posted using more than one transaction (e.g., multiple supply condition codes or multiple stock numbers are received), send an MRA for each transaction posted. If needed, also send an MRA for any quantity not received.

C6.7 FOLLOW-UPS FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT

C6.7.1 When materiel shipment is confirmed or when the requisition involves an unconfirmed MRO as described in MILSTRIP chapter 3, section C3.21 (Processing Follow-Ups), the ICP will monitor for receipt of MRA(s). MRA must be received for the total quantity shipped within 45 calendar days from the date released to carrier for shipments to CONUS activities, within 105 calendar days from the date released to carrier for shipments to overseas activities, or within 135 days from the DI Code ASH pseudoshipment status release date for security assistance requisitions. Otherwise, the ICP will send a DI Code DRF follow-up, prepared in the appendix AP3.30 format.

C6.7.2 To answer the follow-up, the reporting activity will fill out an MRA following the section C6.6. procedures but entering DI Code DRB in record positions 1-3. Send the MRA to the ICP within 15 calendar days from the transaction day in the follow-up.

C6.7.3 If a reply is not received within 30 calendar days from the follow-up transaction date, the ICP will include the delinquency information in the management evaluation report (section C6.10). Also, if the requisition involves an unconfirmed MRO

(see MILSTRIP, chapter 3, section C3.21 (Processing Follow-Ups)), then the ICP will resolve the record as described in MILSTRIP, chapter 3, section C3.22 (Force Closed Materiel Release Confirmation).

C6.8 CORRECTING OR CANCELING MATERIEL RECEIPT ACKNOWLEDGMENT

C6.8.1 MRA Errors

C6.8.1.1 ***Invalid Quantity (quantity field is blank or contains alphas or special characters):***

C6.8.1.1.1 ***DAASC will reject MRA transactions (DI Codes DRA/DRB) received with an invalid quantity field (rp 25-29) to the reporting activity with a narrative reject stating: Correct and resubmit. The quantity in rp 25-29 is invalid.***

C6.8.1.1.2 ***Reporting activities which acknowledged receipt using an invalid quantity are to correct and resubmit the MRA upon receipt of the narrative message reject.***

C6.8.1.2 ***Blank Unit of Issue***

C6.8.1.2.1 ***DAASC will reject MRA transactions (DI Codes DRA/DRB) received with a blank unit of issue (rp 23-24) to the reporting activity with a narrative reject message stating: Unit of Issue contains blanks or special characters.***

C6.8.1.2.2 ***Reporting activities which acknowledged receipt using a blank unit of issue are to correct and resubmit the MRA upon receipt of the narrative message reject.***

C6.8.1.3 ***Other Errors.*** Activities which acknowledge a materiel receipt in error, ***other than an invalid quantity or blank unit of issue***, will not correct the MRA. However to ensure validation of any SDR for the shipment, the reporting activity must identify the erroneous MRA information in the SDR remarks. ***MRAs with an invalid quantity field or blank unit of issue will be processed as addressed in paragraph C6.8.1.1 and C6.8.1.2.***

C6.8.2 When an ICP receives an MRA that does not match a shipment record, or contains errors, the ICP will document the error in the management evaluation report or quality control data, as applicable.

C6.9 QUALITY CONTROL

C6.9.1 To comply with the requirements of chapter 7, ICPs and reporting activities shall include the evaluation of internal MRA processing in their quality control programs. The following work processes shall be included: accuracy of MRA initiation of follow-up,

submission timeliness, and investigative research to determine and correct processing errors.

C6.9.2 Command managers shall assign to specific organizations the responsibility for directing and monitoring corrective action. The purpose of the program is to assist management in identifying those human, procedural, or system errors which adversely affect the MRA process or indicate potential deficiencies in the control over intransit assets.

C6.9.3 Command managers must ensure effective organizational interrelationships among the functional operations/processes concerned with MRA, such as; supply, procurement, financial, inventory management, transportation, quality assurance, and storage.

C6.10 MANAGEMENT EVALUATION

C6.10.1 DoD Components shall establish a management evaluation program which monitors and evaluates MRA submission to ensure compliance with MRA requirements. Execute timely processing and perform response rate analyses to identify nonresponsive activities and initiate corrective actions.

C6.10.2 The program shall provide for:

C6.10.2.1 Review of the MRA Management Information report (Report Control Symbol DD-AT&L(AR)1113 applies). DAASC will prepare the report and provide access by electronic means. The report content is determined by the Supply Process Review Committee. Each MILSTRAP focal point is responsible for analysis of the report to identify potential deficiencies in their Service or Agency MRA operations or procedures contributing to breakdowns in internal controls for intransit wholesale stock. MILSTRAP focal points are responsible for initiating corrective action with delinquent and nonreporting activities.

C6.10.2.2 The MRA Management information report shall include as a minimum:

C6.10.2.2.1 ***Documentation of nonresponses for a reporting period to include: the number of qualifying shipments made to an activity (by "ship to" DoDAAC); the number of MRA responses received from that activity; the number of nonresponses.***

C6.10.2.2.2 ***Breakdown of nonresponses by DVD and stocked shipment to include the number, percentage, and dollar value of each category.***

C6.10.2.2.3 ***Report of MRAs having a discrepancy indicator; report by shipping activity to indicate total shipments that qualified for an MRA during the report period; total MRAs received with a discrepancy indicator and a subset to identify them by "ship to" activity.***

C6.10.2.3 The MRA Management Information report will provide the capability to access information by specific categories of DoDAACs such as subsistence, ammunition, contractor, and Army Total Package Fielding. Additionally it will provide the capability to request highlight listing showing DoDAACs with a high number of nonresponses (for example, all DoDAACs with over 500 nonresponses) to assist in identifying organizations not complying with MRA procedures.

C6.10.3 ICPs shall maintain accessible records of shipments and MRA transactions to support the reporting requirements.

C7. CHAPTER 7

PHYSICAL INVENTORY CONTROL

C7.1. GENERAL. This chapter provides procedures, performance objectives, and reporting requirements for maintaining accurate records of the physical inventory, conducting physical inventory counts, and reconciling record variance for materiel within the DoD supply system.

C7.1.1. Applicability. Basic elements of the physical inventory control program prescribed by this chapter apply to the Military Departments and the Defense Agencies, hereafter referred to as DoD Components, and establish:

C7.1.1.1. Uniform procedures, based on existing DoD policy, for maintaining accurate records, conducting physical inventories, and location surveys/reconciliations, researching inventory discrepancies, and causes for adjustments, performance assessment, and for quality control of work processes prescribed by the DoD Physical Inventory Control Program.

C7.1.1.2. Management control of all DoD wholesale supply system materiel to include:

C7.1.1.2.1. principal items,

C7.1.1.2.2. packaged petroleum, oil, and lubricants,

C7.1.1.2.3.secondary items regardless of whether assets are purchased with stock fund or procurement appropriations,

C4.1.1.2.4. ammunition,

C7.1.1.2.5. forms and publications, and

C7.1.1.2.6. subsistence.

C7.1.1.3. Management data and performance standards necessary to measure the effectiveness of physical inventory control in the DoD supply system.

C7.1.2. Exclusions

C7.1.2.1.These procedures are not applicable to bulk petroleum; complete ships, aircraft, ballistic missiles, nuclear weapons, space vehicles; assets located at contractor-owned and/or contractor-operated facilities which are not maintained on the

DoD wholesale property accountability records; Industrial Plant Equipment reportable to the Defense Industrial Plant Equipment Center; National Security Agency/Central Security Service assets; and National Defense Stock Pile assets. Loaned materiel and materiel in transit will be accounted for in accordance with chapter 4 of this manual and DoD Component procedures.

C7.1.2.2. Physical inventory control procedures for bulk petroleum are contained in DoD 4140.25-M.

C7.1.2.3. Nuclear weapons for which DoD has custodial responsibility. Inventories are in accordance with Joint Publication 6, Volume II, Joint Reports; part 4, Nuclear Weapons Reports; section 5, Stockpile Inventories and Inventory Reports.

C7.2. POLICY. DoD policy is contained in DoD 4140.1-R.

C7.2.1. Purpose. The purpose of the DoD physical inventory control process is to:

C7.2.1.1. Ensure materiel accountability is properly executed within the DoD;

C7.2.1.2. Ensure accurate property accountability records for the physical inventory are maintained in support of customer requirements and readiness by performing physical inventories and location surveys/reconciliations;

C7.2.1.3. Identify and help resolve problems in supply system work processes affecting property accountability records by performing quality control of the work processes; and

C7.2.1.4. Identify repetitive processing errors and maintain accurate records for supply system transactions generated within the supply system by researching and reconciling property accountability record imbalances and potential discrepancies.

C7.2.2. Philosophy

C7.2.2.1. The dynamic nature of the physical inventory control function, and the cost of counting and reconciling records, requires that the approach be more selective than the "100 percent wall-to-wall total item count" concept. Available inventory resources must be directed toward those potential and actual discrepancies, controlled inventory items, and weapon system critical items for which the maximum returns will be derived from the resources which are applied.

C7.2.2.2. A fundamental requirement of inventory integrity is to implement the technical capability that provides for the total item property record which includes a single shared asset balance maintained by the storage activity.

C7.2.3. Security of Materiel. Security is the first line of defense for physical inventory control; therefore, DoD Components shall pay special attention to the safeguarding of inventory items. This shall include analysis of loss rates through inventories, financial liability investigation of property loss reports (DD Form 200), and criminal incident reports, to establish whether repetitive losses indicate criminal or negligent activity. Physical security procedures for supply system materiel are contained in DoD 5200.8-R.

C7.2.4. Asset Management. A single total item property record shall be shared to provide materiel asset information. The total item property record shall, as a minimum, include materiel that is due in, in transit, in organic maintenance facilities, in a contractor's custody, on loan, on hand in distribution centers, reported on hand at retail activities, and for reported assets in the custody of users. The record or record set shall identify the quantity, condition, and value of the item assets for each organizational entity having physical custody of these assets.

C7.2.5. Maintaining Property Accountability/Responsibility. The property accountability responsibility for segments of the total item property record may be delegated to, but not shared by, one or more organizational entities. However, asset balance information for a particular segment (such as the storage activity balance for an item) will be shared, duplicative records will not be maintained.

C7.2.5.1. The storage activity maintains the property accountability record for all materiel in storage and is responsible, as a minimum, for materiel custody, care, receipt, storage, and issue; safeguarding, and re-warehousing materiels; physical inventory, and research; location survey/reconciliation; quality control checks; supply discrepancy report initiation, research and resolution; investigating and assessing financial liability for loss, damage, and destruction of Government property; and appropriate actions necessary to ensure that the physical on-hand quantity and the total item property record quantity are in agreement.

C7.2.5.2. The owning DoD Component shall assume or assign the accountability for materiel not in the physical custody of a storage activity, including materiel inducted for organic repair, test assembly/disassembly, conversion, modification, or reclamation; materiel in a contractor’s hands (in accordance with provisions of the FAR; materiel in transit; materiel on loan, etc.

C7.2.5.3. The Integrated Materiel Manager is responsible for initiating and directing the conduct of physical inventories; discrepancy research, and reports; resolving discrepancies, investigating, and assessing liability for loss, damaged, and destruction of Government property; and take appropriate actions necessary to ensure that the on-hand quantity and the total item property record quantity are in agreement for all DoD materiel that is not in the physical custody of DoD Activities.

C7.2.6. End of the Day Processing. Use the following end of the day processing procedures pending the established of single shared asset balances (See paragraphs

C7.2.2. and C7.2.4., above.). End of the day processing shall be accomplished as follows:

C7.2.6.1. Owners/managers and storage activities shall match all active record (i.e., stock numbers which had any transactions affecting record balances) on-hand balances daily. The storage activity shall submit the daily closing on-hand balance to each affected owner/manager using DI Code DZH, Location Reconciliation Request, prepared in the appendix AP3.63 format, citing Type of Location Reconciliation Request Code 1 in record position 7.

C7.2.6.2. Storage activities shall prepare ***location reconciliation request*** transactions by line item (stock number + supply condition code ***(SCC)*** = line item), type of pack, and date packed /expiration date for subsistence, for each record experiencing transactions affecting the balance (including zero balance) and for no physical inventory adjustment required (DI Code D8A with zero quantity) transactions. The storage activity shall also submit DI Code DZM, End of Day Accountable Transaction Count, prepared in the appendix AP3.66 format, to advise the owner/ manager of the number of balance affecting transactions that were forwarded during the daily course of business. This transaction is compared to the actual number of transactions received by the owner/manager to identify missing transactions and aid in unreconciled balance (URB) research.

C7.2.6.3. Owners shall match the storage activity ***location reconciliation requests*** to the affected records. Imbalances will be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions. For unresolved mismatched quantities, the owner/manager will update the affected record on-hand balance with the storage activity's closing on-hand balance. The mismatched quantity (gains and losses) shall be adjusted with a DI Code D8B/D9B, Inventory Adjustment Increase/Decrease (Accounting Error) transaction.

C7.2.6.4. Owners/managers will request assistance from the storage activity to isolate causes of record imbalances to maintain transaction level integrity. The storage activity assistance should focus on data transmission, e.g., lost transactions, etc.

C7.2.7. Reconciling Total Item Property Records with Financial Records. Owning DoD Components shall reconcile total item property records and financial records as prescribed by DoD 7000.14-R to ensure compatibility of the total inventory value reflected by these records and associated reports.

C7.2.8. Item Management/Control. DoD materiel is managed and controlled by stock number, and ***SCC***, and by type of pack, and date packed/expiration date for subsistence; therefore, physical inventories shall be conducted and the results reported to owners/managers by stock number and ***SCC*** and by type of pack and date packed/expiration date for subsistence.

C7.2.9. Storage Activity Record Keeping. Storage activities shall maintain quantitative balance records for all materiel on hand regardless of ownership. Storage activities shall maintain transaction histories to support the balance records. Maintenance of these records shall provide the capability to detect theft or diversion of materiel and improve the ability to determine the cause of inventory variances for corrective action.

C7.2.10. Inventory Prioritization. DoD Components shall select and prioritize items for inventory for which they are accountable as follows:

C7.2.10.1. Inventory Sampling. A stratified, hierarchal inventory sample will be accomplished at least once annually for the purpose of validating the accuracy of the accountable record. The results of the sample will be reported in accordance with the stratification and tolerances cited in paragraph C7.2.12.5.

C7.2.10.2. Complete inventories shall be accomplished as follows:

C7.2.10.2.1. Controlled Inventory Items. The following controlled inventory items (identified in DoD 4100.39-M) require complete physical inventory and do not qualify for use of a random statistical sampling approach:

C7.2.10.2.1.1. Top secret.

C7.2.10.2.1.2. Narcotics, drug abuse items, and alcohol.

C7.2.10.2.1.3. Category I non-nuclear missiles and rockets (semiannually in accordance with DoD 5100.76-M.

C7.2.10.2.1.4. Precious metals.

C7.2.10.2.1.5. Small arms.

C7.2.10.2.1.6. Radioactive items.

C7.2.10.2.1.7. Inert nuclear ordnance materiel.

C7.2.10.2.1.8. Other items that may be designated by OSD or the DoD Component.

C7.2.10.2.2. If ammunition or subsistence is subjected to complete inventory, physical inventory and location survey may be conducted concurrently.

C7.2.10.2.3. Controlled inventory items not subject to annual complete physical inventory must be subjected to annual random statistical sampling. Acceptable statistical sampling techniques are widely prescribed and may be used so long as every

item included in the population has an equal probability of being selected in the sample. The statistical sampling technique must provide reasonable assurance (as a minimum) that the property accountability records are accurate with a 95 percent level of confidence, accuracy level of ***9***5 percent, and a maximum margin of error of 2 percent. If the sample inventory results do not satisfy the above criteria, complete physical inventory of the population from which the sample was selected, will be performed.

C7.2.10.3. Inventories for items not designated for complete inventory under subparagraph C7.2.10.2., shall be accomplished as a result of:

C7.2.10.3.1. Total or partial materiel release denials (spot inventory--see subparagraph C7.3.4.2. and appendix AP2.2, Type of Physical Inventory/Transaction History Code E).

C7.2.10.3.2. Location reconciliation variances.

C7.2.10.3.3. Location survey errors.

C7.2.10.3.4. Owner/manager request (special inventory); or

C7.2.10.3.5. Owners may select items for inventory based on the owner physical inventory prioritization methodology or model which considers characteristics identified by each Service based on Service priorities, readiness drivers; etc. The owner and depot would negotiate projected workload at least once annually (prior to each Fiscal Year). The owner would provide the prioritization methodology/model results to the distribution depot annually by submission of a DI Code DJA transaction with a Type Physical Inventory Code I.[1] Items selected for inventory based on the owner priority selection system shall not be given priority over items in subparagraphs C7.2.10.1., C7.2.10.2, C7.2.10.3.1, C7.2.10.3.2, and C7.2.10.3.3.

C7.2.11. Potential Discrepancies. Potential discrepancies between the actual physical count of materiel and the property accountability record on-hand balance shall be researched and resolved in accordance with figure 7-1, page C7-27, either by:

C7.2.11.1. Correctly posting supply transactions (e.g., receipts, issues, adjustments, etc.) discovered during the research process that were previously incorrect or unposted resulting in the record imbalance; and/or

C7.2.11.2.Posting an inventory adjustment to correct the record imbalance.

[1] The Distribution Standard System is capable of accepting DI Code DJA with Type of Physical Inventory/Transaction History Code I, however the Services have not yet implemented this capability. Service Supply PRC representatives are to notify DLMSO when implementation date is known per Approved DLMS Change (ADC) 33 (available at http://www.dla.mil/j-6/dlmso/Changes.)

C7.2.12. Accuracy and Performance Goals. The acceptable DoD accuracy and performance goals are as follows:

C7.2.12.1. Materiel Denial Goal: Not greater than 1 percent.

C7.2.12.2. Receipt Processing Performance Goal: 90 percent stored and posted within MILSTRAP, chapter 4, time standards.

C7.2.12.3. Location Audit Program Goal:

C7.2.12.3.1. Location Survey Accuracy:

C7.2.12.3.1.1. General Supplies: 97 percent.

C7.2.12.3.1.2. Ammunition: 98 percent.

C7.2.12.3.2. Location Reconciliation Accuracy:

C7.2.12.3.2.1. General Supplies: 97 percent.

C7.2.12.3.2.2. Ammunition: 98 percent.

C7.2.12.4. Ammunition Property Accountability Record Accuracy Goal: 95 percent.

C7.2.12.5. General Supplies Record Accuracy Goals[2]

Table C7.T.1. GENERAL SUPPLIES RECORD ACCURACY GOALS STRATIFICATION SUB-POPULATIONS AND ASSOCIATED GOALS AND TOLERANCE LEVELS

CATEGORY	SUB-POPULATION	GOAL (PERCENT)	TOLERANCE (PERCENT)
A	UNIT PRICE ≥ $1,000	99	0
B	UNITS OF ISSUE WHICH MAY BE NONDEFINITIVE OR DIFFICULT TO MEASURE[3] OR (ON-HAND BAL > 50 AND EXTENDED VALUE < $50,000) OR NSN ACTIVITY (# transactions affecting balance in one year) > 50	95	10
C	DATE OF LAST INVENTORY > 24 MONTHS AND ON-HAND BALANCE < 50	95	5
D	ALL OTHER MATERIEL NOT MEETING ABOVE CRITERIA	95	0

95 percent Confidence Level
±4 percent Bound applicable to each category

C7.3. PHYSICAL INVENTORY PROCEDURES

C7.3.1. Inventory Program Accomplishment. Storage activities will monitor program accomplishment throughout the fiscal year to ensure that the requirements of paragraph C7.2.10. are met.

C7.3.2. Pre-inventory Planning. The potential for count inaccuracies will be reduced by conducting pre-inventory planning to include:

C7.3.2.1. Actions to ensure location integrity by correcting such situations as unbinned/loose materiel; questionable identity of materiel in location; and single locations containing multiple ***SCC***s or stock numbers, inadequately labeled shelf-life items (date of manufacture/assembly/pack or date of expiration/ inspection/test, as appropriate); and/or materiel lots stored in a single location.

[2]Within 30 days after the end of the 4th quarter each fiscal year, Components must submit record accuracy goals information to ADUSD SCI, via electronic mail. Submit to: Debra.Bennett@osd.mil. Data may be obtained throughout the year.

[3]Applicable Units of Issue: AT, AY, BF, BK, CD, CF, CZ, DZ, FY, FT, FV, GP, GR, HD, KT, LB, MR, OZ, OT, PG, PR, SE, SF, SO, SP, SY, TD, TE, TF, TN, TO, TS, MC, MX, YD

C7.3.2.2. Document cleanup to ensure to the extent possible that receipts, adjustments, transaction reversals, and other transactions are posted to the property accountability record and that in-process receipts are stored in location prior to the established physical inventory cutoff date.

C7.3.3. Scheduled Inventories

C7.3.3.1. Storage activities will initiate all scheduled inventories based on item characteristics, specifically the controlled inventory item code and any other category codes designated by DoD Components that require physical inventory not less than once each fiscal year, with DI Code DJA, Physical Inventory Requests, prepared in the appendix AP3.15 format, using Type of Physical Inventory/Transaction History Code G.

C7.3.3.2 Storage activities will initiate all scheduled inventories based on selection and prioritization model criteria with DI Code DJA requests, using Type of Physical Inventory/Transaction History Code I.

C7.3.3. Storage activities will initiate the scheduled random statistical sample inventory to meet the Departments' requirement to validate the accuracy of the supply records with DI Code DJA requests using Type of Physical Inventory/Transaction History Code N.

C7.3.3.4. Owners may initiate a scheduled random statistical sample inventory of line items owned to determine the overall accuracy of their records with DI Code DJA, using Type of Physical Inventory/Transaction History Code L. Storage activities may also initiate a scheduled random statistical sample inventory of line items in storage to determine the overall accuracy of their records with DI Code DJA, using Type of Physical Inventory/Transaction History Code P.

C7.3.4. Unscheduled Inventories

C7.3.4.1. Owners, AOs, and storage activities will initiate special inventories using DI Code DJA transactions, prepared in the appendix AP3.15 format. If an inventory has not been taken within the past 90 calendar days, cite Type of Physical Inventory/Transaction History Code C, D, J, or K in the transaction. If an inventory has been taken within the past 90 calendar days, an effort will be made to construct a transaction history and from it determine what the item balance should be or what discrepancy may have caused an imbalance. Only when these efforts fail to produce satisfactory results will special inventories be generated. In this case, cite Type of Physical Inventory/Transaction History Code H in the DI Code DJA transaction. The procedure for restricting special inventories may be waived when the inventory manager has recorded backorders for the item involved.

C7.3.4.2. Storage activities will initiate spot inventories as a result of a total or partial materiel denial on classified and sensitive items regardless of value, pilferable items when the value of the variance is greater than $100, and for non-controlled items variances greater than $5000. These requests will cite Type of Physical Inventory/Transaction History Code E.

C7.3.4.3. Storage activities shall accomplish all requests for spot inventories.

C7.3.4.4. Storage activities may initiate unscheduled inventories as a result of on-hand balance mismatches between the locator and property accountability records with DI Code DJA, using Type of Physical Inventory/Transaction History Code M.

C7.3.5. Canceling Inventories

C7.3.5.1. When conditions exist which preclude accurate completion of an inventory which has been established, the inventory will be canceled by the storage activity or the owner/manager. Conditions which may require cancellation include, but are not limited to, catalog changes, re-warehousing of materiel under inventory, insufficient resources, insufficient time to meet established inventory timeframes to notify other affected owners/managers, and acts of God.

C7.3.5.2. When an owner/manager cancels an inventory, the owner/manager will notify all affected storage activities using a DI Code DJA Physical Inventory Request citing Management Code N.

C7.3.5.3. When a storage activity cancels an inventory, or when an owner/manager requests cancellation of an inventory, the storage activity will notify the requesting owners using the DI Code DJA Physical Inventory Request citing Management Code N. When a canceled inventory is required to meet annual inventory schedule requirements, it must be rescheduled by the storage activity within the current fiscal year. When a spot inventory (Type of Physical Inventory/Transaction History Code E) is canceled, it must be rescheduled within 15 calendar days.

C7.3.6. Conducting, Recording, and Reporting the Inventory

C7.3.6.1. Physical inventory procedures at storage activities will provide the required asset-to-record accuracy with positive control of materiel and documentation which are in float, including materiel release orders, receipts, condition transfers, catalog, and other data changes, etc.

C7.3.6.2. The storage activity may reduce the volume of in-float accountable documents, during the period required for an item count, by suspending the issue of low priority materiel release transactions from items undergoing inventory. However, materiel will be released for items undergoing inventory when such release is necessary

to meet the order/ship timeframes prescribed by DoD 4140.1-R, to include the recognition of the RDD. The storage activity may also reduce the volume of in-float accountable documents by deferring routine ***SCC*** changes, providing the chapter 5 control requirements are complied with.

C7.3.6.3. Storage activities will complete physical inventories and transmit the appropriate DI Code D8A/D9A Inventory Adjustments to the owner/manager within 30 calendar days subsequent to the Physical Inventory Cutoff Date (PICD) for scheduled inventories and within 15 calendar days subsequent to the PICD for unscheduled inventories.

C7.3.6.4. The storage activity will compare the adjusted count with the balance maintained by the storage activity to determine the potential variance and initiate post count validation and preadjustment research as required under section C7.4.

C7.3.6.5. Immediately upon completion of post-count validation and preadjustment research, the storage activity will record the count and date of last inventory on the storage activity quantitative balance record.

C7.3.6.6. When no adjustment is required, the storage activity will update the storage activity record with the date of last inventory and transmit a DI Code D8A with zero quantity for each line item to the owner/manager to indicate completion of the inventory. The owner/manager will update the date of last inventory using the adjustment transaction date.

C7.3.6.7. When the storage activity record reflects more than one owner for commingled materiel, the storage activity will apply all gains and losses to the wholesale manager. The storage activity will prorate any losses that cannot be applied to the wholesale manager among all owners having balances. Storage activities will not consider foreign owner balances in the prorating process. Foreign owner and Special Defense Acquisition Fund balances will not be altered unless they are the only remaining balances for reporting a loss. Resolution of these losses will be in accordance with DoD Security Assistance Program policy.

C7.3.6.8. The storage activity will process DI Code D8A/D9A adjustments by line item, and by each date packed/expiration date and type of pack for subsistence, to update the storage activity quantitative balance record and each owner/manager record.

C7.3.7. <u>Reconciling Manual Records for Controlled Items</u>. When manual records are maintained for control of assets in secured storage, the storage activity, as a minimum, will reconcile these records at the time of inventory with the corresponding storage activity records and physical counts of materiel.

C7.3.8. <u>Unscheduled Physical Inventory Follow-up</u>

C7.3.8.1. When the owner/manager has requested an unscheduled inventory and no adjustment or completion transaction has been received within 40 calendar days of the date of the request, the owner/manager will follow up using a DI Code DJA request which cites Management Code X in record position 72 and duplicates the remaining data from the DI Code DJA transaction which established the inventory.

C7.3.8.2. The storage activity will respond to the owner/manager follow-up within 5 calendar days by providing the appropriate adjustment, completion, or cancellation transaction. If an adjustment or completion transaction was previously submitted and a follow-up is received, the storage activity will reply by submitting a DI Code DJA with Management Code Y to the owner/manager and Transaction History Transmittal (DI Code DZK) reflecting the actual physical inventory adjustment.

C7.3.8.3. If the storage activity does not have a record of the owner/manager original DI Code DJA request, the storage activity shall process the DI Code DJA with Management Code X as an original DI Code DJA.

C7.4. RESEARCH OF POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS

C7.4.1. Policy. DoD Components will ensure that potential or actual adjustments are researched in accordance with the value of the adjustment and type of item involved. The DoD criteria for this research are set forth in figure 7-1 and will be used as the basis for selective research for supply system materiel. A reduction of the volume of erroneous adjustments can only be achieved by conducting specified degrees of research before posting the adjustment transaction. More stringent research requirements may be imposed by DoD Components based upon the limits of resources available and upon specific asset control problems. However, in no case will adjustments be processed against items without required preadjustment research having been performed (see Figure C7.F.1., page C7-27).

C7.4.2. Objectives. Analysis of inventory adjustments is vital in order to:

C7.4.2.1. Identify failures in the control systems so improvements can be made.

C7.4.2.2. Reduce similar discrepancies in the future.

C7.4.2.3. Ensure that the proper adjustment was made.

C7.4.2.4. Evaluate indicators of trends or system problems for corrective action.

C7.4.2.5. Detect negligence, abuse, or theft of materiel. Known or suspected negligence, abuse, or theft will be researched in accordance with DoD ***7000.14-R*** and figure C7.F.1.

C7.4.3. Timeliness of Research. Timely completion of the research of potential adjustments is essential. Delay only increases the complexities of adequate research and reduces the probability of conclusive findings.

C7.4.3.1. Storage activity preadjustment research must be completed and the physical inventory adjustment/completion action posted to the owner/manager record within 30 calendar days from the PICD for scheduled inventories and 15 calendar days from the PICD for unscheduled inventories.

C7.4.3.2. The storage activity must complete mandatory causative research within 45 calendar days from the date the adjustment transaction was posted. Sample causative research must be completed within 45 calendar days from the date the sample causative research listing is created.

C7.4.4. Transaction History Requests. For intra-Component (or inter-Component, based on agreement of the DoD Components involved) reconciliation, the owner/manager may request transaction history for analyzing inventory discrepancies.

C7.4.4.1. The owner/manager will request the history using a DI Code DZJ Transaction History/Custodial Balance Request, prepared in the appendix AP3.64 format, citing in record position 7 the appropriate type of physical inventory/transaction history code from appendix AP2.2. Transaction history will consist of all transactions affecting the balance for the requested timeframe.

C7.4.4.2. The storage activity will provide the transaction history data using the DI Code DZK, Transaction History Transmittal, prepared in the appendix AP3.65 format. Transmit the history using the media specified by the type of media code (see appendix AP2.15) entered in record position 60 of the DI Code DZJ request.

C7.4.5. Error Classification Coding. Causes of potential/actual inventory adjustments are determined by research. Causes will be classified, analyzed, and evaluated so action may be taken to correct situations that are causing the errors. Error classification codes will be entered in positions 63-65 of DI Code D8A/D9A Inventory Adjustment Transactions[4]. For analysis and evaluation, error conditions will be identified to the operation in which they occurred (e.g., receiving, issue, etc.) and classified by type within each operation. For reporting purposes, each operation and each error type have been identified by an alphabetic or numeric code as shown in appendix AP2.16. The error classification system is structured to provide the DoD

[4] The Integrated Materiel Manager may use the error classification codes in record positions 63-65 in DI Codes D8B/D9B Inventory Adjustment Transactions (Accounting Errors) pending the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

Components the latitude to amplify the DoD defined error classifications; however, DoD Components will summarize internally defined error classifications to the appropriate DoD classification for all reports provided to higher authorities, auditors, etc.

C7.4.6. Error Classification Feedback and Correction

C7.4.6.1. The storage activity will prepare a quarterly summary of the causative research results -- by the error ***classification*** code -- and provide feedback to the commander of the storage activity concerned. As a minimum, the activity will include a summary of the number and value of adjustments by error ***classification*** codes.

C7.4.6.2. Storage activities will use this information in conjunction with other local indicators to identify and correct recurring errors in their operations (e.g., through initiation of training, increased frequency of quality control checks, and other actions as required).

C7.4.7. Controlled Inventory Item Adjustments. Unresolved physical inventory adjustments for all classified and sensitive items regardless of value, and for pilferable items when the adjustment is in excess of $2,500, as prescribed by DoD ***7000.14-R***, will be referred to security officials of the storage activity at which the adjustment occurred to determine whether there is culpability or when fraud, waste, or abuse is suspected (see figure 7-1).

C7.4.8. Materiel Release Denials. MILSTRIP (DoD 4000.25-1-M) prescribes DoD standard document formats, data codes, and criteria for the preparation and processing of materiel release denials at storage activities and inventory control points.

C7.4.8.1. Upon initiation of a materiel release denial citing Management Code 1, 2, 3 (applies to subsistence only), or 4 (applies to subsistence and ammunition only), storage activities will:

C7.4.8.1.1. Reverse the issue, adjust the storage activity record on-hand quantitative balance to zero, and transmit a DI Code D9A for the adjusted quantity to the owner/manager attempting to issue the materiel, citing denial Management Code 1, 2, 3, or 4, and a DI Code D9A to any other owners affected by the denial loss, citing denial Management Code Q.

C7.4.8.1.2. Initiate a spot inventory as required under paragraph C7.3.4.2 of this chapter.

C7.4.8.2. If an inventory can be accomplished without delaying the processing of the Materiel Release Order beyond the prescribed UMMIPS timeframes (see DoD 4140.1-R), it may be conducted prior to processing a denial transaction.

C7.5. REVERSAL OF INVENTORY ADJUSTMENTS. Reversal of DI Code D8A/D9A Inventory Adjustments is a required capability which must be implemented with proper controls and supported by proper documentation. (See appendix AP3, introduction, paragraph AP3.3.2., for processing adjustment reversals.) Procedures for reversing adjustments will contain, as a minimum, the following control features:

C7.5.1. Posted/Unposted Source Documents. Reversals required to correct inventory records when posting previously unposted or incorrectly posted supply transactions (e.g., receipts, issues, etc.), regardless of age, are limited to those transactions that can be properly documented to reference the specific transaction document number(s) that will be processed to offset the reversal.

C7.5.2. Inventory Adjustment Corrections. Reversals required to correct physical inventory adjustments which were made based on incorrect/incomplete information are limited to 2 years from the date of the original adjustment unless the requirements of paragraph C7.5.1., are met. All reversals must be properly documented.

C7.5.3. Limitations. Reversals will not be processed solely on the basis of a previous offsetting physical inventory adjustment.

C7.5.4. Performance Assessment. Reversals against transactions processed within the adjustment period will be separated and identified as follows:

C7.5.4.1. Gross adjustment during the current period,

C7.5.4.2. Reversal of prior quarters' adjustment transactions,

C7.5.4.3. Reversal of current quarters' adjustment transactions, and

C7.5.4.4. Total value of net adjustments during the current period (i.e., value of net gains added to value of net losses).

C7.6. LOCATION AUDIT PROGRAM. Each DoD Component will implement a location audit program which will consist of both a location survey and a location reconciliation.[5] The DoD acceptable accuracy goals are provided in paragraph C7.2.12.3. The DoD Components may impose more stringent standards internally. The location audit program is subject to the quality control checks delineated in section C7.8., Quality Control Program. Errors will be subject to validation and research before they are counted as an error. DoD Components will collect and analyze all type III errors (see paragraphs C7.6.1.1.8.3 and C7.6.2.2.3) by element.

C7.6.1. Location Survey

[5] The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

C7.6.1.1. Location survey requires a physical verification, other than actual count, between physical assets and recorded location data to ensure that all assets are properly recorded. When a discrepancy is identified during the location survey program (type I or type II error (see paragraphs C7.6.1.8.1 and C7.6.1.8.2)), the storage activity will conduct prompt research and determine the need for a special inventory (DI Code DJA request with Type of Physical Inventory/Transaction History Code K). In some instances, location survey and physical inventory will be conducted concurrently for ammunition.

C7.6.1.2. Location survey will be accomplished at each storage activity not less than once each fiscal year, by (1) performing complete location survey of all locations; (2) using a statistical sampling methodology that ensures all locations are included in the population and have a probability of selection; or (3) a combination of complete and statistical sampling.

C7.6.1.3. A location survey will be conducted in both the gaining and losing storage areas following the accomplishment of re-warehousing projects. A location survey conducted as a result of re-warehousing projects may be considered to have satisfied the annual survey requirement for the area surveyed.

C7.6.1.4. The proper sequence of operating a location survey requires the comparing of assets in storage locations with locator records. This sequence of operation is important to detect assets in unrecorded locations.

C7.6.1.5. As an objective, it is desirable to identify items to location survey lots or segments. Lots/segments will be of a manageable size (number of items) to permit location survey in a minimum time period, to ensure maximum uninterrupted service to customers, and to obtain the greatest degree of accuracy from the location survey.

C7.6.1.6. Items within a lot/segment which have been subject to a complete item inventory will be considered to have satisfied the annual survey requirement when the entire lot/segment is located in a clearly designated, coterminous warehouse space. These inventoried lots/segments may be excluded from the complete survey for the fiscal year in which they were counted.

C7.6.1.7. When permanent locations are reserved for items, recorded locations which are unoccupied will be identified and/or verified during the location survey.

C7.6.1.8. To measure the accuracy of the results of the location survey, discrepancies will be classified in one of the three categories listed below. Only one error per stock number per location is charged when locator delete, locator establish, or locator record correction is required for the same location. When the stock number and actual assets differ, the discrepancy will be classified as a locator establish action only.

C7.6.1.8.1. Locator Record Deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets -- unless the location is being held open for new receipts. (Type I location survey error.)

C7.6.1.8.2. Locator Record Established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded stock number disagrees with the materiel in the location. (Type II location survey error.)

C7.6.1.8.3. Locator Record Corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements (Type III location survey error):

C7.6.1.8.3.1. Unit of issue.

C7.6.1.8.3.2. ***SCC***.

C7.6.1.8.3.3. Controlled inventory item code (see DoD 4100.39-M, volume 10, table 61). Verification of the code will consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

C7.6.1.8.3.4. Type of pack code (for subsistence only). (See MILSTRIP (DoD 4000.25-1-M.)

C7.6.1.8.3.5. Lot number or serial number (for ammunition only).

C7.6.1.8.3.6. Completeness and accuracy of magazine data card (for ammunition only).

C7.6.1.8.3.7. To ensure accuracy of property accountability records, special inventories should be performed when assets are found in an erroneous or unrecorded location or when there are mismatches in the unit of issue that may result in a quantity variance.

C7.6.2. Location Reconciliation[6]

C7.6.2.1. Location reconciliation requires a match between storage activity records and owner/manager records in order to identify and to correct situations when there is: (1) an owner/manager record with no corresponding storage activity record, (2) a storage activity record with no corresponding owner/manager record, (3) common elements of data that do not match, and (4) quantity discrepancies. Mismatches will be researched and special inventories conducted when required to effect corrective action.

[6]The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2. and C7.2.4.).

C7.6.2.2. To measure the accuracy of the results of the location reconciliation program, discrepancies will be classified in one of the four categories listed below (report only one error per location reconciliation request or unmatched accountable error):

C7.6.2.2.1. Owner/manager record reflects balance for storage activity; no location reconciliation transaction received. (Type I location reconciliation error.)

C7.6.2.2.2. Location reconciliation transaction received from storage activity; no corresponding owner/manager record. (Type II location reconciliation error.)

C7.6.2.2.3. Mismatch on any of the following data elements (Type III location reconciliation error):

C7.6.2.2.3.1. Unit of issue.

C7.6.2.2.3.2. Ownership/manager identifier.

C7.6.2.2.3.3. Controlled inventory item code (see DoD 4100.39-M, Volume 10, Table 61).

C7.6.2.2.3.4. Type of pack code (subsistence only).

C7.6.2.2.3.5. Shelf-life code.

C7.6.2.2.3.6. Date packed/expiration date (subsistence only).

C7.6.2.2.4. Quantity discrepancy. (Type IV location reconciliation error.)

C7.6.2.3. Location reconciliation will be accomplished by DoD Components in accordance with the following guidance:

C7.6.2.3.1. Owners/managers and storage activities will reconcile all records annually. The annual reconciliation will be accomplished in accordance with paragraph C7.6.2.3.3.

C7.6.2.3.2. Storage activities will prepare location reconciliation request transactions by line item, and by type of pack and date packed/expiration date for subsistence, for each stock number regardless of the balance (including zero balances). Location reconciliation requests will be identified by DI Code DZH, prepared in the appendix AP3.63 format, using Type of Location Reconciliation Request Code 2 in record position 7, and transmitted to the owner/manager. Storage activities preparing DI Code DZH requests will assure that consecutive transaction numbers by RI code are assigned to location reconciliation requests for control purposes.

C7.6.2.3.3. All owner/manager and storage activity records (active and inactive records, including zero balances) will be reconciled not less than once each fiscal year. Storage activities and Components may negotiate agreements for conducting annual location reconciliation any time during the fiscal year. When no such agreement exists, location reconciliation requests will be prepared on the second Tuesday of the month indicated in the following schedule:

Table C.7.T.1. Location Reconciliation Preparation Schedule When No Agreement Exists

Service or Agency	**Preparation Date** Second Tuesday in:
Army	January
Navy	March
Marine Corps	May
Air Force	July
Defense Logistics Agency	September

C7.6.2.3.4. Storage activities and owners/managers will establish the following provisions for controlling location reconciliation:

C7.6.2.3.4.1. Storage activities will advise intended recipients (owners/managers) of the number of transactions being forwarded, transmission date, and the medium (ex. DDN) using DI Code DZN Location Reconciliation Notification transaction (appendix AP3.67).

C7.6.2.3.4.2. When transaction history (DI Code DZK Transaction History Transmittal) is required to accompany DI Code DZH, the storage activity will advise intended recipients (owners/managers) of the number of DI Code DZK transactions being forwarded, the cutoff date, and the medium (ex. DDN) using DI Code DZP Location Reconciliation History Notification transaction (appendix AP3.68).

C7.6.2.3.4.3. Owners/managers will use the DI Code DZN and DI Code DZP transactions to determine receipt of all DI Code DZH and DI Code DZK transactions. Where the number of DI Code DZH or DI Code DZK transactions to be transmitted does not match what was actually received, the owner/manager may reject the DI Code DZN or DI Code DZP transaction using DI Code DZG Transaction Reject with Reject Advice Code AY.

C7.6.2.3.5. In processing location reconciliation requests, owners/managers will match the requests to the owner/manager records. When a mismatch is programmatically unresolved, DI Code D8B/D9B will be processed to

adjust the owner/manager records. All Type I, II, and IV mismatches meeting the criteria for causative research (see figure 7-1) will be resolved as follows:

C7.6.2.3.5.1. Research of owner/manager active and historical records.

C7.6.2.3.5.2. Research of storage activity active/historical record (DI Code DZJ, Transaction History Request, citing Type of Physical Inventory/Transaction History Code X).

C7.6.2.3.5.3. Request physical inventory (DI Code DJA, using Type of Physical Inventory/Transaction History Code J).

C7.6.2.3.5.4. If the above actions fail to resolve the mismatch, the DI Code D8B/D9B transaction will remain on the owner/manager records.

C7.6.2.3.6. A physical inventory is not required under the following conditions, except when the mismatch involves classified, sensitive, or pilferable items when the extended dollar value of the variance is greater than $100.

C7.6.2.3.6.1. The owner/manager record may be adjusted without special inventory when the extended value of the variance is $5,000 or less and 10 percent or less of the beginning value of the variant owner/manager record for Type IV, errors (see paragraph C7.6.2.2.4.).

C7.6.2.3.6.2. The owner/manager record may be adjusted without special inventory when the extended value of the variance is $5,000 or less for Type I and Type II errors (see paragraph C7.6.2.2.1. and C7.6.2.2.2.).

C7.6.2.3.7. When a discrepancy is identified during the location reconciliation program, transmit the following transactions, as appropriate, to the submitting activity:

C7.6.2.3.7.1. DI Code DZG Transaction Reject, as prescribed in chapter 9, prepared in the appendix AP3.62 format.

C7.6.2.3.7.2. DI Code DZB Storage Item Data Correction, as prescribed in chapter 10, prepared in the appendix AP3.57 format.

C7.7. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data and completion of the research effort. The following retention criteria will apply:

C7.7.1. Source Documents. Retain original source documents or facsimiles, i.e., microform (microfilm, microfiche), Compact Disk-Read Only Memory (CD-ROM), etc.,

for at least 2 years. Where source documents are produced, these include only accountability change documents such as receipts, issues, shipments, transfers, ***SCC*** changes, and inventory and financial adjustments. Retain source documents providing evidence of shipment to Foreign Military Sales recipients for 2 years from date of materiel shipment.

C7.7.2. Transaction Histories. Retain registers, records, files, tapes, and data for at least 2 years in a format useful for audit trail purposes. Automated inventory control systems will be designed to facilitate the printout of transaction histories which indicate the date the last physical inventory was conducted for each item.

C7.7.3. Adjustment Research. Retain backup documentation that directly pertains to individual cases of physical inventory adjustment research efforts for at least 2 years.

C7.7.4. Annual Statistical Sample. Retain the annual statistical sample inventory line item detail data for at least 2 years.

C7.8. QUALITY CONTROL

C7.8.1. Goals and Objectives. DoD Components will establish a quality control program at each owner/manager and storage activity which encompasses the objectives of DoD Directive 5010.38, and the physical inventory objectives contained in DoD 4140.1-R. Portions of the program can be accomplished during ongoing practices within inventory processes. Quality control results will assist management in identifying those human, procedural, or system errors which adversely affect record accuracy and in achieving better control over physical materiel and warehousing practices. Within the scope of this quality control program, those work processes directly related to the control of physical materiel will be monitored for attained quality levels and performance evaluated on improvements, not numerical goals. Accordingly, all quality control programs will include reviews to assess the accuracy/quality of the following work processes:

C7.8.1.1. Warehousing practices -- to include checks of storage practices, stock rotation, shelf-life management, identification of materiel in store, mixed stock, location accuracy and re-warehousing projects.

C7.8.1.2. Receiving practices -- to include checks of documentation, materiel identity, quantity, and ***SCC***; checks for processing timeliness; and verification of daily input data to the location system.

C7.8.1.3. Issuing practices -- to include checks of legibility of issue documents; accuracy of stock selection as to identity, quantity, unit of issue, shelf life, ***SCC***, and type of pack (subsistence only); marking of outgoing shipments; and release to carriers.

C7.8.1.4. Validity of automated data -- to include checks of receipt, issue, and adjustment transaction data entries against input documentation.

C7.8.1.5. Inventory practices -- to include checks of inventory counts, location surveys, location reconciliation corrective actions, causative research, and adjustments at both the owner/manager and storage activities.

C7.8.1.6. Catalog practices -- to include checks of catalog change processing, accuracy, and timeliness, using the affected recorded locations as the universe.

C7.8.1.7. Locator file updates -- to include checking the accuracy of changes posted to the locator file (e.g., all additions, deletions, and changes of unit of issue, ***SCC***, shelf life, etc.).

C7.8.1.8. Report of discrepancy processing -- to include checks for processing timeliness and checking the accuracy of SDR initiation, follow up and reply, investigative research including identification and correction of supply errors, adjustment of accountable and financial records, and preparation of financial liability investigation of property loss reports (DD Form 200).

C7.8.1.9. Logistics reassignment processing -- checks to determine if the logistic reassignment actions were completed; e.g., LIM/GIM records were changed to reflect decapitalization/ transfer, LIM directed the storage activity to change the decapitalized/ transferred assets to GIM ownership, the storage activity effected and advised the LIM of the change, and the LIM initiated action to resolve any quantity variances.

C7.8.1.10. Suspended asset processing -- to include checks of the timeliness in reclassifying suspended (***SCC***s J, K, L, Q, and R) materiel.

C7.8.2. Assignment of Responsibility. Whenever possible, quality control checks of these work processes will include identification of the individual performing the tasks. This will facilitate the placement of responsibility for appraising and improving quality with each manager within the chain of command.

C7.8.3. Command Emphasis. Continued command management emphasis and review of performance are essential for the success of the quality control program. Command managers must ensure effective organizational interrelationships among the functional elements concerned with the physical inventory control program such as: comptroller, data systems, transportation, warehousing, maintenance, quality control, and supply management. The quality control program will include provisions for initiation of corrective action when acceptable quality levels are not met.

C7.9. PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT

C7.9.1. General. Each DoD Component will collect and maintain performance standards and management data prescribed in sections C7.9.2 and C7.9.3 for all materiel for which the Component maintains the property accountability record. This includes all DoD wholesale supply system assets of principal and secondary items, including package fuels, less all materiel exclusions listed in DoD 4140.1-R. When required to report this information to higher authorities, Report Control Symbol DD-AT&L(AR)935 applies. DD Form 2338-1 (Inventory Control Effectiveness Report Ammunition) and DD Form 2338-2 (Inventory Control Effectiveness Report General Supplies) are provided at appendices AP1.1 and AP1.2 respectively, for intra-Component use, when required by a Component.

C7.9.2. General Supplies Performance Standards and Data

C7.9.2.1. Performance

C7.9.2.1.1. Materiel Denials[7]

C7.9.2.1.1.1. Lines Directed for Shipment. The total number of line items directed for shipment (A5_ MRO, A5J DRO, A4_ referral order, A2_ redistribution order).

C7.9.2.1.1.2. Total Materiel Release Denials. The total materiel denials (sum of total and partial denials, and warehouse refusals). Include denial transactions classified by denial Management Codes 1, 2, 3 (subsistence only), 4, 5, 6, and 7 (see appendix AP2.6) in the total.

C7.9.2.1.1.3. Materiel Denial Rate. Compute this figure by dividing the total denials by the line items directed for shipment and multiplying by 100. {(1)(b) / (1)(a) x 100} The DoD performance goal for the materiel release denial rate is not greater than 1 percent.

C7.9.2.1.2. Receipt Processing Performance[8]

C7.9.2.1.2.1. Receipts Posted and Stored. The total number of line-item receipts posted and stored to the total item property record.

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[7] Performance data maintained by DLA for materiel stored at DSS locations regardless of ownership. Maintained by Service for materiel stored at Service depots.

[8] Performance data maintained by DLA for materiel received at DSS locations regardless of ownership. Maintained by Service for materiel received at Service depots.

C7.9.2.1.2.2. Receipts Posted and Stored on Time. The total number of line item receipts which were effectively posted and stored within the MILSTRAP timeframes. Both storing and posting actions are considered complete when the item is in the storage location, or available for issue, and the quantity is posted to the total item property record.

C7.9.2.1.2.3. On Time Receipt Rate. Compute this figure by dividing the total number of receipts posted and stored on time by the total number of receipts and multiplying by 100. {(2)(b) / (2)(a) x 100} The DoD performance goal for posting and storing receipts on time is 90 percent.

C7.9.2.1.3. Location Audit Program. Reflects the results of the location survey (ratio of accurate storage activity locator records to storage activity locations surveyed) and the location reconciliation[9] (ratio of valid storage activity locations to inventory manager's records).

C7.9.2.1.3.1. Locations Surveyed[10]. The number of storage activity locations surveyed.

C7.9.2.1.3.2. Survey Errors. The total number of location discrepancies as defined in paragraph C7.6.1.8. of this chapter (report only one error per stock number per location).

C7.9.2.1.3.3. Survey Accuracy. Compute this figure by dividing the locations with discrepancies by the total locations surveyed multiplying by 100, and subtracting the result from 100 percent. {100-((3)(b) / (3)(a) x 100)} The DoD goal for location survey accuracy is 97 percent.

C7.9.2.1.3.4. Locations Reconciled[11]. The total number of location records reconciled (i.e., the sum of line items on the Inventory Manager's record and line items which were not on the Inventory Manager's record but were on the storage activities' records).

C7.9.2.1.3.5. Reconciliation Errors. The total number of discrepant location records as defined in paragraph C7.6.2.2. (count one error per location reconciliation request (line item) or unmatched Inventory Manager's record).

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[9] The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

[10] Performance data maintained by DLA for locations surveyed at DSS locations regardless of ownership. Maintained by Service for locations surveyed at Service depots.

[11] Performance data maintained by Owner/Manager regardless where materiel is stored.

C7.9.2.1.3.6. Reconciliation Accuracy. Compute this figure by dividing the number of discrepancies by the number of records reconciled, multiplying by 100, and subtracting the result from 100 percent. {100-((3)(e) / (3)(d) x 100)} The DoD goal for location reconciliation accuracy is 97 percent.

C7.9.2.2. Physical Inventory and Adjustments

C7.9.2.2.1. Physical Inventories

C7.9.2.2.1.1. Number of Scheduled and Unscheduled Inventories Completed. The total number of line items inventoried (scheduled and unscheduled). Each ***SCC*** for a stock number at each storage activity is a line item.

C7.9.2.2.1.2. Number of Inventories with Variances. The total number of line items inventoried (scheduled and unscheduled) which had an inventory variance.

C7.9.2.2.1.3. Inventory Variance Rate. Reflects the percent of line items inventoried which had an inventory variance. Compute this figure by dividing the lines with an inventory variance by the total line items inventoried and multiplying by 100. {((1)(b) / (1)(a)) x 100}.

C7.9.2.2.1.4. Number of Inventories with Major Variances. The total number of line items inventoried (scheduled and unscheduled) which had a major inventory variance (overage or shortage exceeding $5,000) and all variances on controlled items.

C7.9.2.2.1.5. Major Variance Rate. Reflects the percent of line items inventoried which had major inventory variances. Compute this figure by dividing the lines with a major inventory variance by the total line items inventoried and multiplying by 100. {((1)(d) / (1)(a)) x 100}

C7.9.2.2.2. Number of Adjustments from Other Than Physical Inventories[12]

C7.9.2.2.2.1. Number of Location Reconciliation Adjustments. The number of location reconciliation adjustments (DI Code D8/9B).

C7.9.2.2.2.2. Number of End of the Day Processing Adjustments. The number of end of the day processing adjustments (DI Code D8/9B).

[12]The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

C7.9.2.2.2.3. Total. Absolute total of adjustments from other than physical inventories. {(2)(a) + (2)(b)}

C7.9.2.2.3. Total Adjustments. The sum of number of inventories with variances and the number of adjustments from other than physical inventories. {(1)(b) + (2)(c)}

C7.9.2.2.4. Number of Reversals of Inventory Adjustments

C7.9.2.2.4.1. Number of Gain Reversals. The number of gain reversals of inventory adjustments.

C7.9.2.2.4.2. Number of Loss Reversals. The number of loss reversals of inventory adjustments.

C7.9.2.2.4.3. Total. Absolute total of inventory reversals (gains and losses).

C7.9.2.2.5. Monetary Value

C7.9.2.2.5.1. Average Value of Inventory. The average value of on-hand assets as reflected on financial records for the 12 months prior to the report cutoff date (i.e., current quarter plus last three quarters).

C7.9.2.2.5.2. Record Value of Items Inventoried. The extended value prior to actual inventory of line items inventoried (scheduled and unscheduled) during the reporting period.

C7.9.2.2.5.3. Value of Inventory Adjustments

C7.9.2.2.5.3.1. Physical Inventory Adjustments

C7.9.2.2.5.3.1.1. Gains. Monetary value of gains resulting from inventory less the monetary value of gain reversals (from current and prior quarters) processed during the report period.

C7.9.2.2.6.3.1.2. Losses. Monetary value of losses resulting from inventory less the monetary value of loss reversals (from current and prior quarters) processed during the report period.

C7.9.2.6.3.1.3. Gross Adjustments {(5)(c)1 a + (5)(c)1 b}

C7.9.2.2.5.3.2. Reversals -- Current Quarter

C7.9.2.2.5.3.2.1. Gains. The total monetary value of decreases to the record balances as a result of reversing gain adjustments processed during the reporting period. Compute the FY to Date value for reversal of current quarter gains by adding the Quarter Ending value for reversal of current quarter gains to the prior quarter FY to Date value of reversal of current quarter gains.

C7.9.2.2.5.3.2.2. Losses. The total monetary value of increases to the record balances as a result of reversing loss adjustments processed during the reporting period. Compute the FY to Date value for reversal of current quarter losses by adding the Quarter Ending value for reversal of current quarter losses to the prior quarter FY to Date value for reversal of current quarter losses.

C7.9.2.2.5.3.2.3. Total. Absolute total of reversals of current quarter gains and losses. {(5)(c)2 a + (5)(c)2 b}

C7.9.2.2.5.3.3. Reversals -- Prior Quarters

C7.9.2.2.5.3.3.1. Gains. The total monetary value of decreases to record balances as a result of reversing gain adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters gains by adding the quarter ending value for reversal of current quarter gains to the prior quarter gains.

C7.9.2.2.5.3.3.2. Losses. The total monetary value of increases to record balances as a result of reversing loss adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters' losses to the prior quarter FY to Date value for reversal of prior quarters' losses.

C7.9.2.2.5.3.3.3. Total. Absolute total of reversals of prior quarter gains and losses. {(5)(c)3 a + (5)(c)3 b}

C7.9.2.2.5.3.4. Total Reversals. The total of reversals of current quarter and prior quarter gains and losses. {(5)(c)2 c + (5)(c)3 c}

C7.9.2.2.5.3.5. Total Record Imbalances. The total of gross adjustments and total reversals. {(5)(c)1 c + (5)(c)4}

C7.9.2.2.6. Gross Adjustments as a Percent of:

C7.9.2.2.6.1. Average Value of Inventory. Divide the total value of gross adjustments by the average value of inventory and multiply by 100. {((5)(c)1 c / (5)(a)) x 100}

C7.9.2.2.6.2. Value of Items Inventoried. Divide the total value of gross adjustments by the record value of items inventoried and multiply by 100. {((5)(c)1 c / (5)(b)) x 100}

C7.9.2.2.7. Total Record Imbalances as a Percent of:

C7.9.2.2.7.1. Average Value of Inventory. Divide the value of the total record imbalances by the average value of inventory. {((5)(c)5 / (5)(a)) x 100}

C7.9.2.2.7.2. Value of Items Inventoried. Divide the value of the total record imbalances by the record value of items inventoried. {((5)(c)5 / (5)(b)) x 100}

C7.9.2.2.8. Monetary Value of Location Reconciliation[13]

C7.9.2.2.8.1. Value of Line Items Reconciled. The extended value of line items reconciled during the reporting period.

C7.9.2.2.8.2. Gains. The monetary value of gains resulting from reconciliation during the period.

C7.9.2.2.8.3. Losses. The monetary value of losses resulting from reconciliation during the period.

C7.9.2.2.8.4. Total. Absolute total of location reconciliation gains and losses. {(8)(b) + (8)(c)}

C7.9.2.2.9. Monetary Value of End of the Day Processing

C7.9.2.2.9.1. Gains. The value of gains resulting from end of the day processing.

C7.9.2.2.9.2. Losses. The value of losses resulting from end of the day processing.

C7.9.2.2.9.3. Total. Absolute total of end of the day processing gains and losses. {(9)(a) + (9)(b)}

C7.9.3. Ammunition Performance Standards and Data

C7.9.3.1. Performance

C7.9.3.1.1. Materiel Denials. Complete as described in paragraphs C7.9.2.***1***.1.1, C7.9.2.***1***.1.2, and C7.9.2.***1***.1.3. For ammunition, include denial transactions classified by denial Management Codes 1, 2, 5, 6, and 7 (see appendix

[13]The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

AP2.6) in the total. Components will identify denials separately for low-risk and high-risk items.

C7.9.3.1.2. Receipt Processing Performance. Complete as described in paragraphs C7.9.2.1.2.1, C7.9.2.1.2.2, and C7.9.2.1.2.3. The DoD goal for posting and storing ammunition receipts on time is 90 percent.

C7.9.3.1.3. Location Audit Program. Complete as described in paragraphs C7.9.2.1.3.1., C7.9.2.1.3.2., C7.9.2.1.3.3., C7.9.2.1.3.4., and C7.9.2.1.3.6. The DoD goals for location survey accuracy and location reconciliation accuracy for ammunition are 98 percent.[14]

C7.9.3.2. Physical Inventory and Adjustments

C7.9.3.2.1. Physical Inventories

C7.9.3.2.1.1. Number of Scheduled and Unscheduled Inventories Completed. The total number of line items inventoried (scheduled and unscheduled). Each ***supply condition code*** for a stock number at each storage activity is a line item.

C7.9.3.2.1.2. Number of Inventories with Variances. The total number of line items inventoried (scheduled and unscheduled) which had an inventory variance.

C7.9.3.2.1.3. Inventory Record Accuracy. Reflects the percent of lines inventoried without an inventory variance. Compute this figure by dividing the lines with an inventory variance by the total lines inventoried and multiplying by 100, and subtracting the result from 100 percent. {100 - ((1)(b) / (1)(a)) x 100} The DoD inventory record accuracy goal for ammunition is 95 percent.

C7.9.3.2.2. Number of Inventory Adjustments from Other Than Physical Inventories. Complete same as paragraph C7.9.2.2.2.

C7.9.3.2.3. Total Inventory Adjustments. Complete same as paragraph C7.9.2.2.3.

C7.9.3.2.4. Number of Reversals of Inventory Adjustments. Complete same as paragraph C7.9.2.2.4.

C7.9.3.2.5. Monetary Value. Complete same as paragraphs C7.9.2.2.5.1 through C7.9.2.2.5.3.5.

[14] The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

C7.9.3.2.6. Gross Adjustments As a Percent of: Complete same as paragraphs C7.9.2.2.6.1 and C7.9.2.2.6.2.

C7.9.3.2.7. Total Record Imbalances As a Percent of: Complete same as paragraphs C7.9.2.2.7.1 and C7.9.2.2.7.2.

C7.9.3.2.8. Monetary Value of Location Reconciliation.[15]: Complete same as paragraphs C7.9.2.2.8.1 through C7.9.2.2.8.4.

C7.9.3.2.9. Monetary Value of End of the Day Processing.[15] Complete same as paragraphs C7.9.2.2.9.1 through C7.9.2.2.9.3.

[15] The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

Figure C7.F.1.

MINIMUM RESEARCH REQUIREMENTS
FOR POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS

CONDITION OF DISCREPANCY		REQUIRED RESEARCH		
		Post Count Validation	**Preadjustment Research**	**Causative Research**
1.	≤ $1,000	NO	NO	NO
2.	> $1,000 but ≤ $5,000 and ≤ 10 percent unit variance	YES	NO	NO
3.	> $1,000 but ≤ $5,000 and > 10 percent unit variance	YES	YES	NO
4.	> $5,000 but ≤ $16,000 and ≤ 25 percent unit variance	YES	YES	SAMPLE
5.	> $5,000 but ≤ $16,000 and > 25 percent unit variance	YES	YES	YES
6.	> $16,000	YES	YES	YES
7.	Controlled Inventory Item	YES	YES	YES[16]
8.	Suspected Fraud, Waste, or Abuse	YES	YES	YES

[16] Sample causative research in lieu of complete causative research for pilferable, and CIIC 7, item discrepancies with a value from $.01 to $2,500 may be accomplished to serve as a deterrent to fraud, waste, or abuse and to identify systemic inventory and security problems. Causative research will be conducted on all adjustments (gains and losses) of classified and sensitive items regardless of dollar value of item or extended dollar value of adjustment. Causative research will be conducted on all adjustments (gains and losses) of pilferable items, and CIIC 7 items, with an extended value greater than $2,500, and all adjustments with an extended value of greater than $16,000 or greater than 25 percent unit variance and greater than $5,000.

C8 CHAPTER 8

ASSET STATUS REPORTING

C8.1. GENERAL. This chapter prescribes procedures for the interchange of asset status information:

C8.1.1. Between Component distribution systems and, in decentralized distribution systems, between inventory control points (ICPs) of a Component.

C8.1.2. Between Service activities below the distribution system and ICPs of the Services/Defense Logistics Agency (DLA).

C8.2. ASSETS WITHIN THE DISTRIBUTION SYSTEM

C8.2.1. Prepare DI Code DZA asset status transactions as outlined in appendix AP3.56. Due to the number of record positions devoted to entries prescribed by the Components for use within distribution systems, each Component is authorized to procure a printed format suitable to its needs.

C8.2.2. Transmit asset status transactions between Components based on schedules established by mutual agreement.

C8.3. ASSETS BELOW THE DISTRIBUTION SYSTEM

C8.3.1. Use DI Code DZE asset status reporting request transactions, prepared as outlined in appendix AP3.60:

C8.3.1.1 To request asset status reporting by activities below the distribution system.

C8.3.1.2 To request the report of assets above the requisitioning objective using MILSTRIP DI Code FTE, for the total asset visibility program.[1]

C8.3.2 Entry of the appropriate appendix AP2.9 asset status reporting code in record position 7 of the transaction will indicate whether the request is for commencement, change, or termination of asset status reporting.

C8.3.3 Transmit DI Code DZE request transactions to central points designated by other Services. Each Service designated activity will be responsible for notifying

[1] Use with the asset visibility program is based on agreement of the Components involved.

their reporting activities of the reporting requirements reflected in the DI Code DZE request transactions received from the other Components. The Service activities designated to receive the requests are:

SERVICE	ACTIVITY	ROUTING IDENTIFIER CODE
Army	***USAMC Logistics Support Activity*** ***ATTN: AMXLS-V*** ***Building 5307, Sparkman Center*** ***Redstone Arsenal, Al 35898-7466***	***AGT***
Navy	Navy Fleet Materiel Support Office Mechanicsburg, PA 17055-5000	N47
Air Force	Headquarters Air Force Materiel Command 4375 Chidlaw Road, Suite 6 Wright-Patterson Air Force Base Dayton, OH 45433-5006	FNA
Marine Corps	Commanding General Marine Corps Logistics Base Albany, GA 31704-1128	MPB

C8.3.4. Always reflect dates for commencement of reporting (reporting codes ***C and D***) and change of reporting (reporting codes ***H and J***) in record positions 23-26 of the DI Code DZE request transaction as the first day of a month. In these instances, transmit the request transaction not later than 60 calendar days before the date entered in record positions 23-26.

C8.3.5. Provision is made for requesting earlier commencement of reporting by use of *reporting code **M*** in record position 7 of the DI Code DZE request transaction. In *this instance*, the Services' central points will assure that reporting commences as soon as possible after receipt of the request.

C8.3.6. When a one-time asset status report is required on an expedited basis, the DI Code DZE request transaction will contain reporting code Z in record position 7 and the date the report is required in record positions 23-26. The Service central point or the reporting activity in receipt of the request will take no further action if the date in record positions 23-26 is already past.

C8.3.7. When a one-time asset status report is required for the asset visibility/redistribution program, the DI Code DZE request transaction will contain

reporting code N in record position 7 and the date the report is required in record positions 23-26.[2]

C8.3.8. Use the DI Code DZE request transaction to request termination of reporting by utilizing reporting code E in record position 7. Reflect dates for termination of reporting positions 23-26 of the request transaction as the last day of the month. Transmit the termination requests not later than 60 calendar days prior to the date entered in record positions 23-26.

C8.3.9. Activities below the distribution system (base, post, camp, or station) will use asset status reporting transactions containing DI Code DZF, prepared as outlined in appendix AP3.61, to report assets to the requesting ICP. Report on hand balances by each separate condition (MILSTRAP) of materiel held. The DI Code DZF transaction is designed to provide for use of multiple transactions when either or both of the following apply:

- More than two conditions of materiel are held.
- Requisitioning objective, due-in, or reserved quantities exceed 999,999.

C8.3.10. The reporting code entered in record position 7 of the DI Code DZF reporting transaction will indicate the type of reporting being accomplished.

[2] See footnote 1 on page C8-1.

C9. CHAPTER 9

REJECTION AND ROUTING OF TRANSACTIONS

C9.1 GENERAL. This chapter provides procedures for the rejection and routing of MILSTRAP transactions.

C9.2 REJECTION OF TRANSACTIONS

C9.2.1 General. During the processing of MILSTRAP transactions, the receiving activity will edit the transactions prior to updating inventory and financial records. Errors detected during this edit process fall into three basic categories:

C9.2.1.1 Errors which the receiving activity can correct and continue processing.

C9.2.1.2 Errors which concern a specific data element in the transaction and cannot be processed (see paragraph C9.2.3.).

C9.2.1.3 Errors which indicate that the submitter has not received or processed the latest cataloging management data. This category of transactions is corrected and processed by the Inventory Control Point (ICP) and an item correction/change notification is forwarded to the submitter in the form of a DI Code DZB Storage Item Data Correction/Change transaction (see chapter 10).

C9.2.2 DoD Component Responsibilities. DoD Components will establish editing procedures related to the processing of MILSTRAP transactions. Components will correct errors which can be corrected and processed without rejection to the submitter. Components will reject, to the submitter for action, transactions with errors which cannot be corrected and processed.

C9.2.3 Rejected Transactions.

C9.2.3.1 Transactions will be rejected using DI Code DZG, Transaction Reject (see appendix AP3.62). The DI code of the incoming rejected transaction will be shown in record positions 57-59 and the appropriate reject advice code (see appendix AP2.8) or MILSTRIP (DoD 4000.25-1-M) status code will be placed in record positions 79-80. Since the reject advice code identifies only one error in the transaction, activities will review all other fields of rejected transactions prior to resubmission to ensure that all data entries are correct.

C9.2.3.2 Activities in receipt of DI Code DZG Transaction Rejects will take such action as indicated by the reject advice code.

C9.3 ROUTING OF TRANSACTIONS

C9.3.1 Submission of MILSTRAP Transactions via the Defense Automatic Addressing System Center (DAASC). Whenever the submitter has access to the Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET), the following MILSTRAP Logisyics Asset Support Estimate (LASE) and Special Program Requirements (SPR) transactions will be submitted by DISN/NIPRNET via the DAASC for routing to the source of supply (SOS):

CODE	DOCUMENT TITLE
DTA	Asset Support Request
DTD	Asset Support Request Follow-Up
DYA	Special Program Requirement Request
DYC	Special Program Requirement Request Cancellation
DYD	Special Program Requirement Request Modifier
DYG	Special Program Requirement Request Substitute Item Acceptance
DYH	Special Program Requirement Request Substitute Item Rejection
DYJ	Special Program Requirement Follow-Up
DYL	Special Program Requirement Request (Cooperative Logistics Supply Support Arrangement)

C9.3.2 DAASC Processing for LASE and SPR Transactions. Upon receipt of the LASE and SPR transactions identified in section C9.3.1, DAASC will edit the National Stock Number (NSN) field of the incoming transactions. This edit will determine if the National Item Identification Number (NIIN) can be identified, if the Federal Supply Class (FSC) is compatible with the NIIN, and if the transaction is directed to the correct SOS. The DAASC will pass the transaction, reject the transaction, or effect necessary changes to process the transaction and provide appropriate status notification to the submitter as follows:

C9.3.2.1 If the NIIN is valid (including NIINs coded obsolete/inactive) but the FSC and NIIN are not compatible, correct the FSC and provide NSN change status notification to the submitter as prescribed in paragraph C9.3.3., below.

C9.3.2.2 If the NIIN is valid (including NIINs coded obsolete/inactive), screen the SOS file Service record (or Integrated Materiel Manager record when the Service record source is either another DoD Component activity or matches the input transaction RI "from") and process as follows:[1]

[1] SOS for obsolete/inactive items will be taken from the SOS file when possible; otherwise, the SOS will be the activity identified by the RI code in record positions 4-6 of the incoming transaction.

C9.3.2.2.1 If the incoming transaction is directed to a correct non-GSA SOS, pass the transaction to the activity indicated in record positions 4-6.

C9.3.2.2.2 If the incoming transaction is directed to an incorrect SOS and the correct SOS is not GSA, provide reroute status notification to the submitter as prescribed in paragraph C9.3.3. and reroute the transaction to the correct SOS.

C9.3.2.2.3 If the incoming transaction is directed to a correct GSA SOS or to an incorrect SOS but the correct SOS is GSA, reject the transaction to the submitter as prescribed in paragraph C9.2.3., citing Reject Advice Code AX in record positions 79-80.

C9.3.2.3 If the NIIN cannot be identified, reject the transaction to the submitter as prescribed in paragraph C9.2.3. citing Reject Advice Code AD in record positions 79-80.

C9.3.3 DAASC Preparation of Status Notifications. The DAASC will prepare and transmit appropriate DI Code DZ9 Status Notification(s) (see appendix AP3.55) to the submitter based on the action(s) taken.

C9.3.3.1 Prepare a status notification whenever the FSC is corrected in the incoming transaction. Reflect the correct FSC in record positions 8-11 and MILSTRIP Status Code BG in record positions 79-80.

C9.3.3.2 Prepare a status notification whenever the incoming transaction was rerouted. Reflect the RI code of the correct SOS in record positions 67-69 and MILSTRIP Status Code BM in record positions 79-80.

C9.3.3.3 Whenever a status notification is prepared, enter the DI code of the incoming transaction in record positions 57-59 of the status notification.

C9.3.4 Processing Status Notifications and Transaction Rejects by Recipients

C9.3.4.1 When MILSTRAP DI Code DZ9 Status Notifications with MILSTRIP Status Code BM are received on MILSTRAP transactions, the recipient will update internal LASE/SPR records to reflect the SOS RI code entered in record positions 67-69 of the status notification.

C9.3.4.2 When DI Code DZ9 MILSTRAP Status Notifications with MILSTRIP Status Code BG are received on MILSTRAP transactions, the recipient will update internal LASE/SPR records to reflect the FSC entered in record positions 8-11 of the notification. If the status notification is for an SPR transaction, the originator will review the NSN (FSC and NIIN) to ensure the SPR being processed is for the desired item. If the NSN is not the desired item, the originator will submit an SPR cancellation, DI Code DYC, to the SOS.

C9.3.4.3 DI Code DZG Transaction Rejects will be processed under paragraph C9.2.3., above. However, recipients of code AB transaction rejects for LASE and SPR documents will advise their designated Component contact point for cataloging data of a DAASC SOS file discrepancy. If the LASE/SPR requirement still exists, requestors

must submit a new LASE/SPR document directly to the correct SOS, bypassing the DAASC.

C9.3.4.4 Recipients of a MILSTRAP status notification will notify other activities requiring knowledge of the change and will ensure all future transactions submitted for the document number reflect the change identified by the MILSTRIP status code in the notification.

C10. CHAPTER 10

CORRECTION/CHANGE OF STORAGE ITEM RECORDS

C10.1 GENERAL. This chapter provides standard procedures required by Inventory Control Points (ICPs) to provide for the correction and/or updating of storage activity records when:

C10.1.1 Reported transactions indicate an inconsistency with ICP records.

C10.1.2 A catalog/stock list change is processed against an ICP record which will affect stock control data maintained at storage activities.

C10.1.3 An item is being logistically reassigned.

C10.2 ITEM CORRECTION/CHANGE NOTIFICATION.

C10.2.1 Prepare Storage Item Data Correction/Change transactions citing DI Code DZB (see appendix AP3.57). The Storage Item Data Correction/Change code (see appendix AP2.7) entered in record position 7 of this transaction serves to provide information as to the nature of the change, actions to be taken, and data field(s) affected by the change.

C10.2.2 STORAGE ACTIVITY ACTION. Storage activities will use the Storage Item Data Correction/Change transactions to update stock records, item locator records, and bin tags.

C10.3 LOGISTICS REASSIGNMENT

C10.3.1 The Losing Inventory Manager (LIM) prepares Logistics Reassignment Storage Information transactions, DI Code DZC (see appendix AP3.58), to transfer quantities between ownership segments on the distribution depot records as a result of logistics reassignment.

C10.3.2 Storage activities will use the logistics reassignment storage information transactions to update stock records, item locator records, and bin tags.

C10.3.3 Storage activities will prepare a Logistics Reassignment Storage Information Reply, DI Code DZD (see appendix AP3.59), within 5 working days to advise the LIM of the quantity transferred to the GIM ownership. Quantity available for transfer is subject to the retention quantity contained in record positions 76-80 of the DI Code DZC.

C10.3.4 If the storage activity does not receive a DI Code DZC for an item being logistically reassigned, the depot will transmit a DI Code DZD, with A in record position 7, to the LIM for each balance, by condition code. The LIM will use the DI Code DZD to conduct research or to request a special inventory, as appropriate, to correct the accountable balances. The assets will be logistically reassigned as outlined in chapter 11.

C11. CHAPTER 11

LOGISTICS REASSIGNMENT

C11.1. GENERAL

C11.1.1. This chapter provides procedures designed to:

C11.1.1.1. Ensure successful logistics reassignment (LR) of both consumable and nonconsumable items.

C11.1.1.2. Provide adequate management control of items in a transitional situation.

C11.1.1.3. Assure uninterrupted supply support of items during the transition period.

C11.1.2. To facilitate the comprehension of this chapter, the LR process has been divided into three periods of time based upon the Effective Transfer Date (ETD). These periods are identified as pre-ETD, ETD, and post-ETD. The pre-ETD period commences on the date the Gaining Inventory Manager (GIM) assignment/ETD is disseminated to the GIM/Losing Inventory Manager (LIM) and terminates at ETD. The ETD is the date of the LR. Although the ETD is a specific point in time, for the purpose of this manual, any actions involving data requirements that reflect conditions as of the ETD will be discussed as if such actions took place on the ETD, even though they may have been taken immediately before or after the actual ETD. The post-ETD period begins immediately following the ETD and includes all actions that do not specifically involve data requirements that reflect conditions as of the ETD. The specific events required to take place during the LR are delineated under the appropriate period.

C11.2. POLICY

C11.2.1. DoD policy for LR of consumable items is contained in DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.

C11.2.2. DoD policy for LR of nonconsumable items is contained in AMC-R 700-99/ NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22, Wholesale Inventory Management and Logistics Support of Multi-Service Used Nonconsumable Items.

C11.3. REQUIREMENTS

C11.3.1. The LIM, GIM, and storage activities will effect the actions required by this manual to reassign asset accountability to the GIM in a timely manner to assure uninterrupted supply support. Direct communication, coordination and assistance are required in resolving problems affecting supply operation.

C11.3.2. The GIM will accept, as of the ETD, those items and book balances submitted by the LIM. (The following policy covering transfer of assets for LR is implemented from DoD 4140.26-M and AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22.) The LIM will transfer all onhand wholesale balances, in place, except:

C11.3.2.1. Assets committed to the support of special projects, programs, and/or plans including the ILP, e.g., staged shipments, packaged shipments. Onhand wholesale assets in support of the ILP will not be transferred to the GIM nor will any ongoing procurement action in support of the ILP be terminated.

C11.3.2.2. Consumable assets in Supply Condition Codes (SCCs) F, H, J, K, L, M, P, Q, R, and S. (See DoD 4140.26-M for complete criteria.)

C11.3.2.3. Nonconsumable assets in SCCs G, H, J, K, L, M, P, and Q. SCCs H and P materiel will never be decapitalized. (See AMC-R 700-99, et al. for complete criteria.)

C11.3.3. On an expedited basis the LIM will decapitalize to the GIM wholesale assets, other than the SCCs shown in subparagraphs C11.3.2.2 and C11.3.2.3., above, generated during the first year subsequent to the ETD. The LIM will report assets generated after 1 year of ETD under the MILSTRIP (DoD 4000.25-1-M) Materiel Returns Program. Except as noted in section C11.7, the GIM will reject assets decapitalized more than 1 year after the ETD using DI Code DZG, Transaction Reject with Reject Advice Code AW.

C11.4. PRE-ETD ACTIONS

C11.4.1. General

C11.4.1.1. The LIM procurement office will provide the GIM with contractual status on contracts either retained by the LIM or assigned to DCMC for contract administration. Contract status includes, but is not limited to, delivery status,

acceleration of delivery, follow-up status requests, and executing appropriate modifications to basic contracts.

C11.4.1.2. For nonconsumable items, the LIM will furnish the GIM listings of all purchase requests (procurement actions that have not reached the award stage) throughout the pre-ETD period. The GIM will, within 15 calendar days subsequent to the receipt of the purchase request listing from the LIM, annotate required changes and return one copy to the LIM. For consumable items, provide purchase request data in accordance with subparagraph C11.4.5.2.

C11.4.1.3. The LIM will reclassify consumable assets, in SCCs Q and R, to the appropriate condition code before the LIM provides the GIM the updated LR supply management data transactions (DI Codes DLS through DLX) prescribed by subparagraph C11.4.6.3.

C11.4.1.4. For assets in SCC H, the LIM will either forward the assets to disposal or reclassify the item to its true condition as authorized by chapter 5.

C11.4.2. One Hundred and Fifty Days Prior to ETD, or upon notification, if less than 150 days:

C11.4.2.1. The LIM will perform physical inventories under the MILSTRAP chapter 7 procedures, as stated in DoD 4140.26-M for consumable items, and AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22 for nonconsumable items, as follows:

C11.4.2.1.1. For consumables, inventory stock on hand for wholesale assets designated as classified or sensitive (see definitions and terms for explanation of terms).

C11.4.2.1.2. For nonconsumables, inventory onhand wholesale assets.

C11.4.2.2. The LIM will advise the GIM of assets being held for litigation action.

C11.4.3. One Hundred and Twenty Days Prior to ETD, or upon notification, if less than 120 days: For consumable items being transferred, the LIM will furnish the GIM LR supply management data transactions, DI Codes DLS, DLT, DLU, DLV, DLW and DLX (see appendices AP3. 22 through AP3.27).

C11.4.4. Sixty Days Prior to ETD: When a MILSTRIP DI Code FTE Excess Report is submitted to the LIM and the LIM stockage position indicates that disposal action is appropriate, the LIM will furnish the reporting activity with a DI Code FTR Reply to Excess Report, using Excess Transaction Status Code SM. This will indicate to the reporting activity that disposal action is appropriate but the item is in process of migrating and further action is deferred until after ETD.

C11.4.5. Forty-five Days Prior to ETD:

C11.4.5.1. By mutual agreement between the GIM and the LIM, the LIM will initiate action to amend existing LR item contracts/purchase orders which are not reassigned to the GIM to provide for diversion of shipments of stock by quantities into storage activities of the GIM. The GIM will provide addresses of the shipping destinations to the LIM, as appropriate. The LIM will retain the due-in.

C11.4.5.2. For consumable items, the LIM will furnish listings of all purchase requests (procurement actions that have not reached the award stage) to the GIM in accordance with DoD 4140.26-M. The GIM will, within 15 calendar days subsequent to the receipt of the purchase request listing from the LIM, annotate required changes and return one copy to the LIM.

C11.4.6. Thirty Days Prior to ETD:

C11.4.6.1. The LIM will furnish the GIM a WMR data listing sequenced by NSN and DoD component (and RI code within component when the requirements have been allocated), major to minor, reflecting the current computed data. Include the quantity and value of the OWMR; OWRMR; OWRMRP; forecasted reparable return data, if applicable; PWRMR; PWRMRP; dollar value subtotals for FSC, RI code if allocated, and DoD component; and grand total dollar value.

C11.4.6.2. The LIM will mail the WMR data listing to the GIM together with WMR transactions, DI Code DM_. The DI Code DM_ transactions (see appendix AP3.28) will reflect the original input from which the WMR computed data was generated. Upon receipt of the DI Code DM_ transactions, the GIM will process them to recompute the WMR data as prescribed in chapter 15, paragraph C15.2.3.

C11.4.6.3. For consumable items being transferred, the LIM will furnish the GIM updated LR supply management data transactions, DI Codes DLS, DLT, DLU, DLV, DLW and DLX (see appendices AP3.22 through AP3.27).

C11.4.6.4. The LIM will furnish the GIM the latest status of assets being held for litigation action.

C11.5. ETD PERIOD ACTIONS

C11.5.1. The LIM will issue an LR Storage Information transaction, DI Code DZC (see appendix AP3.58), to their storage activities which serves as a notification that wholesale stocks stored are now under the ownership and accountability of the GIM.

C11.5.2. The LIM will process inventory adjustment transactions to decrease the inventory control record using DI Code D9E, Decrease - Logistics Transfer, or DI Code D9F, Decrease - Decapitalization as appropriate (see appendix AP3.5).

C11.5.3. The LIM will prepare and transmit to the GIM, DI Code DEE (Logistics transfer) or DEF (Decapitalization) transactions (see appendix AP3.11), as appropriate, by condition and location. Telephone communication between the GIM and LIM is authorized to resolve transactions that reject from the validation process.

C11.5.4. The LIM will furnish memorandum due-in information as of the ETD to the GIM using DI Code DDX (see appendix AP3.10) or DI Code DFX (see appendix AP3.12). Quantities will reflect only that which is available for transfer.

C11.5.5. The LIM will furnish the GIM storage activity a PMR, DI Code DU_ (see appendix AP3.42), for each due-in from procurement on which the destination has been changed to the GIM. In addition, the LIM will furnish the LIM storage activity a PMR reversal (entry of a reversal indicator in record position 25) for deletion of the PMR from their file.

C11.5.6. Transfer of backorders to the GIM will be accomplished by means of referral/passing orders prepared in accordance with MILSTRIP. Backorders transferred between DoD Components will be funded.

C11.5.7. For items with SPR, the LIM will prepare and transmit to the forecasting activity an SPR Status transaction as outlined in chapter 13.

C11.5.8. The LIM will advise the GIM of the latest data available on assets being held for litigation action.

C11.6. POST ETD ACTIONS

C11.6.1. The GIM will convert the DI Code DEE or DEF transaction received from the LIM to DI Code D8E (Increase - Logistics Transfer) or D8F (Increase - Capitalization), as appropriate to establish or increase the inventory balances (see appendix AP3.5). (This action is not required upon receipt of a DI Code DEE/DEF with

a zero quantity.) The GIM may automatically reject invalid DI Code DEE or DEF transactions using DI Code DZG Transaction Rejects, processed in accordance with chapter 9. Telephone communication between the GIM and LIM is authorized to resolve DI Code DEE or DEF transactions that reject from the validation process.

C11.6.2. The GIM will process DI Code DDX and DFX transactions, received from the LIM, to establish memorandum dues-in. In the event materiel, other than procurement, has not been received within 6 months of ETD, the memorandum due-in will be deleted by the GIM. However, the GIM will not delete memorandum due-in from procurement sources unless advised by the LIM that procurement action has been cancelled.

C11.6.3. The GIM, when appropriate, will furnish reconsignment instructions to the LIM for items due-in from undelivered contracts of the LIM. Reporting of receipts from these contracts subsequent to the ETD will be in accordance with section C11.7.

C11.6.4. The GIM will accept and process DI Code DEE/DEF reversal (reversal indicator in record position 25) transactions, adjust the accountable records, and discontinue processing any other transactions against the LR assets until new DI Code DEE/DEF transactions from the LIM are processed. If the DI Code DEE/DEF reversal transactions are received with an incorrect reversal indicator, the GIM may elect to contact the LIM to verify that the reversal action is appropriate, correct the transaction and continue to process or reject the transactions using the DI Code DZG Transaction Reject document with Reject Advice Code AE (Rejected-Quantity field invalid).

C11.6.5. The LIM will take action to change the destination of undelivered purchases upon request of the GIM. Upon changing the quantity due-in/destination, prepare and transmit a due-in reversal and a new due-in to the GIM. Additionally, when an award is made for an unawarded purchase request, the LIM will prepare and transmit to the GIM a memorandum due-in transaction, DI Code DDX (see appendix AP3.10), and a PMR, DI Code DU_ (see appendix AP3.42), to the applicable storage activity.

C11.6.6. The LIM will enter litigation proceedings on all items in SCC L which are either on hand at ETD or subsequently received by either the GIM or LIM on LIM negotiated contracts. The LIM will notify the GIM of actions being taken to resolve the litigation actions.

C11.6.7. When an item previously transferred to the GIM is restored to an issuable condition, or when inspection of stock on hand reveals a change in condition of the materiel, the GIM will be notified of the condition transfer. Notification will be

accomplished by preparation and submission of an Inventory Adjustment Transaction, DI Code DAC (see appendix AP3.8).

C11.6.8. The LIM's storage activity will prepare an LR Storage Information Reply, DI Code DZD (see appendix AP3.59), within 5 working days advising the LIM of the quantity transferred to the GIM ownership. In the event the LIM's storage activity does not receive a DI Code DZC, the storage activity will prepare, and transmit to the LIM, a DI Code DZD with an A in record position 7, reflecting each balance by SCC. Additional processing instructions pertaining to the LR Storage Information transactions are outlined in chapter 10.

C11.6.9. Upon receipt of the DI Code DZD (LR Storage Information Reply) the LIM will review the quantity. When the quantity in the DI Code DZD is greater than the quantity reflected in the DI Code DZC (LR Storage Information transaction) the LIM will take action to transfer the additional quantity to the GIM on a new DI Code DEE/DEF transaction. When the quantity in the DI Code DZD is less than the quantity in the DI Code DZC the LIM shall (1) within 24 hours initiate action to reverse the previously submitted DI Code DEE/DEF (total quantity) transactions for that location, (2) conduct research and/or request a special inventory when deemed appropriate, (3) determine whether the quantity reported by the LIM's storage activity is correct (based on the best data available after research/inventory), (4) provide the GIM new DI Code DEE/DEF transactions which will contain new document numbers with the revised quantity and (5) complete this action within 30 days after the ETD to prevent a time lag between the ETD and corrective action. If extenuating circumstances prevent a LIM from accomplishing this task within 30 calendar days, the LIM should notify the GIM of the problem and the expected date when the problem should be resolved (not to exceed 60 calendar days past the ETD). If the DI Code DZD transaction is for an item for which the LIM provided a DI Code DEE/DEF transaction with a zero balance, and contains a transferable quantity, the LIM will provide a new DI Code DEE/DEF to the GIM reflecting the appropriate quantity, condition, and location. When this condition exists, the LIM will not prepare a DI Code DEE/DEF reversal.

C11.6.10. Ninety Days After the ETD. For consumable items being transferred the LIM will furnish the GIM updated LR Contract History Data Transactions, DI Code DLW (see appendix Ap3.26).

C11.6.11. Two Hundred and Seventy Days After the ETD. For consumable items being transferred the LIM will furnish the GIM updated LR Contract History Data Transactions, DI Code DLW (see appendix AP3.26).

C11.7. RECEIPT PROCESSING AFTER ETD

C11.7.1. Receipts from Procurement

C11.7.1.1. Upon receipt of assets from procurement by either the GIM or LIM storage activity, forward a Materiel Receipt Transaction (DI Code D4S) (see appendix AP3.1) to the LIM.

C11.7.1.2. Procurement receipts received after 1 year past the ETD will be processed by the LIM and GIM in the same manner that procurement receipts would be processed when received during the ETD to 1 year period.

C11.7.1.3. The LIM will:

C11.7.1.3.1. Process the storage activity initiated D4S receipt transaction to reduce the due-in record and record assets on the accountable record for the quantity received.

C11.7.1.3.2. Decrease the inventory control record utilizing DI Code D9E/D9F, as appropriate.

C11.7.1.3.3. Transmit a Materiel Receipt Transaction (DI Code D4X) to the GIM.

C11.7.1.3.4. Prepare and transmit a Logistics Transfer/Decapitalization Transaction (DI Code DEE/DEF) to the GIM.

C11.7.1.4. The GIM will utilize the DI Code D4X transaction to reduce the memorandum due-in record and will use the DEE/DEF transaction to record assets on the accountable record for the quantity received.

C11.7.1.5. For materiel received for which litigation is required, the LIM will record assets on the accountable record in SCC L and reduce the due-in record. At this time, no action will be taken by the LIM to remove or change the GIM's memorandum due-in by producing a DI Code D4X transaction. When the litigation proceedings are completed and the materiel is reclassified to an issuable condition, the LIM will provide the GIM DI Code DEE/DEF and D4X transactions to effect the LR and reduce the memorandum due-ins. If materiel is returned to the contractor due to litigation proceedings the LIM will notify the GIM via written communication. Appropriate action must be taken by the LIM to reestablish a due-in if the materiel being returned to the contractor for deficiency correction will eventually be returned to the LIM's storage activity.

C11.7.1.6. If assets from procurement are received for which there are no PMRs recorded at the receiving storage activity, the receiving activity will report the receipt to the cognizant Item Manager. If the GIM does not have a recorded due-in and the item was recently involved in an LR, the GIM should research/contact the LIM to determine proper reporting of the receipt to maintain accountability accuracy. If the procurement receipt is incorrectly reported to the LIM (and the LIM did not initiate the procurement action), the LIM should reject the receipt back to the initiator with a DI Code DZG Transaction Reject and Reject Advice Code AB (see appendices AP3.62. and AP2.8. for appropriate format and definition).

C11.7.2. Receipts From Other Than Procurement

C11.7.2.1. The LIM's Storage Activity, upon receipt of assets from other than procurement, will prepare and forward a Materiel Receipt Transaction (DI Code D6_) to the LIM.

C11.7.2.2. The LIM will:

C11.7.2.2.1. Process the storage activity initiated DI Code D6 series receipt transaction to reduce the due-in record and record assets on the accountable record for the quantity received.

C11.7.2.2.2. Decrease the inventory control record utilizing DI Code D9E/D9F, as appropriate.

C11.7.2.2.3. Prepare and transmit a Materiel Receipt Transaction, DI Code D6X, to GIM.

C11.7.2.2.4. Prepare and transmit a Logistics Transfer/Decapitalization Transaction (DI Code DEE/DEF) to the GIM.

C11.7.2.3. The GIM will utilize the DI Code D6X transaction to reduce the memorandum due-in record and will use the DEE/DEF transaction to record assets on the accountable record for the quantity received.

C11.7.2.4. If no PMR is recorded, the storage activity will report ***materiel*** received from nonoprecurement sources ***following the chapter 4, paragraph C4.9.3.3.11 procedures***.

C11.8. FOLLOW-UP FOR ASSET DATA. The GIM will transmit DI Code DLA, Logistics Transfer/Decapitalization Follow-Ups, for all items logistically reassigned for which the LIM transferred no assets and/or provided no due-in data within 10 days of the ETD. The GIM will prepare the DI Code DLA follow-up (see appendix AP3.16). For additional follow-up procedures, see section C11.10.

C11.9. REPLY TO FOLLOW-UP FOR ASSET DATA

C11.9.1. The LIM will submit DI Code DLB Replies to Logistics Transfer/ Decapitalization Follow-Ups (see appendix AP3.17), to the GIM in response to DI Code DLA follow-ups.

C11.9.2. The DI Code DLB replies will contain the appropriate asset transfer status codes (see appendix AP2.10) to advise the GIM of the action being taken.

C11.10 FOLLOW-UP FOR DUE-IN DATA

C11.10.1. To follow up for due-in data, the GIM will transmit a DI Code DLC Logistics Reassignment Delinquent Due-In Follow-Up (see appendix AP3.18).

C11.10.2. Follow-Up for Dues-In with Expired EDDs. The GIM will initiate a due-in follow-up when the EDD for delivery of materiel is delinquent by more than 30 calendar days. The delinquent date will be computed from the DI Code DDX/DFX memorandum due-in which the LIM provided on the ETD. The GIM will also initiate a due-in follow-up when a revised due-in date subsequently becomes delinquent by 30 calendar days.

C11.10.3. Follow-Up for Dues-In with Blank or Invalid EDDs. The GIM will initiate a due-in follow-up 30 calendar days after the ETD when the DI Code DDX/DFX memorandum due-in, which the LIM provided on the ETD, contains a blank or invalid EDD (e.g., for materiel pending procurement/contract action by the LIM). The GIM will initiate a second follow-up 60 calendar days after the ETD for all dues-in with invalid or blank EDDs. The second follow-up will have code 2 in record position 7. Nonresponse to the second follow-up will result in off-line intervention by the GIM. All dues-in with invalid or blank EDDs 90 calendar days after the ETD will be included in the reconciliation (see section L). Based on the response, the GIM will determine if additional reconciliation/reconciliation action is required.

C11.1. REPLY TO FOLLOW-UP FOR DUE-IN DATA

C11.11.1. The LIM will reply to DI Code DLC follow-ups using DI Code DLD Logistics Reassignment Delinquent Due-In Responses (see appendix AP3.19). The DI Code DLD response will contain the appropriate asset transfer status code (see AP2.10).

C11.11.2. To preclude the need for follow-up transactions by the GIM, the LIM will provide revised due-in dates as changes occur using DI Code DLD transactions with Asset Transfer Status Code AF.

C11.12. DoD COMPONENT DUE-IN RECONCILIATION

C11.12.1. The reconciliation process is used to verify that the GIM is in receipt of all procurement/contract award data for assets due-in and the most current EDDs available. This process will also insure that all items still pending procurement/contract award on ETD are still valid.

C11.12.2. The GIM will initiate reconciliation of dues-in for logistically reassigned materiel 90 calendar days after the ETD and semiannually thereafter for all materiel which has not been received.

C11.12.3. To initiate the reconciliation, the GIM will submit DI Code DLE Logistics Reassignment Due-In Reconciliation Requests for all items with materiel still due-in to the LIM, regardless of the presence of a current EDD for delivery of the materiel. The DI Code DLE requests may be submitted by magnetic tape in lieu of transceived via DAASC when agreed to by the GIM and the LIM.

C11.12.4. The LIM will ensure that due-in information for all items still pending procurement/contract action, pending delivery, or in litigation is readily available to respond to the reconciliation request. The LIM will prepare replies to due-in reconciliation requests using DI Code DLF Logistics Reassignment Due-In Reconciliation Responses containing the appropriate asset transfer status code (see appendix AP2.10).

C12. CHAPTER 12

SMALL ARMS SERIAL NUMBER REGISTRATION AND REPORTING

C12.1 SCOPE. The provisions of this chapter apply to the DoD Components responsible for inventory management of small arms.

C12.2. GENERAL

C12.2.1. This chapter provides procedures for reporting small arms serial number data between DoD Components and the DoD Registry. Small arms, as defined in Definitions and Terms, including those mounted on aircraft, vehicles, and vessels, that are accounted for in unclassified property records, will be reported (included will be foreign and commercial weapons, and museum pieces with serial numbers).

C12.2.2. In addition to requirements contained in MILSTRIP (DoD 4000.25-1-M), the shipping activity will provide a listing of the weapon serial numbers contained in each shipment with the shipment documentation accompanying small arms shipments between DoD Components. When shipments consist of multiple containers, the listing will identify which serial numbers are within each of the containers.

C12.2.3. Small arms without an NSN and/or small arms (except museum pieces) with missing, obliterated, mutilated, or illegible serial numbers, when discovered, will be reported to the DoD Registry by the DoD Component Registry, for review and assignment of an MCN/NSN and/or serial number. Assignment of LCN or MCN will not replace or be used in lieu of procedures to request assignment of an NSN where applicable. The DoD Component Registry will report all small arms without an NSN and/or small arms serial number, by message or letter, for assignment of serial number and/or NSN in the following format:

NSN	Unique Item Identifier	Description
(NSN or none)	(Serial Number or none)	(Make, model, caliber, and other nomenclature data)

C12.2.4. LCNs/MCNs will be used by the DoD Components for all weapon identification until a valid NSN can be obtained from the DoD Registry in accordance with paragraph C12.2.3 or notification that the MCN/LCN will not be assigned an NSN.

C12.2.5. Lost, abandoned, or unclaimed privately-owned small arms that are processed through a Board of Officers for actions described in DoD 4160.21-M, chapter

4, and subsequently, turned in to a DRMO, will be registered immediately when they come under Government control.

C12.2.6. Nonappropriated funded small arms turned in to a DRMO and privately-owned weapons classified as claims property will be registered immediately when they come under the control of DoD. Small arms that are claimed (private property whose title has passed to DoD as a result of a claim against the Government due to its damage in connection with Government activities, usually movement of household goods) and confiscated (private property whose title has passed to DoD as a result of being confiscated by appropriate authority, usually as a result of being abandoned and/or unauthorized for personal possession) by DoD activities will be reported immediately to Component Registries.

C12.2.7. The DoD Components will take action to obtain a new NSN (or currently assigned NSN) from the DoD Registry for modified weapons rendered inoperable that are used for ceremonial or training purposes. These weapons will be retained on the Component Registries as weapons subject to the reporting criteria.

C12.2.8. The DoD Components shall establish procedures to assure reporting of lost, stolen, unaccounted for, and/or recovered small arms under the provisions of DoD 5100.76-M.

C12.2.9. In the event of mobilization or other emergency, the DoD Registry and the DoD Component Registries will continue to operate and be maintained. Transaction Code J, Suspension of Reporting Requirements, may be utilized in emergency situations as authorized by the individual Services.

C12.3. OBJECTIVES

C12.3.1. Establish continuous visibility over all small arms by serial number from the contractor to depot; in storage; intransit to requisitioners; in post, camp, and station custody; in the hands of users; during turn-ins; in renovation; and during disposal/demilitarization.

C12.3.2. Interface the small arms serial number reporting between the DoD Components using standard procedures.

C12.3.3. Provide follow-up procedures for delinquent shipment/receipt transactions.

C12.3.4. Provide reconciliation procedures.

C12.3.5. Provide law enforcement agencies, within 72 hours, the identification of the last known accountable activity having a specific serial numbered small arm.

C12.4. EXCLUSIONS

C12.4.1. Small arms purchased with nonappropriated funds and privately-owned weapons are exempt from being reported to the DoD Central Registry since these weapons are controlled by civil authorities under the Gun Control Act of 1968. (This does not include weapons turned in for disposal. See paragraphs C12.2.5 and C12.2.6.)

C12.4.2. Classified activities, which determine that specific small arms should not be registered under these procedures, should request guidance through appropriate channels from the DoD Component.

C12.4.3. Deviations from MILSTRAP requirements by DoD activities with small static inventories require concurrence of the JSACG and approval of the DoD MILSTRAP System Administrator. Submit requests for deviations, to include appropriate justification, via electronic mail to: DLMSO@dla.mil (when using electronic mail, include "ATTN: JSACG Chair" in the subject line), or by traditional mail to:

ATTN DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE J-6251 SUITE 1834 DEFENSE LOGISTICS AGENCY J6 8725 JOHN J KINGMAN RD STOP 6205 FORT BELVOIR VA 22060-6217

C12.5. DELINEATION OF RESPONSIBILITIES

C12.5.1. DoD Registry will:

C12.5.1.1. Be operated and maintained by the Department of the Army. The DoD registry address is: Commander, USAMC Logistics Support Activity, ATTN: DoD Small Arms Registry Army, Redstone Arsenal, AL 35898-7466.

C12.5.1.2. Provide a central repository of small arms serial numbers from the Component Registries, to include those which are on hand, in transit, lost, stolen, demilitarized, or shipped outside the control of DoD.

C12.5.1.3. Provide law enforcement agencies, within 72 hours, the identification of the last known accountable activity (to include telephone number) having a specific serial numbered small arm (see paragraph C12.7.6). Respond as expeditiously as possible to other inquiries, depending on volume and existing workload.

C12.5.1.4. Enter all inquiries from law enforcement agencies and inquiries from appropriate Military and civilian activities for weapons located in foreign countries on the DoD Registry file when no record exists on the active or inactive file. This will be accomplished by using the DI Code DSM transactions with Small Arms Transaction Code I and entering the message/inquiry form number in the document number field for cross-reference purposes. For weapons identified as belonging to a DoD Component,

these entries will remain in the DoD active master file until the weapon is returned to DoD control and properly recorded on a Component Registry. Weapons identified as other than DoD in origin will be placed in the inactive file of the DoD registry.

C12.5.1.5. Identify duplicate serial numbers on files received from the Component Registries, as a minimum, on a quarterly basis. Contact the appropriate Services/DLA to verify duplicates and the DoD Registry will issue selected suffixes to modify affected serial number(s) for all but one of the duplicate numbers. Weapons with duplicate serial numbers located in the wholesale system will be modified first, to the extent possible. In order to maintain an audit trail for all modification actions:

C12.5.1.5.1. Provide appropriate corrective instructions to Component Registries reporting duplicate serial numbers.

C12.5.1.5.2. Establish a complete historical cross-reference record (mechanical or hard copy).

C12.5.2. DoD Component Registries will:

C12.5.2.1. Maintain and control a mechanized active, and inactive, history file to control small arms serial numbers for which they maintain or had maintained accountability.

C12.5.2.2. Update files based on transaction reporting; e.g., receipts, issues, turn-ins, and inter-Service transfers. Perpetuate suffix codes from all receipt/issue/adjustment transactions when updating files.

C12.5.2.3. Use standard data elements prescribed in appendix AP2 and transactions prescribed in appendix AP3 to interface between DoD Component Registries for reporting changes affecting the small arms status in the master file of the DoD Component Registries.

C12.5.2.4. Provide for monthly electronic file transfer to the DoD Registry, reflecting active and inactive files in serial number sequence.

C12.5.2.5. Identify duplicate serial numbers recorded on file and request altering instructions from the DoD Registry for all but one of the duplicate numbers. Suspend movement of these weapons pending verification of the record and/or receipt of instructions for modification of the serial number on the weapon.

C12.5.2.6. Provide data available upon receipt of an inquiry from a law enforcement agency, and initiate action as deemed appropriate.

C12.5.2.7. Perform an annual records verification utilizing the registry files to obtain records compatibility with depot files and ICP files by stock number and quantity.

C12.5.2.8. Report weapons lost, damaged or destroyed in accordance with DoD 7000.14-R, volume 12, chapter 7. Small Arms Transaction Code Q is applicable for reporting potential lost or stolen small arms, pending full investigation/report of survey. Transaction code U is applicable for reporting if the missing weapon is found or recovered. Use the WSN control transaction, DI Code DSM for updating the registries.

C12.5.2.9. Identify on the DoD Component Registry, with Small Arm Transaction Code L, weapons determined to be lost or stolen after all investigative requirements have been initiated, including a report of survey. Use DI Code DSM prepared in the appendix AP3.36 format. (Note: DoD Components are required to submit semiannual reports to the chair, Physical Security Review Board, in accordance with DoD 5100.76-M for all weapons where theft, loss, and recovery occur.)

C12.5.2.10. Perform an annual reconciliation with all activities recorded on the registry as having possession and/or accountability of reported small arms by serial number, stock number, and quantity. The method of performing the reconciliation will depend on the DoD Components' capability of utilizing DISN/NIPRNET transactions or listings. When listings are used to perform the annual reconciliation, identify them by the appropriate transaction DI code either as header information or reflected with each line entry (see paragraph C12. 7.8).

C12.5.2.11. Report to the chairman of the JSACG all new weapons or devices that could be construed as weapons. The chairman will identify the reportability and notify the Services. Weapons or devices for which no determination can be made will be discussed by the full JSACG.

C12.5.3. The JSACG responsibilities are as set forth in DoD 4140.1-R. The electronic mailing address for the JSACG Chair is DLMSO@dla.mil (when using electronic mail, include "ATTN: JSACG Chair" in the subject line.) Traditional mail may be sent to:

ATTN DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE J-6251 SUITE 1834, JSACG CHAIR DEFENSE LOGISTICS AGENCY J6 8725 JOHN J KINGMAN RD STOP 6205 FORT BELVOIR VA 22060-6217

C12.5.4. The MILSTRAP System Administrator/Supply PRC chair responsibilities are set forth in chapter 1 and in DoD 4140.1-R.

C12.6. SAFEGUARDING AND PHYSICAL SECURITY OF ADP RECORDED DATA

C12.6.1. The small arms data contained in the ADP records of the DoD Registry could produce classified data if the total number of serial numbers by weapon type were summarized. Consideration should be given to security of the small arms records due to their sensitive nature. Security of ADP records will be in accordance with DoD 5200.1-R.

C12.6.2. A determination to classify shall be made when there is sound reason to believe that knowledge of the information would provide a foreign national with an insight into the war potential, war defense plans, or posture of the United States and could reasonably be expected to cause a degree of harm to the national security.

C12.6.3. The operation of this program does not relieve units/activities from the requirements for physical security of weapons in accordance with DoD Component regulations.

C12.7. OPERATING PROCEDURES

C12.7.1. The DoD Component Registries will provide for electronic file transfer of their active and inactive files, in serial number sequence, to arrive at the DoD Registry not later than the 10th of each month. The format will be in accordance with DI Code DSM, appendix AP3.36. The DoD Registry will verify record counts as indicated on the files.

C12.7.2. The DoD Registry will combine the DoD Components' electronic files into a single file, in serial number sequence, not later than the 15th day of each month. The DoD Registry will identify duplicate serial numbers, as a minimum quarterly, in accordance with section C12.5.1.5.

C12.7.2.1. If the duplicate serial numbers appear during the next check, and are owned by a single Service, the DoD Component Registry will be notified to validate the serial numbers. If duplicate serial numbers remain after this validation, the DoD Component Registry will take action to request altering instructions from the DoD Registry to modify affected serial number(s). The DoD Registry will issue modified serial numbers (utilizing selected alpha suffix(es)) and maintain a complete historical cross-reference record.

C12.7.2.2. If the duplicate serial numbers appear during the next check, and are owned by more than one DoD Component, the DoD Registry will notify each DoD Component Registry to validate its serial numbers. If duplicates remain after this validation process, the DoD Registry will issue modified serial numbers to one of the Component Registries (utilizing selected alpha suffix(es)) and maintain a complete historical cross-reference record.

C12.7.3. Weapons recovered by law enforcement agencies or foreign countries and returned to the custody of a DoD Component will be registered on the Component Registry using Small Arms Transaction Code U and DI Code DSM.

C12.7.4. WSN control transactions, DI Code DSM, are used to report inter-Component transfers between the DoD Component Registries. The data flow for reporting shipments will be as indicated in the following subparagraphs.

C12.7.4.1. Shipments between DoD Components:

C12.7.4.1.1. When small arms are selected for shipment by the shipping activity, provide the WSN transaction data for the weapons to the shipping DoD Component Registry using DI Code DSM (see appendix AP3.36). The shipping DoD Component Registry enters the small arms data in the active file to indicate the intransit shipment. The shipping DoD Component Registry then forwards the WSN transaction to the destination Component Registry for all inter-Component shipments.

C12.7.4.1.2. The receiving DoD Component Registry enters the small arms data into the active file to open the record. This record is maintained until confirmation of receipt of the weapon is provided by the receiving activity. The receiving activity verifies the serial number(s) and provides the WSN transaction to their DoD Component Registry. The receiving DoD Component Registry matches the small arms data against the intransit record. A match constitutes a reconciliation and completes the record. Discrepant serial number(s) will be verified by electronic mail, telephone, or letter and corrective action taken as required. The receiving DoD Component Registry provides the DSM transaction with transaction code R to the shipping Component Registry.

C12.7.4.1.3. Weapon shipments from one DoD Component to another for maintenance purposes will also be reported to appropriate DoD Component Registries. This requirement will be included in any maintenance support agreement.

C12.7.4.1.4. If 30 calendar days from date of shipment for CONUS and 90 calendar days for overseas is exceeded, the shipping Component Registry will initiate coordination to determine the status of the outstanding S transaction(s) (see paragraph C12.8.1.5) (for receiving DoD Component Registry procedures, see paragraph C12.8.2). A monthly overage shipment listing will also be provided to the receiving Component Registry.

C12.7.4.2. Shipments from Procurement. When small arms are shipped from a contractor to activities within the DoD, the contractor is required to prepare three WSN control transactions. Transaction code P will be in the one transaction provided to the shipping DoD Component Registry giving notification of shipment. The data are entered in the shipping Component Registry to open the record. This record will be maintained in suspense until confirmation of receipt of the weapon is provided by the

receiving activity. The receiving activity will submit the DSM transaction to update its DoD Component Registry. The two remaining WSN transactions will have the RI code of the shipping DoD Component Registry to which the confirmation of receipt will be provided. The WSN transactions will accompany the shipment documentation. When shipments consist of multiple containers, a listing will identify which serial numbers are within each of the containers.

C12.7.4.3. Shipments to Foreign Military Sales/Grant Aid and Other Agencies Outside the Control of DoD. When small arms are selected for shipment by the shipping activity, ***or when a DoD agency assumes title and accountability for U.S. weapons purchased or produced under a DoD contract, then shipped directly to Security Assistance or other customers outside DoD,*** the WSN transactions for the weapons will be provided to the shipping DoD Component Registry giving notification of shipment. The shipping DoD Component Registry codes each weapon in the shipment, utilizing transaction code N, Shipment to Other Agencies or F, Shipment to FMS/Grant Aid, depending on type of transaction. The shipping DoD Component Registry then enters the small arms shipment data into the inactive file. Weapons returned to the DoD supply system from previous shipments to FMS/Grant Aid and other agencies outside the control of DoD will be registered by the receiving activity on its DoD Component Registry.

C12.7.5. When small arms are selected for destruction at the demilitarization activity, the small arms data (DI Code DSM) is provided to the Component Registry once the demilitarization has been completed. The DoD Component Registry codes each of the weapons demilitarized, using transaction code V. The DoD Component Registry then enters the small arms demilitarization data into the inactive file.

C12.7.6. The DoD Small Arms Serialization Program is designed to provide investigative agencies with the identification of the last accountable activity having a specific serial numbered small arm within 72 hours. Investigative agencies will process all inquiries by electronic mail, message, letter, or telephone to the DoD Registry. The DoD Registry will identify the accountable DoD Component Registry from the data contained in its master record and query that registry as to the last activity accountable for the specific serial numbered weapon. Once the DoD Component Registry identifies the last accountable activity, response is provided to the investigative agency through the DoD Registry.

C12.7.7. Invalid or erroneous transactions, except DI Code DSA (see paragraph C12.7.10), will be rejected by the DoD Component Registry to the originator of the transaction using DI Code DSR (see appendix AP3.37). Reject codes and corrective action required are contained in appendix AP2.13. Since the reject advice code identifies only one error condition in the transaction, activities will review all other fields of the rejected transactions, prior to resubmission, to ensure that all date entries are Correct.

C12.7.7.1. Rejected transactions will be held in a suspense file by the Component Registry until corrective action has been received from the DoD Component. DI Code DSC transactions, prepared in the appendix AP3.33 format, will be used to respond to rejected transactions.

C12.7.7.2. In the event no corrective action is received by the Component Registry within 14 calendar days, a DI Code DSF follow-up (appendix AP3.35), will be forwarded to the DoD Component.

C12.7.8. The annual reconciliation of all small arms on the Component Registry will be performed utilizing DI Code DSR (appendix AP3.37) and transaction code E (appendix AP2.12). Matching records will be considered reconciled. Duplicate small arms serial numbers detected during the reconciliation will require modification instructions from the DoD Registry. DoD Component Registries that perform the annual reconciliation utilizing other than transaction reporting will ensure that listings contain DI Code DSR in the heading. Transaction code E need not be identified on the listing or posted to the Component Registry.

C12.7.8.1. Records not matched, or for small arms for which no reconciliation was received by the DoD Component Registry, will result in a reject, DI Code DSR, to the DoD Component. The appropriate reject codes are contained in appendix AP2.13.

C12.7.8.2. In the event corrective transactions and/or notification of a problem is not received from the DoD Component within 60 calendar days, the Component Registry will follow up utilizing DI Code DSF (appendix AP3.35).

C12.7.9. Accomplish mass stock number changes using DI Code DSB (appendix AP3.32).

C12.7.10. Reporting activities will use the Small Arms Multi-Field Corrections Transaction, DI Code DSA (appendix AP3.31), to change erroneous information on the Component Registry active/inactive file. The DoD Component Registry will reject DI Code DSA transactions that do not match the file or contain invalid data.

C12.7.10.1. Reporting activities will prepare DI Code DSA when the Component Registry contains erroneous information. Changes can be made to the NSN/MCN/LCN/DoDAAC/UIC of the accountable activity and serial number. When using the DI Code DSA transaction to correct erroneous entries recorded on the DoD Component Registry, data previously reported in record positions 8 through 41 shall remain the same. Transaction code K will be entered in record position 7.

C12.7.10.2. DI Code DSA transactions received by the DoD Component Registry that do not match the NSN/MCN/LCN, reporting activity DoDAAC/UIC, or serial number contained on the active/inactive file will be rejected to the reporting activity. The rejected transaction will contain the appropriate error transaction reject code, as contained in appendix AP2.13, in record positions 76-77 and the date rejected in record

positions 78-80. Rejected transactions will be suspended in the DoD Component Registry pending receipt of a corrected DI Code DSA transaction. Since only one reject code can be reflected in the rejected transaction, the reporting activity must review all entries for additional invalid data before resubmitting the corrected transaction.

C12.7.10.3. DoD Component Registries will not include the DI Code DSA transaction on their electronic file transfer to the DoD Registry. The DoD Component Registry will convert the DI Code DSA received from the reporting activity to DI Code DSM with transaction code K in record position 7 and the old serial number in the document number field (record positions 30-43) for all changes to the serial number field for the monthly electronic file transfer.

C12.8. TIME STANDARDS FOR PROCESSING UPDATES AND FOLLOW-UPS FOR SHIPMENTS AND RECEIPTS

C12.8.1. One objective of the small arms serial number registration and reporting procedures is to provide visibility of actual location of all weapons by the timely update of the DoD Component Registries during the shipment or receipt process. The timeframe requirements for processing the WSN Control (DI Code DSM) for Small Arms Transaction Codes R and S are established for normal process time of 10 calendar days from date of action.

C12.8.1.1.Within 10 calendar days of selection for shipment, the shipping activity will enter the WSN transaction data on the shipping DoD Component Registry to indicate which serial numbers are included in the intransit shipment. Activities that do not have mechanized capability will provide the WSN transaction or hard copy information to the shipping DoD Component Registry by the fastest means available, leaving the shipping activity within 10 calendar days of selection for shipment.

C12.8.1.2. Within 10 calendar days of receipt of the WSN data from the shipping activity, the shipping DoD Component Registry will use the WSN transaction with transaction code S to update its files, establish the intransit record, and forward the WSN transaction to the receiving DoD Component Registry for all inter-Component shipments.

C12.8.1.3. Within 10 calendar days of receipt of the small arms, the receiving activity will use the WSN transaction data that accompanied the shipment to verify the serial number(s) received and provide the WSN data with transaction code R to the receiving DoD Component Registry. Activities that do not have mechanized capability will provide the WSN transaction or hard copy information to the receiving Component Registry by the fastest means available.

C12.8.1.4. Within 10 calendar days of receipt of the WSN data from the receiving activity, the receiving DoD Component Registry will forward a WSN transaction utilizing transaction code R to the shipping DoD Component Registry providing notification of receipt of weapons. The 10 calendar days requirement for

notification of shipments/receipts also applies to weapon shipments from one DoD Component to another for maintenance purposes. This requirement will be included in any maintenance support agreements between the DoD Components.

C12.8.2. The shipping DoD Component Registry will take follow-up action for all weapons intransit 30 calendar days for CONUS shipments and 90 calendar days for overseas shipments, from date of shipment, for which no confirmation of receipt (DI Code DSM with transaction code R) has been received. DI Code DSD Small Arms Receipt/ Shipment Follow-Up (appendix AP3.34) will be transmitted to the receiving DoD Component Registry. The transaction date (record positions 76-80) will be the 2-digit year and 3-digit ordinal day of the calendar year that the weapon(s) was shipped. Allow 10 calendar days for response to the follow-up transaction.

C12.8.2.1. If the weapon has been received, the receiving Component Registry will submit a DI Code DSM with transaction code R (record position 7) and date received (record positions 76-80).

C12.8.2.2. If the weapon has not been received, the receiving Component Registry will submit a DI Code DSM with transaction code A (record position 7) and leave the date (record positions 76-80) blank.

C12.8.2.3. If no response is received, an electronic transmission (message) will be sent to the receiving DoD Component Registry with an information copy to the receiving activity and its higher headquarters.

C12.8.2.4. Negative response or no response to the message will result in the shipping DoD Component Registry reporting the weapon(s) as missing, lost, or stolen, to their appropriate investigative agency and the DoD Registry (see paragraphs C12.5.2.8 and C12.5.2.9).

C12.8.3. The receiving DoD Component Registry will initiate follow-up procedures for all weapons received for which no WSN with transaction code S was provided by the shipping DoD Component Registry. The follow-up procedure is necessary to confirm that the serial number(s) reported as received matches the serial number(s) selected and shipped. The receiving DoD Component Registry will take the follow-up action with the shipping DoD Component Registry within 10 calendar days after a weapon(s) has been confirmed as received using DI Code DSD Small Arms Receipt/Shipment Follow-Up transaction (appendix AP3.34). The transaction date (record positions 76-80) will be the 2-digit year and 3-digit ordinal day of the calendar year that the weapon(s) was received. Lack of response within 10 calendar days will result in an electronic transmission (message) being sent to the shipping DoD Component Registry with an information copy to the shipping activity and its higher headquarters.

C12.8.4. The standard timeframes for inter- DoD Component submission of transaction codes R and S, as prescribed above, also apply to intra-DoD Component shipments and receipts.

C13. CHAPTER 13

SPECIAL PROGRAM REQUIREMENTS

C13.1 GENERAL. This chapter provides procedures for forecasting of requirements for items required to support special programs or projects which are of a nonrepetitive nature and cannot be forecast by the inventory control point (ICP) based on demand data, and which have the greatest probability of materializing and resulting in the eventual submission of requisitions.

C13.1.1 Special Program Requirement (SPR) requests will be submitted for those requirements which meet any of the following criteria as to purpose:

C13.1.1.1 One-time training exercises or maneuvers.

C13.1.1.2 Repair or rebuild programs which are either nonrecurring or which are seldom or irregularly programmed.

C13.1.1.3 New constructions (ships, buildings, etc.).

C13.1.1.4 One-time alterations, modifications, or conversion programs.

C13.1.1.5 Initial issue of existing items (i.e., outfittings, activations, and changes in authorized allowances).

C13.1.1.6 Initial requirements for special operational projects.

C13.1.1.7 Requirements for initial testing.

C13.1.1.8 Requirements for Government-furnished property.

C13.1.1.9 Requirements for infrequently planned support operations such as Arctic and Antarctic resupply missions.

C13.1.1.10 Special situations of a nonrepetitive nature when required in support of authorized Security Assistance Program requirements (e.g., initial pipeline stockage requirements in support of approved Cooperative Logistics Supply Support Arrangement, etc.).

C13.1.2 The following types of requirements are excluded from identification as SPRs:

C13.1.2.1 Provisioning, recurring type.

C13.1.2.2 War Materiel Requirements.

C13.1.2.3 Requirements for which the DoD Component has a recurring demand.

C13.1.2.4 Subsistence, all categories.

C13.2 SPR SUBMISSION AND ROUTING

C13.2.1 Submission of SPRs will be limited to materiel required not less than 90 calendar days in advance of or more than 5 years prior to the support date (the first day of the month which it is anticipated materiel will be requisitioned for the program) indicated in record positions 62-64 of the request. When procurement is necessary, delivery for an early support date may not be possible since the procurement lead time for most items will be greater than 90 calendar days. Therefore, forecasting activities should submit SPRs to ICPs as far in advance of the support date as practical.

C13.2.2 Forecasting activities will prepare SPR requests citing DI Code DYA, DYB, DYL or DYM (see appendix AP3.48), as appropriate, to transmit SPR data to the ICP. When the requirement for an individual item is such that materiel will be required in phases (e.g., 100 each per month), the forecasting activity will forward a separate request for each phase.

C13.2.3 Requirements for submitting SPR requests, cancellations, modifiers, substitute item acceptance/rejections, and follow-ups (DI Codes DYA, DYC, DYD, DYG, DYH, DYJ, and DYL) via the DAASC are specified in chapter 9 of this manual. The DAASC will edit, pass, route, or reject these transactions; and transmit appropriate DI Code DZ9 Status Notification and/or DI Code DZG Transaction Rejects to originators. These transactions and related processing requirements are also covered in chapter 9 of this manual.

C13.3 ICP PROCESSING OF SPR REQUESTS

C13.3.1 ICPs measure the size of the requirement being forecasted to determine its acceptability in terms of the risk of long supply being generated. This measurement requires consideration of the size of the forecasted quantity in relation to the normal demand estimated for the item being forecasted, the value (cost) of this quantity, the supply status of the item being forecasted, funding capability of the ICP, accuracy of past forecasts, and the degree of assurance that requisitions will follow.

C13.3.2 ICPs will determine action to be taken on SPR requests and within 15 calendar days after receipt of the request will provide appropriate status. SPR status transactions will include an SPR status code (see appendix AP2.11) to advise the forecasting activity of acceptance, rejection (other than for correction and resubmission), or other action required on the SPR. When an ICP receives an SPR request which cannot be processed due to erroneous or missing data, the ICP will reject the request for correction and resubmission in accordance with chapter 9.

C13.3.3 ICPs will prepare SPR status transactions citing DI Code DYK (see appendix AP3.54

C13.4 FOLLOW-UP ON SPR REQUESTS

C13.4.1 When the forecasting activity has not received a DI Code DYK SPR Status transaction or a DI Code DZG Transaction Reject within 21 calendar days from the SPR request submission date, the forecasting activity may submit an SPR follow-up, to the ICP.

C13.4.2 Forecasting activities will prepare SPR follow-ups citing DI Code DYJ (see appendix AP3.53).

C13.5 ICP ACTION ON SPR FOLLOW-UP

C13.5.1 When there is no record of receipt of the original SPR request, the ICP will process the SPR follow-up as an original SPR request.

C13.5.2 ICPs will prepare replies to SPR follow-ups as specified in section C13.3.

C13.6 MODIFICATION OF SPR REQUESTS

C13.6.1 The forecasting activity may submit changes for a previously submitted SPR request to replace data in the original request. The SPR modifier document will be used for such changes and will be submitted only to change the quantity, the supplementary address, the project code, the coast designator, the support date and/or the record positions 67-69 routing identifier (from).

C13.6.2 Forecasting activities will prepare SPR modifiers citing DI Code DYD (see appendix AP3.50).

C13.7 RESPONSE TO SPR MODIFIER. ICPs will prepare replies to SPR modifiers as specified in section C13.3.

C13.8 CANCELLATION OF SPR REQUESTS

C13.8.1 The forecasting activity may submit an SPR cancellation for a previously submitted SPR request. Cancellations must be for the total quantity applicable to the SPR.

C13.8.2 Forecasting activities will prepare SPR cancellations citing DI Code DYC (see appendix AP3.49).

C13.9 RESPONSE TO SPR CANCELLATION. ICPs will prepare replies to SPR cancellations as specified in section C13.3.

C13.10 ACCEPTANCE/REJECTION OF SUBSTITUTE ITEM. Forecasting activities in receipt of SPR responses offering a substitute item will take the appropriate following action:

C13.10.1 When the offered substitute is acceptable, transmit a DI Code DYG SPR Substitute Item Acceptance (see appendix AP3.51) to the ICP.

C13.10.2 When the offered substitute is unacceptable, transmit a DI Code DYH SPR Substitute Item Rejection (see appendix AP3.52) to the ICP.

C13.11 RESPONSE TO SUBSTITUTE ITEM REJECTION. The ICP will initiate action to provide status to the forecasting activity on the item originally requested. ICPs will prepare status responses as specified in section C13.3.

C13.12 RETENTION OF SPR REQUESTS. The ICP will retain SPR requests until:

C13.12.1 The support date of those requirements for which SPR Status Code PA was furnished or until a requisition is received which can be identified to all or a portion of a particular SPR quantity.

C13.12.2 One procurement lead time/assembly time away from the support date when procurement/assembly is required in support of those requirements for which SPR Status Code PB was furnished.

C13.12.3 Assembly time prior to support date when extra time is required for assembly in support of those requirements for which SPR Status Code PC was furnished.

C13.13 FOLLOW-ON STATUS. The ICP will provide revised status when the situation changes (e.g., change in procurement lead time, procurement is required for materiel originally anticipated to be available from stock, etc.). Generally, these situation changes are unusual in nature, are not programmed for, and require off-line processing. ICPs will prepare the status documents as specified in section C13.3.

C13.14 PREPARATION OF SPR REQUISITIONS

C13.14.1 When SPR status citing SPR Status Code PA is received, requisitions citing Demand Code P should be submitted for the SPR related requirements in time to allow for delivery within the appropriate time standard prescribed by UMMIPS. Demand

Code P indicates to the ICP that the requisition is for materiel previously forecasted as an SPR. This enables the ICP to control and apply the appropriate logic for the demand generated by the requisition. (See MILSTRIP (DoD 4000.25-1-M) for requisition format and demand codes.)

C13.14.2 When SPR status is received citing SPR Status Code PR, the SPR is being deleted and the item is a procurement lead time/assembly time away from the support date. If the requirement is still valid, the requiring activity must immediately submit a MILSTRIP requisition(s) citing Demand Code O in record position 44 and MILSTRIP Advice Code 2L in record positions 65-66. When requisitioners desire that specific materiel shipments not be released prior to 50 calendar days before the expiration of an extended RDD, they will express the RDD using code S in record position 62 as prescribed in MILSTRIP, appendix AP2.14.

C13.15 LOGISTICS REASSIGNMENT

C13.15.1 When the logistics loss is to an IMM of another DoD Component, the LIM will transmit an SPR status to the forecasting activity. The DI Code DYK SPR status transaction (see appendix AP3.54) will contain SPR Status Code PV. This status indicates that the item has been involved in an LR and a new SPR must be submitted to the GIM.

C13.15.2 When the logistics loss is to an IMM within the same DoD Component, the LIM will forward the record of the SPR to the GIM. No status need be furnished the forecasting activity.

C14. CHAPTER 14

LOGISTICS ASSET SUPPORT ESTIMATE

C14.1 GENERAL. This chapter provides an automated procedure for authorized activities of the DoD Components to determine the ability of the Integrated Materiel Managers (IMM) to support contingency or operational plans, projects, and other important programs.

C14.2 SCOPE. The provisions of this chapter are applicable to HQ DLA, Defense Supply Centers except the Defense Fuel Supply Center, Service Inventory Control Points (ICP) functioning as IMMs, and ***authorized wholesale and below wholesale*** activities of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

C14.3 ASSET SUPPORT REQUESTS

C14.3.1 Submission of asset support requests to IMMs is limited to the authorized activities listed in section C14.8. All authorized activities do not qualify for assignment of a Routing Identifier (RI) code. However, the activity address, DoDAAC, and the RI code which each activity will use to submit requests are identified in section C14.8. IMMs will validate the RI code (from) and DoDAAC in incoming requests and reject those with invalid or unauthorized entries as prescribed in paragraph C14.7.2.

C14.3.2 This program is not intended for routine stock status inquiries where normal MILSTRIP (DoD 4000-25-1-M) should be employed. Rather, this program is to obtain a general estimate of the type of supply support which might be anticipated when a specific MILSTRIP requisition is not pertinent to the inquiry. Asset support requests will be initiated in conjunction with particular programs or projects by personnel responsible for scheduling, planning, or reporting on the overall supply support status of major equipment or systems.

C14.3.3 Authorized activities will determine the type of logistic data required and will submit DI Code DTA Asset Support Requests(see appendix AP3.38). Output data are dependent upon the request code entered in record position 7 of the request and will be reflected in the asset support replies (DI Code DTB for asset data and DTC for backorder data as prescribed in appendices AP3.39 and AP3.40, respectively).

C14.3.3.1 When the occasion requiring data dictates that the information needed should consist basically of asset data (onhand and due-in), authorized activities will submit a DI Code DTA request with code A in record position 7 to the appropriate IMM. This request will generate a DI Code DTB Asset Support Reply (Asset Data) (see AP3.39).

C14.3.3.2 If the information desired is oriented toward the backorder condition, authorized activities will submit a DI Code DTA request with code B in record position 7 to the appropriate IMM. This request will generate a DI Code DTC Asset Support Reply (Backorder Data) (see appendix AP3.40).

C14.3.3.3 If both asset and backorder data are desired, authorized activities will submit a DI Code DTA Asset Support Request with code C in record position 7 to the appropriate IMM. This request will generate both an asset data and a backorder data asset support reply as outlined in appendices AP3.39 and AP3.40, respectively.

C14.3.4 Authorized activities will transmit asset support requests through the DAASC for routing, as prescribed by chapter 9 of this manual, using CIC IAZZ. The DAASC will recognize DI Code DTA and place CIC IHAC in the header card of the transmitting message upon passing or routing the request to the appropriate IMM. When the authorized requesting activity is collocated with the IMM, the asset support request may be submitted directly to the appropriate office.

C14.4 ASSET SUPPORT REPLIES

C14.4.1 IMMs will normally respond to asset support requests within 5 working days after receipt and, in all instances, must respond within 10 working days.

C14.4.2 IMMs will prepare DI Code DTB and/or DTC Asset Support Replies (see appendices AP3.39 and AP3.40) to contain the data specified by the submitting activity.

C14.4.3 When an asset support request is received on a nonpreferred NSN, the IMM may provide data for the replacing preferred NSN. When this option is exercised, the asset support reply(s) will cite the replacing preferred NSN in record positions 8-20 and a code 1 in record position 76 (see appendices AP3.39 and AP3.40).

C14.4.4 IMMs will submit asset support replies to DAASC for transmission using CIC IAZZ. The DAASC will recognize DI Codes DTB and DTC and pass the replies to the activity indicated by the RI code in record positions 4-6 using CIC IHAD.

C14.4.5 Listings of the data contained in each batch of asset support replies will be prepared and used by the IMMs for review and control. These listings will be retained for at least 90 days and then destroyed.

C14.5 FOLLOW-UP ON ASSET SUPPORT REQUESTS

C14.5.1 When a DI Code DTB or DTC Asset Support Reply or a DI Code DZG Transaction Reject has not been received by the authorized activity within 15 calendar days from the date the request was submitted to the IMM, the authorized activity may

submit a DI Code DTD Asset Support Request Follow-Up (see AP3.41) to the appropriate IMM.

C14.5.2 Authorized activities will transmit asset support request follow-ups through the DAASC for routing, as prescribed by chapter 9 of this manual, using CIC IAZZ. The DAASC will recognize DI Code DTD and place CIC IHAC in the header of the transmitting message upon passing or routing the request to the appropriate IMM. When the authorized activity is collocated with the IMM, the asset support request follow-up may be submitted directly to the appropriate office.

C14.6 IMM ACTION ON ASSET SUPPORT REQUEST FOLLOW-UP. The IMM will process the follow-up as an asset support request as outlined in sections C14.3. and C14.4., above. Output will be as shown in appendices AP3.39 and/or AP3.40, as appropriate, except that record position 7 will be changed from code A, B, or C to code J, K, or L, respectively. Codes J, K, and L will indicate to the submitting activity that replies are in response to a follow-up and not to an initial request.

C14.7 TRANSACTION REJECTS AND STATUS NOTIFICATIONS

C14.7.1 DAASC will edit, pass, route, or reject DI Code DTA and DTD LASE transactions, and transmit appropriate DI Code DZ9 Status Notifications and/or DI Code DZG Transaction Rejects to originators. These transactions and related processing requirements are covered in chapter 9 of this manual.

C14.7.2 IMMs will validate the RI code (record positions 27-29) and DoDAAC (record positions 30-35) in all asset support requests. IMMs will reject requests containing an invalid DoDAAC using a DI Code DZG Transaction Reject (see AP3.62) citing Reject Advice Code AF (see AP2.8). Reject requests containing an RI code and/or a DoDAAC not authorized in section C14.8., below, using a transaction reject citing Reject Advice Code AV.

C14.7.3 When asset support requests are received for an obsolete/inactive NSN which cannot be supported, IMMs may reject the request using a transaction reject citing MILSTRIP Status Code CJ (see MILSTRIP, AP2.16).

C14.7.4 IMMs will prepare transaction rejects as prescribed in chapter 9 of this manual.

C14.7.5 Authorized activities will process DI Code DZG Transaction Rejects and DI Code DZ9 Status Notifications as prescribed in chapter 9 of this manual. Reject advice codes applicable to asset support requests are AA, AB, AD, AF, AT, AU, AV, and AX (see AP2.8). MILSTRIP Status Code CJ, which may be received in transaction rejects,

and MILSTRIP Status Codes BG and BM, which may be received in status notifications, are defined in MILSTRIP.

C14.8 ACTIVITIES AUTHORIZED TO SUBMIT ASSET SUPPORT REQUESTS[1]

ARMY

Submission Routing Identifier	Authorized Activity DoDAAC	Submission Routing Identifier	Authorized Activity DoDAAC
A12	W58HZ1	B16	W80YBX
A35	W25PVR	B16	W80YBY
AKZ	W56HZV	B17	W58H0Z
AKZ	W56KXS	B29	W62G2W
AKZ	W80KTY	B4O	W16G1A
AP5	W25LMQ	B46	W73HYT
B1O	W52G2J	B5O	W45N7V
B14	W52H09	B64	W31G3H
B14	W81YWB	B69	W23MWR
B16	W15GK8	BAO	W31G1Y
B16	W15P61	BGO	W22L11
B16	W15P62	BKO	W25G1Q
B16	W15P66	BLO	W22G1F
B16	W15P7U	BRO	W45G18
B16	W15P86	BTO	W67G22
B16	W15QPC	BYO	W25GIV
B16	W80KQR	BY7	W25P02
B16	W80SLL	C17	WK4NP7
B16	W80YB0	W82	W23RYX

[1] DoD Component focal points are responsible for ensuring that information listed is maintained in a current status by submitting changes, including RI codes and DoDAACs, to the DoD MILSTRAP System Administrator as they occur.

NAVY

Submission Routing Identifier	Authorized Activity DoDAAC	Submission Routing Identifier	Authorized Activity DoDAAC
N21	N00019	P58	N00197
N22	N00023	P61	N00446
N23	N00024	P64	N00164
N25	N00025	P65	N60478
N32	N00383	P71	N60701
N35	N00104	P72	N00109
N47	N00367	P73	N00253
N77	N00039	P83	V53825
N79	N0708A	PGZ	N00311
N87	V57016	PJZ	N00207
NAZ	N68860	PPZ	N00204
NDZ	N00244	PTZ	N00146
NHZ	N00102	Q32	N00191
NJZ	N00151	Q6A	N65885
NKZ	N00181	Q6C	N65923
NNZ	N00189	Q6J	N65886
NOZ	N00228	Q6N	N65887
NQZ	N00221	Q6P	N65889
NRZ	N00612	Q6S	N65888
NUZ	N00406	R22	N65584
NWZ	N00251	R24	N65580
P14	N00163	R34	N60258
		R41	N00249

AIR FORCE

Submission Routing Identifier	Authorized Activity DoDAAC	Submission Routing Identifier	Authorized Activity DoDAAC
DB6	FB5270	FPK	FD2388
DCG	FB2180	FWA	FA5000
DLE	FB2006	FWB	FB7000
DSA	FA2833	FWD	FA5612
F46	FB2373	FWF	FB2300
FA9	FB2008	FWH	FA2812
FFB	FB2049	FWJ	FA3012
FFZ	FD2040	FWK	FA3300
FGB	FB2029	FWM	FA6600
FGZ	FD2020	FWO	FA2500
FHB	FB2039	FWQ	FA4413
FHZ	FD2030	FWR	FA5260
FLB	FB2065	FWS	FA4502
FLZ	FD2060	FWT	FA4826
FNH	FA2303	FWU	FA7037
FPB	FB2059	FWY	FA3115
FPZ	FD2050	FWZ	FB6251

MARINE CORPS

Submission Routing Identifier	Authorized Activity DoDAAC	Submission Routing Identifier	Authorized Activity DoDAAC
MBB	M93728	MR1	MMR100
MC1	MMC100	Q4L	R57079
ML3	MML100	Q4M	V57080
MPB	M98820	Q4N	R57081

DEFENSE LOGISTICS AGENCY

Submission Routing Identifier	Authorized Activity DoDAAC	Submission Routing Identifier	Authorized Activity DoDAAC
S9C	SC0700	S9I	SC0500
S9E	SC0900	S9M	SC0200
S9G	SC0400	S9T	SC0100
S9H	SL4703		

COAST GUARD

Submission Routing Identifier	Authorized Activity DoDAAC	Submission Routing Identifier	Authorized Activity DoDAAC
ZIC	ZZ0001		
ZNC	ZZ0003		
ZQC	ZZ0002		

C15. CHAPTER 15

WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES

C15.1 GENERAL

C15.1.1 This chapter prescribes procedures and responsibilities for:

C15.1.1.1 Submission of War Materiel Requirements (WMR) from the DoD Components, to the Integrated Materiel Managers (IMMs) of the Military Departments, DLA, and GSA.

C15.1.1.2 Edit and validation of WMR data by IMMs and rejection of incomplete or invalid input.

C15.1.1.3 Providing output from the Losing Inventory Manager (LIM) to the Gaining Inventory Manager (GIM) upon logistics reassignment of an item.

C15.1.1.4 Providing guidelines which affect simulated mobilization exercises.

C15.2 WAR MATERIEL REQUIREMENTS

C15.2.1 DoD policy for management and development of WMR is contained in DoD Directive 3110.6.

C15.2.2 DoD Components will transmit WMR data to reach IMMs by 15 Feb each year and will submit corrections and/or changes as required. Do not submit zero quantity requirements. Prepare the transactions citing the appropriate DI code in the DM series (see appendix AP3.28). Use multiple transactions, when required, to accommodate submission of the number of months data specified in the Defense Guidance issued each year. Transmit the data by the Defense Information Systems Network (DISN)/ Non-Secure Internet Protocol Router Network (NIPRNET) using data pattern message or by mail, as a total package, using tape.

C15.2.2.1 When tapes are mailed, affix an exterior label which cites the following tape specifications:

- Identification - "War Materiel Requirements Data."
- Tape density.
- Reel number.
- Data set name, or "unlabeled."

- Track.
- Record and block size.
- Record count.

C15.2.3 The IMM will control each DoD Component's input WMR data transactions by NSN. Edit the DI Code DM series transactions and validate the edited transactions for adequacy and accuracy of data. Consider validated requirements in both the annual computation of the OWRMR and OWRMRP, and in any recomputation of these requirements upon receipt of corrected or revised DM series input. When any transaction(s) for an NSN contains invalid, inadequate, or inaccurate data, or when transactions are missing, reject the entire submission for the NSN to the submitting DoD Component. Include all rejections on a listing reflecting the image of the input DM series transaction and a code identifying the reason for rejection. Mail the listing together with a letter explaining the rejection code and action required by the submitter.

C15.2.4 When items are logistically reassigned, the LIM will furnish the GIM a listing of WMR data with supporting DI Code DM series transactions as prescribed in chapter 11, section C11.4.6.

C15.3 SIMULATED MOBILIZATION EXERCISES

C15.3.1 When establishing plans which require simulated mobilization exercises, DI codes in the E series have been assigned for MILSTRAP type transactions. These transactions will not be processed in the supply distribution system(s) as action documents which affect accountable/unit records. DoD Component activities, responsible for initiating these exercises, must use extreme caution to ensure procedures are explicit and complete coordination with all participants is accomplished.

C15.3.2 MILSTRIP (DoD 4000.25-1-M) prescribes Project Codes in the 3E series which are reserved for use in simulated mobilization exercises.

AP1 APPENDIX AP1

FORMS INDEX

APPENDIX	FORM NUMBER	TITLE
AP1.1	DD Form 2338-1	Inventory Control Effectiveness Report (Ammunition)
AP1.2	DD Form 2338-2	Inventory Control Effectiveness Report (General Supplies)

INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT AMMUNITION *(Dollar Data Expressed in Thousands)*			REPORT CONTROL SYMBOL DD-A&L(Q)935	
REPORTING ORGANIZATION	QUARTER ENDING:		FISCAL YEAR: TO DATE	
	Low risk	High Risk	Low Risk	High Risk
PART 1. PERFORMANCE				
1. MATERIEL RELEASE DENIALS				
A. LINES DIRECTED FOR SHIPMENTS				
B. TOTAL MATERIEL RELEASE DENIALS				
C. MATERIEL DENIAL RATE ((1B/1A)X100)				
2. RECEIPT PROCESSING				
A. RECEIPTS STORED AND POSTED				
B. RECEIPTS STORED AND POSTED ON TIME				
C. ON TIME RECEIPT RATE ((2B/2A)X100)				
3. LOCATION AUDIT PROGRAM				
A. LOCATIONS SURVEYED				
B. SURVEY ERRORS				
C. SURVEY ACCURACY (100-((3B/3A)X100))				
D. LOCATIONS RECONCILED				
E. RECONCILIATION ERRORS				
F. RECONCILIATION ACCURACY (100-((3E/3D)X100))				
PART 11. PHYSICAL INVENTORY ADJUSTMENTS				
1. PHYSICAL INVENTORIES				
A. NO. OF SCHEDULED AND UNSCHEDULED INVENTORIES COMPLETED				
B. NO. OF INVENTORIES WITH VARIANCES				
C. INVENTORY RECORD ACCURACY (100-(1B/1A)X100))				
2. NO. OF INVENTORY ADJUSTMENTS FROM OTHER THAN PHYSICAL INVENTORY				
A. LOCATION RECONCILIATION				
B. END OF DAY PROCESSING				
C. TOTAL (2A + 213)				
3. TOTAL ADJUSTMENTS (1B+2C)				
4. NO. OF REVERSALS OF INVENTORY ADJUSTMENTS				
A. NO. OF GAIN REVERSALS				
B. NO. OF LOSS REVERSALS				
C. TOTAL (4A + 4B)				

Report continues on next page

ICE Report Ammunition *(Continued from previous page)*				
	Low Risk	High Risk	Low Risk	High Risk
5. MONETARY VALUE ($000)				
A. AVERAGE VALUE OF INVENTORY				
B. RECORD VALUE OF ITEMS INVENTORIED				
C. VALUE OF INVENTORY ADJUSTMENTS				
(1) PHYSICAL INVENTORY ADJUSTMENTS				
(A) GAINS				
(B) LOSSES				
(C) GROSS ADJ. (5C(1)(A) + 5C(1)(B))				
(2) REVERSALS - CURRENT QUARTER				
(A) GAINS				
(B) LOSSES				
(C) TOTAL (5C(2)(A)+5C(2)(B))				
(3) REVERSALS - PRIOR QUARTER				
(A) GAINS				
(B) LOSSES				
(C) TOTAL (5C(3)(A)+5C(3)(B))				
(4) TOTAL REVERSALS (5C(2)(C) + 5C(3)(C))				
(5) TOTAL RECORD IMBALANCES ((5C(1)(C) + 5C(4))				
6. GROSS ADJUSTMENT AS A PERCENT OF				
A. AVERAGE VALUE OF INVENTORY ((5C0)(C)/5A)X100)				
B. VALUE OF ITEMS INVENTORIED ((5C0)(C)/5B)X100)				
7. TOTAL RECORD IMBALANCES AS PERCENT OF				
A. AVERAGE VALUE OF INVENTORY ((5C(5)/5A)X1OO)				
B. VALUE OF ITEMS INVENTORIED ((5C(5)/5B)X1OO)				
8. MONETARY VALUE OF LOCATION RECONCILIATION				
A. VALUE OF ITEMS RECONCILED				
B. VALUE OF GAINS				
C. VALUE OF LOSSES				
D. TOTAL(8B+8C)				
9. MONETARY VALUE OF END OF DAY PROCESSING				
A. VALUE OF GAINS				
B. VALUE OF LOSSES				
C. TOTAL(9A+9B)				

INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT GENERAL SUPPLIES *(Dollar Data Expressed in Thousands)*		REPORT CONTROL SYMBOL DD-A&L(Q)935
REPORTING ORGANIZATION	QUARTER ENDING:	FISCAL YEAR: TO DATE
PART 1. PERFORMANCE		
1. MATERIEL RELEASE DENIALS		
A. LINES DIRECTED FOR SHIPMENTS		
B. TOTAL MATERIEL RELEASE DENIALS		
C. MATERIEL DENIAL RATE ((1B/1A)X100))		
2. RECEIPT PROCESSING		
A. RECEIPTS STORED AND POSTED		
B. RECEIPTS STORED AND POSTED ON TIME		
C. ON TIME RECEIPT RATE ((2B/2A)X100)		
3. LOCATION AUDIT PROGRAM		
A. LOCATIONS SURVEYED		
B. SURVEY ERRORS		
C. SURVEY ACCURACY (100-((3B/3A)X100))		
D. LOCATIONS RECONCILED		
E. RECONCILIATION ERRORS		
F. RECONCILIATION ACCURACY (100-((3E/3D)X100))		
PART 11. PHYSICAL INVENTORY ADJUSTMENTS		
1. PHYSICAL INVENTORIES		
A. NO. OF SCHEDULED AND UNSCHEDULED INVENTORIES COMPLETED		
B. NO. OF INVENTORIES WITH VARIANCES		
C. INVENTORY VARIANCE RATE ((1B/1A)X100)		
D. NO. OF INVENTORIES WITH MAJOR VARIANCES (> $5000)		
E. MAJOR VARIANCE RATE ((1D/1A)X100)		
2. NO. OF INVENTORY ADJUSTMENTS FROM OTHER THAN PHYSICAL INVENTORY		
A. LOCATION RECONCILIATION		
B. END OF DAY PROCESSING		
C. TOTAL (2A + 213)		
3. TOTAL ADJUSTMENTS (1B+2C)		
4. NO. OF REVERSALS OF INVENTORY ADJUSTMENTS		
A. NO. OF GAIN REVERSALS		
B. NO. OF LOSS REVERSALS		
C. TOTAL (4A + 4B)		

Report continues on next page

ICE Report General Supplies *(Continued from previous page)*

5. MONETARY VALUE ($000)		
A. AVERAGE VALUE OF INVENTORY		
B. RECORD VALUE OF ITEMS INVENTORIED		
C. VALUE OF INVENTORY ADJUSTMENTS		
(1) PHYSICAL INVENTORY ADJUSTMENTS		
(A) GAINS		
(B) LOSSES		
(C) GROSS ADJ. (5C(1)(A) + 5C(1)(B))		
(2) REVERSALS - CURRENT QUARTER		
(A) GAINS		
(B) LOSSES		
(C) TOTAL (5C(2)(A)+5C(2)(B))		
(3) REVERSALS - PRIOR QUARTER		
(A) GAINS		
(B) LOSSES		
(C) TOTAL (5C(3)(A)+5C(3)(B))		
(4) TOTAL REVERSALS (5C(2)(C) + 5C(3)(C))		
(5) TOTAL RECORD IMBALANCES (5C(1)(C) + 5C(4)		
6. GROSS ADJUSTMENT AS A PERCENT OF		
A. AVERAGE VALUE OF INVENTORY ((5C(1)(C)/5A)X100)		
B. VALUE OF ITEMS INVENTORIED ((5C(1)(C)/5B)X100)		
7. TOTAL RECORD IMBALANCES AS PERCENT OF		
A. AVERAGE VALUE OF INVENTORY ((5C(5)/5A)X100)		
B. VALUE OF ITEMS INVENTORIED ((5C(5)/5B)X100)		
8. MONETARY VALUE OF LOCATION RECONCILIATION		
A. VALUE OF ITEMS RECONCILED		
B. VALUE OF GAINS		
C. VALUE OF LOSSES		
D. TOTAL(8B+8C)		
9. MONETARY VALUE OF END OF DAY PROCESSING		
A. VALUE OF GAINS		
B. VALUE OF LOSSES		
C. TOTAL(9A+9B)		

AP2 APPENDIX 2

CODES INDEX

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AP2.1 APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha/Numeric

EXPLANATION: **I**dentifies:

(1) Actions as forming a part of the inventory accounting system.

(2) The type of document and the effect a transaction has upon inventory control records.

(3) The specific relation of various inventory transactions to appropriation fund and stock fund financial statements.

RECORD POSITIONS: 1-3

A table showing the correlation of MILSTRAP Document Identifier (DI) Code Functionality to the Defense Logistics Management System (DLMS) is available from the DLMSO website at http://www.dla.mil/j-6/dlmso/eApplications/LogDataAdmin/DLSSDLMS/CrossRefTables/MILSTRAP_DI_Code_FunctionInDLMS.doc. This table provides visibility of how MILSTRAP DI Code functionality is incorporated in DLMS American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions.

AP2.1.1. The DI codes provide a means of identifying a given product (e.g., receipt, issue, demand, inventory count, inventory adjustment, etc.) to the logistics system and processing operation(s) to which it pertains and further identifies such data as to the intended purpose, usage, and operation dictated. The DI code enables automatic data processing equipment to select the appropriate program(s) and to mechanically perform operations dictated by the code, and provides a corresponding function for manual processing.

AP2.1.2. The DI code is a mandatory entry on all documents entering and leaving the supply distribution systems under MILSTRAP. Each transaction, therefore, will be identified by an appropriate code. The assignment of the first character of the code is a responsibility of DoD.

AP2.1.3. The following rationale is applicable to DI codes pertaining to MILSTRAP distribution system(s):

AP2.1.3.1. The first record position will always be an alpha.

AP2.3.1.1. Alpha D identifies transactions relating to inventory accounting system(s) irrespective of Component or systems within a Component.

AP2.3.1.2. Alpha E, in lieu of D, identifies MILSTRAP simulated mobilization exercise transactions which will not automatically affect materiel asset records or physical movement of materiel. Components responsible for initiating exercises must ensure complete coordination with all DoD Components involved. The following series of codes applicable for MILSTRAP, MILSBILLS, MILSTAMP, and MILSTRIP are permanently reserved for simulated mobilization exercise purposes only:

MILSTRAP---E Series

MILSBILLS---H Series

MILSTAMP---R Series

MILSTRIP----U Series

AP2.3.1.3. Alphas B and X identify transactions relating to inventory control system(s) within Components. Each Component may develop and assign these codes, but they will be confined to intra-Component use only.

AP2.3.1.4. Alpha C identifies transactions relating to the DLA inventory control system which are confined to intra-DLA use only.

AP2.3.1.5. Alphas Y and Z are authorized for Component assignment to identify transactions need for internal depot, supply source, or base operations when they cannot be identified directly to the preceding subparagraph AP2.3.1.1, AP2.3.1.2, AP2.3.1.3, or AP2.3.1. 4, and when they are not universal in scope and application. Transactions containing Y and Z in the first record position may never appear on any documents passed beyond the confines of a base, depot, ICP, or equivalent.

AP2.1.3.2. The second record position may be either alpha or numeric. A numeric entry denotes a transaction which affects an on hand balance and shows the general nature of the transaction. An even number denotes a receipt or debit; an odd number denotes an issue or credit. An alpha entry, excluding DI Code DAC, DAD, or DAS, denotes a transaction which does not affect the overall or total on hand balance.

AP2.1.3.3. The third record position may be either alpha or numeric.

AP2.1.4. DI codes are listed on the following pages. Unassigned codes in the D series are reserved for future assignment by DoD.

CODE	DOCUMENT TITLE	EXPLANATION
D4G	***Materiel Receipt - Procurement Instrument Source (Destructive Test/Evaluation)***	***Return to inventory of unused items originally issued to a commercial activity for destructive test/evaluation.***
D4H	***Materiel Receipt - Procurement Instrument Source (Furnished Materiel for Consumption)***	***Return to inventory of Government-owned materiel previously furnished to a commercial activity to be consumed or expended during the manufacturing or maintenance process but not so consumed or expended. Excludes return of materiel furnished for incorporation in the deliverable item but not so incorporated.***
D4L	***Materiel Receipt - Procurement Instrument Source (Assembly/ Disassembly/Reclamation/ Conversion/Modification)***	***Return to inventory of assembled items, components from disassembled or reclaimed items, or converted or modified items originally issued to a commercial activity for assembly, disassembly, reclamation, conversion, or modification. Includes return of Government-owned materiel furnished for incorporation in the deliverable item but not so incorporated. Excludes return of repaired or tested/evaluated items and of materiel expected to have been consumed or expended during the manufacture or maintenance process.***
D4M	Materiel Receipt - Procurement Instrument Source (Repair ***or Non-Destructive Test/ Evaluation***)	***Return to inventory of items previously issued to a commercial activity for repair or nondestructive test/evaluation.***
D4N	***Materiel Receipt - Procurement Instrument Source (Loan)***	***Return to inventory from authorized commercial activity of materiel on loan. Includes return of Government-owned equipment furnished to a commercial activity for use in performing a contract.***
D4S	Materiel Receipt -Procurement Instrument Source (Commercial)	To inventory as a result of purchase from commercial sources.

CODE	DOCUMENT TITLE	EXPLANATION
D4U	Materiel Receipt - Procurement Instrument Source (DoD Activity)	From procurement instrument source to inventory as a result of purchase from another DoD activity, including purchases from Government production facilities where procurement funds are charged.
D4V	Materiel Receipt -Procurement Instrument Source (Non-DoD Activity)	From procurement instrument source to inventory as a result of purchase from a non-DoD activity, including purchase from Government production facilities where procurement funds are charged.
D4X	Materiel Receipt -Procurement Instrument Source (Decapitalization)	From LIM to GIM as notification of receipt of an item decapitalized. Indicates to GIM: (a) that due-in and financial records of loser have been updated and (b) that memorandum due-in is to be updated.
D4Z	Materiel Receipt - Procurement Instrument Source (Other)	To inventory when a specific DI code is not known. (Assignor of this code will maintain intelligence pertaining to its use and, as required, will furnish these data.)
D6A	Materiel Receipt - Other Than Procurement Instrument Source (Own Service/Agency)	Returns from own Component users into inventory. Excludes receipts of end items from repair activity
D6B	Materiel Receipt - Other Than Procurement Instrument Source (DoD Activities)	Returns from other DoD activity users into inventory. Excludes receipts of end items from repair activity.
D6C	Materiel Receipt - Other Than Procurement Instrument Source (Non-DoD Activities)	Returns from non-DoD activity users into inventory. Excludes receipts of end items from repair activity.
D6D	Materiel Receipt - Other Than Procurement Instrument Source (Grant Aid)	Returns from MAP Grant Aid users into inventory.
D6E	Materiel Receipt - Other Than Procurement Instrument Source (FMS)	Returns from FMS users into inventory.
D6G	Materiel Receipt - Other Than Procurement Instrument Source (***Destructive*** Test/ Evaluation)	***Return to inventory of unused items originally issued to a Government activity for destructive test/ evaluation.***

CODE	DOCUMENT TITLE	EXPLANATION
D6H	Materiel Receipt - Other Than Procurement Instrument Source (Government-Furnished Materieln ***for Consumption***)	***Return to inventory of materiel previously furnished to a Government activity for consumption during the manufacturing or maintenance process but not so consumed or expended. Excludes return of materiel furnished for incorporation in the deliverable item but not so incorporated.***
D6J	Materiel Receipt - Other Than Procurement Instrument Source (Reutilization and Marketing)	Returns from property disposal to inventory.
D6K	Materiel Receipt - Other Than Procurement Instrument Source (Relocation)	***Return to inventory of materiel relocated between storage activities without change in ownership. Excludes receipts of repaired items.***
D6L	Materiel Receipt - Other Than Procurement Instrument Source (Assembly/Disassembly/ ***Reclamation/***Conversion/Modification)	***Return to inventory of assembled items, components from disassembled or reclaimed items, or converted or modified items originally issued to a Government activity for assembly, disassembly, reclamation, components from disassembled or reclaimed conversion, or modification. Includes return of materiel furnished for incorporation in the deliverable item but not so incorporated. Excludes return of repaired or tested/evaluated items and of materiel expected to have been consumed or expended during the manufacture or maintenance process.***
D6M	Materiel Receipt - Other Than Procurement Instrument Source (Repair/ ***or Non-destructive***Tes***t/Evalutaion***)	***Return to inventory of repaired or tested/evaluated items previously issued to a government activity for repair or nondestructive test/evaluation.***
D6N	Materiel Receipt - Other Than Procurement Instrument Source (Loan)	Return ***to inventory*** of materiel on loan from authorized ***non-commercial*** recipient***. Includes return of Government-owned equipment furnished to a non-commercial activity for use in performing a contract.***
D6Q	Materiel Receipt - Other Than Procurement Instrument Source (Removal Items)	Returns into inventory of designated principal item/weapon system.

CODE	DOCUMENT TITLE	EXPLANATION
D6R	Materiel Receipt - Other Than Procurement Instrument Source (Exchange Item)	Exchanges of Component designated items into inventory, when a like item is issued on an exchange basis.
D6T	Materiel Receipt - Other Than Procurement Instrument Source (Own Service/Agency)	Into inventory as a result of requisitioning from own Component.
D6U	Materiel Receipt - Other Than Procurement Instrument Source (DoD Activity)	Into inventory as a result of requisitioning from another DoD activity.
D6V	Materiel Receipt - Other Than Procurement Instrument Source (Non-DoD Activity)	Into inventory as a result of requisitioning from a non-DoD activity.
D6X	Materiel Receipt - Other Than Procurement Instrument Source (Decapitalization)	From LIM to GIM as notification of receipt of an item decapitalized. Indicates to GIM: (a) that due-in and financial records of loser have been updated and (b) that memorandum due-in is to be updated.
D6Z	Materiel Receipt - Other Than Procurement Instrument Source (Other)	Into inventory when a specific DI code is not known. (Assignor of this code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data).
D7A	Issue (Own Service/Agency)	Issue to own Component from inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7B	Issue (DoD Activities)	Issue to other DoD activities from inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7C	Issue (Non-DoD Activities)	Issue to non-DoD activities from inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7D	Issue (Grant Aid)	Issue to SA program (Grant Aid) from inventory or by direct delivery from vendor.
D7E	Issue (Foreign Military Sales)	Issue to SA program (FMS) from inventory or by direct delivery from vendor.

CODE	DOCUMENT TITLE	EXPLANATION
D7G	Issue (***Destructive*** Test/Evaluation)	Issue ***from inventory for destructive test/ evaluation when the item is not expected to be returned.***
D7H	Issue ***(Furnished Materiel for Consumption)***	***Issue of materiel furnished by the owner to be consumed or expended in the manufacturing or maintenance process. Includes issues from inventory or by direct delivery from a vendor. Excludes materiel furnished for incorporation in the deliverable item.***
D7J	Issue (Reutilization and Marketing)	Issue to property disposal from inventory.
D7K	Issue (Relocation)	Issue ***for relocation between storage activities without change in ownership. Excludes issues of items for repair or test/evaluation.***
D7L	Issue (Assembly/Disassembly/ ***Reclamation***/Conversion/ Modification)	***Issue of components for assembly or items for disassembly, reclamation, conversion, or modification furnished by the owner from inventory or by direct delivery from vendor. Includes materiel furnished for incorporation in a deliverable item. Excludes issue of materiel furnished to be consumed or expended during the manufacture or maintenance process.***
D7M	Issue (Repair ***or Nondestructive*** Test***/Evaluation***)	***Issue from inventory for repair or nondestructive test/evaluation and expected return of the same item.***
D7N	Issue (Loan)	Issue ***from inventory for*** loan to authorized recipients***. Includes Government-owned equipment furnished for use in performing a contract.***
D7P	Issue (Returned Purchases)	Issue of returned purchases from inventory to suppliers for credit or reimbursements.
D7Q	Issue (Designated Items)	Issue of designated items from inventory, for installation on a principal item/weapon system.
D7R	Issue (Exchange Items)	Issue of Component designated items from inventory, when a like item is returned on an exchange basis.

CODE	DOCUMENT TITLE	EXPLANATION
D7Z	Issue (Other)	Issue from inventory, when a specific DI code is not otherwise provided. (Assignor of this code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data.)
D8A	Inventory Adjustment - Increase (Physical Inventory)	Gain disclosed as a result of physical count of stock, single adjustment.
D8B	Inventory Adjustment - Increase (Accounting Error)	Gain resulting from clerical or automated information system errors which are not subject to correction by reversal of original transaction, single adjustment.
D8C	Inventory Adjustment - Increase (Condition)	Gain resulting from condition transfer, single adjustment.
D8D	Inventory Adjustment - Increase (Purpose)	Gain resulting from purpose transfer, single adjustment.
D8E	Inventory Adjustment - Increase (Logistics Transfer)	Gain of item management responsibility as a result of logistics transfer, single adjustment.
D8F	Inventory Adjustment - Increase (Capitalization)	Gain to a stock fund or stock fund division at time of activation or subsequent extension/ expansion, as result of capitalization, single adjustment.
D8J	Inventory Adjustment - Increase (Reidentification)	Gain resulting from inspection of an item in stock which has been misidentified, single adjustment.
D8K	Inventory Adjustment - Increase (Catalog Changes)	Gain resulting from stock number and/or unit of issue changes, single adjustment. Excludes change of unit price only.
D8S	Inventory Adjustment - Increase (Ownership)	Gain resulting from ownership transfer by the SMCA, single adjustment. Use is restricted to users of the conventional ammunition system.
D8Z	Inventory Adjustment - Increase (Other)	Gains for which a specific DI code is not otherwise provided, single adjustment. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data.)

CODE	DOCUMENT TITLE	EXPLANATION
D9A	Inventory Adjustment - Decrease (Physical Inventory)	Loss disclosed as a result of physical count of stock, single adjustment.
D9B	Inventory Adjustment - Decrease (Accounting Error)	Loss resulting from clerical or automated information system errors which are not subject to correction by reversal of original transaction, single adjustment.
D9C	Inventory Adjustment - Decrease (Condition)	Loss resulting from condition transfer, single adjustment.
D9D	Inventory Adjustment - Decrease (Purpose)	Loss resulting from transfer action for a specific purpose, single adjustment.
D9E	Inventory Adjustment - Decrease (Logistic Transfer)	Loss of item management responsibility, logistic transfer, single adjustment.
D9F	Inventory Adjustment - Decrease (Decapitalization)	Loss from a stock fund or stock fund division at time of deactivation or contraction as a result of decapitalization, single adjustment.
D9G	Inventory Adjustment - Decrease (Survey Process)	Loss from shrinkage, theft contamination, deterioration, and/or expired shelf life, single adjustment.
D9H	Inventory Adjustment - Decrease (Disaster)	Loss from major disasters, fire loss, enemy action, act of God, etc., single adjustment.
D9J	Inventory Adjustment -Decrease (Reidentification)	Loss resulting from inspection of an item in stock which has been erroneously identified, single adjustment.
D9K	Inventory Adjustment - Decrease (Catalog Change)	Loss resulting from stock number and/or unit of issue changes, single adjustment. Excludes change of unit price only.
D9S	Inventory Adjustment - Decrease (Ownership)	Loss resulting from ownership transfer by the SMCA, single adjustment. Use is restricted to users of the conventional ammunition system.
D9Z	Inventory Adjustment - Decrease (Other)	Losses for which a specific DI code is not otherwise provided, single adjustment. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data.)

CODE	DOCUMENT TITLE	EXPLANATION
DA1	Single Managed Conventional Ammunition Unfreeze Action	From the SMCA to advise owning Service ICP of action taken to unfreeze a quantity on a specific depot for a given NSN/part number, ownership/purpose code, and supply condition code.
DA2	Single Managed Conventional Ammunition Freeze Action	From the SMCA to advise owning Service ICP of action taken to freeze a quantity on a specific depot for a given NSN/part number, ownership/purpose code, and supply condition code.
DAC	Inventory Adjustment - Dual (Condition Transfer)	Dual adjustment (increase and decrease) resulting from condition transfer.
DAD	Inventory Adjustment - Dual (Purpose Transfer)	Dual adjustment (increase and decrease) resulting from purpose transfer.
DAS	Inventory Adjustment - Dual (Ownership Transfer)	Dual adjustment (increase and decrease) resulting from ownership transfer by the SMCA. Use is restricted to internal processing within the SMCA distribution system.
DB_	Financial Adjustment (Gain)	For use as prescribed by Components.
DC_	Financial Adjustment (Loss)	For use as prescribed by Components.
DD_	Due-In - Procurement Instrument Source	Used to report establishment or cancellation of due-in (from procurement instrument source). The third digit code in this series corresponds to the third digit code provided in the D4 series.
DDX	Memorandum Due-In - Procurement Instrument Source	Notification from the LIM to the GIM of due-in (from procurement source) involved in an LR.
DEE	Logistic Transfer	Logistic transfer from LIM to GIM. Transfer of onhand balances from appropriation accounts other than stock fund of the loser.
DEF	Decapitalization	Decapitalization from LIM to GIM. Transfer of onhand balances from stock fund accounts of the loser.

CODE	DOCUMENT TITLE	EXPLANATION
DF_	Due-In - Other Than Procurement Instrument Source	Used to report establishment or cancellation of dues-in (from other than procurement instrument source). The third digit code in this series corresponds to the third digit code provided in the D6 series.
DFX	Memorandum Due-In - Other Than Procurement Instrument Source	Notification from the LIM to the GIM of due-in (from other than procurement source) involved in an LR.
DG_	Backorder	Used to report establishment or cancellation/ reversal of a backorder. The third digit code in this series corresponds to the third digit code provided in the D7 series.
DHA	Demand	Used to report establishment or cancellation of demand transactions to ICPs.
DJA	Physical Inventory Request	From owner/manager to initiate, follow up on, or cancel a physical inventory. From storage activity to initiate or cancel a physical inventory, advise of no record (stock or part number) and to respond to a follow-up.
DLA	Logistics Transfer/ Decapitalization Follow-Up	Logistics transfer/decapitalization follow-up from GIM to LIM to request asset data pertaining to transferred items.
DLB	Reply to Logistics Transfer/ Decapitalization Follow-Up	Reply from LIM to GIM as a result of a logistics transfer/decapitalization follow-up to advise of status items.
DLC	Logistics Reassignment Delinquent Due-In Follow-Up	Logistics reassignment follow-up from the GIM to the LIM to request status on items due-in at the time of reassignment to the GIM.
DLD	Logistics Reassignment Delinquent Due-In Response	Reply from the LIM to a GIM logistics reassignment delinquent due-in follow-up to advise the status of items. Also used by the LIM to provide the GIM revised due-in estimated delivery dates as changes occur.
DLE	Logistics Reassignment Due-In Reconciliation Request	Used from the GIM to the LIM to request reconciliation of dues-in.

CODE	DOCUMENT TITLE	EXPLANATION
DLF	Logistics Reassignment Due-In Reconciliation Response	Reply from the LIM to a GIM logistics reassignment due-in reconciliation request to reconcile the LIM and GIM due-in records.
DLS	Logistics Reassignment General Management Data	Management data provided to GIM by LIM for LR consumable items.
DLT	Logistics Reassignment Backorder and Demand Data	Management data provided to GIM by LIM or LR consumable items.
DLU	Logistics Reassignment On-Hand Asset Data	Management data provided to GIM by LIM for LR consumable items.
DLV	Logistics Reassignment Due-In Asset Data	Management data provided to GIM by LIM for LR consumable items.
DLW	Logistics Reassignment Contract History Data	Management data provided to GIM by LIM for LR consumable items.
DLX	Logistics Reassignment Technical and Quality Data	Management data provided to GIM by LIM for LR consumable items.
DMA	Recurring U.S. Other War Materiel Requirements Data	Used by the DoD Components to submit recurring U.S. OWMR data to the IMM. Used by the LIM to advise the GIM of recurring U.S. OWMR data involved in an LR.
DMB	Nonrecurring U.S. Other War Materiel Requirements Data	Used by the DoD Components to submit nonrecurring U.S. OWMR data to the IMM. Used by the LIM to advise the GIM of nonrecurring U.S. OWMR data involved in an LR.
DMC	Nonrecurring Allies Other War Materiel Requirements Data	Used by the DoD Components to submit nonrecurring Allies OWMR data to the IMM. Used by the LIM to advise the GIM of nonrecurring Allies OWMR data involved in an LR.
DMD	War Materiel Requirements Forecasted Return Data	Used by the DoD Components to submit forecasted reparable item return data to the IMM. Used by the LIM to advise the GIM of forecasted reparable item return data

CODE	DOCUMENT TITLE	EXPLANATION
DME	War Materiel Requirements Visibility Data	Used by the DoD Components to submit PWRMR and PWRMRP visibility data to the IMM. Used by the LIM to advise the GIM of PWRMR and PWRMRP visibility data involved in an LR.
DRA	Materiel Receipt Acknowledgment	From reporting activity to supply source to acknowledge materiel receipt.
DRB	Materiel Receipt Acknowledgment Reply to Follow-Up	From reporting activity to supply source to acknowledge materiel receipt in reply to follow-up.
DRF	Follow-Up For Delinquent Materiel Receipt Acknowledgment	From supply source to reporting activity to follow up when materiel receipt has not been acknowledged on time.
DSA	Small Arms Multi-Field Corrections	Used for correcting erroneous or invalid NSN, DoDAAC/UIC, or WSN on the Component Registry.
DSB	Small Arms Mass Stock Number Change	Used to update the Component Registry for all weapon serial numbers and stock numbers with one transaction.
DSC	Small Arms Correction	Used for correcting rejected transaction or missing reconciliation transaction on the Component Registry.
DSD	Small Arms Receipt/Issue Follow-Up	Used for follow up by the Component Registries to confirm serial number of weapon(s) shipped for which no receipt was confirmed or weapon(s) received for which no shipment was reported.
DSF	Small Arms Reconciliation/Reject Follow-Up	Used to notify a unit/activity that rejected transaction or reconciliation transaction has not been received.
DSM	Weapon Serial Number Control	Used for registration and reporting of small arms between Component Registries and between the Component Registry and the DoD Registry.

CODE	DOCUMENT TITLE	EXPLANATION
DSR	Small Arms Reconciliation/Reject	Used for annual reconciliation between all units/activities having possession or accountability of small arms and the Component Registry. Used to reject invalid/incomplete transactions.
DTA	Asset Support Request	Used by authorized activities to request LASE from IMMs.
DTB	Asset Support Reply (Asset Data)	Reply to asset support request/follow-up from IMMs to appropriate Component activity.
DTC	Asset Support Reply (Backorder Data)	Reply to asset support request/follow-up, from IMMs to appropriate Component activity.
DTD	Asset Support Request Follow-Up	Asset support request/follow-up, from Component activity to appropriate IMMs.
DU_	Pre-Positioned Materiel Receipt (Procurement Instrument Source)	Used by ICPs to provide storage activities with advance notification of scheduled materiel receipts from a procurement instrument source. The third digit code in this series corresponds to the third digit code provided in the D4 series.
DW_	Pre-Positioned Materiel Receipt (Other Than Procurement Instrument Source)	Used by ICPs to provide storage activities with advance notification of scheduled materiel receipts from other than procurement instrument source. The third digit code in this series corresponds to the third digit code provided in the D6 series.
DWS	Not assigned	Reserved for Future DoD Assignment.
DXA	Materiel Receipt Follow-Up (Procurement Instrument Source)	From ICP to storage activity for materiel receipt follow up (procurement instrument source).
DXB	Materiel Receipt Follow-Up (Other Than Procurement Instrument Source)	From ICP to storage activity for materiel receipt follow up (other than procurement instrument source).
DXC	Reply to Materiel Receipt Follow-up (Procurement Instrument Source)	Reply to materiel receipt follow-up from storage activity advising the ICP of nonreceipt of materiel from procurement instrument source.

CODE	DOCUMENT TITLE	EXPLANATION
DXD	Reply to Materiel Receipt Follow-Up (Other Than Procurement Instrument Source)	Reply to materiel receipt follow-up from storage activity advising the ICP of nonreceipt of materiel from other than procurement instrument source.
DYA	Special Program Requirement Request	Request from forecasting activity to ICP to advise of expected future requirements. Excludes requests submitted for CLSSA requirements.
DYB	Special Program Requirement Request (Exception Data)	Request with exception data from forecasting activity to ICP to advise of expected future requirements. Excludes requests submitted for CLSSA requirements.
DYC	Special Program Requirement Cancellation	Forecasting activity cancellation notice to ICP to request cancellation of a previously submitted request.
DYD	Special Program Requirement Modifier	Forecasting activity modification request to ICP to request change of certain data in a previously submitted request.
DYG	Special Program Requirement Substitute Item Acceptance	Acceptance of ICP offered substitute item from forecasting activity.
DYH	Special Program Requirement Substitute Item Rejection	Rejection of a substitute item by forecasting activity to ICP.
DYJ	Special Program Requirement Follow-Up	Forecasting activity follow up to ICP to request response to a previously submitted request.
DYK	Special Program Requirement Status	ICP status to forecasting activity in response to a request, follow-up, modifier, cancellation, or substitute item rejection.
DYL	Special Program Requirement Request (Cooperative Logistics Supply Support Arrangement)	Forecasting activity request to ICP to advise of expected future CLSSA requirements.
DYM	Special Program Requirement Request (Exception Data for Cooperative Logistics Supply Support Arrangement).	Forecasting activity request to ICP with exception data, to advise of expected future CLSSA requirements.

CODE	DOCUMENT TITLE	EXPLANATION
DZ9	Status Notification	DAAS notification to the submitter that a MILSTRAP document was rerouted or FSC changed.
DZA	Asset Status	Asset status information.
DZB	Storage Item Data Correction/Change	From ICP to storage activity to change elements of data pertaining to an NSN.
DZC	Logistics Reassignment Storage Information	From LIM to LIM storage activity to request transfer of quantities between ownership accounts on the storage activity records as a result of an LR.
DZD	Logistics Reassignment Storage Information Reply	From LIM storage activity to LIM to advise of quantity transferred to the GIM as a result of an LR.
DZE	Asset Status Reporting Request	From ICP to Military Service designated central points to request reporting from bases, posts, camps and stations. (See chapter 8.)
DZF	Asset Status Reporting (Base, Post, Camp and Station Level Use)	Asset status reporting from bases, posts, camps, and stations to ICP.
DZG	Transaction Reject	Used by the processing activity to reject to the submitting activity a transaction which could not be processed due to erroneous or missing data. Includes LR transactions, for which no valid due-in exists, received more than 1 year after the effective transfer date.
DZH	Location Reconciliation Request	From storage activity to the owning/managing ICP to reconcile storage activity and owner/manager records.
DZJ	Transaction History/Custodial Balance Request	Transaction history/custodial balance request from ICP to storage activity.
DZK	Transaction History Transmittal	Transaction history transmittal from a storage activity in support of a depot scheduled physical inventory or in response to an ICP request for history.

CODE	DOCUMENT TITLE	EXPLANATION
DZM	End of Day Transaction Count	From storage activity to owner/manager too advise owner/manager of the number of balance affecting transactions that were forwarded during the daily course of business.
DZN	Location Reconciliation Notification	From storage activity to owner/manager to advise of the number of DI Code DZH Location Reconciliation Request transactions being forwarded, transmission date, and the medium.
DZP	Location Reconciliation History Notification	From storage activity to owner/manager to advise of the number of DI Code DZK Transaction History Transmittal transactions being forwarded, the cutoff date, and the medium

AP2.2 APPENDIX 2.2

TYPE OF PHYSICAL INVENTORY/ TRANSACTION HISTORY CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Used in physical Inventory/transaction history documents to identify the type of Inventory being conducted/ requested, or to identify requests for/transmission of custodial balances/transaction history**.**

RECORD POSITIONS: 7

CODE	DEFINITION
A through B	Reserved for future DoD assignment.
C	Special Inventory, all supply condition codes. Initiated by owner, accountable officers, or storage activity.
D	Special Inventory, all supply condition codes. Initiated by owner as a result of end of day processing imbalances.
E	Spot Inventory due to denial (all supply condition codes). Initiated by the storage activity or owner as a result of denials.
F	Reserved for future DoD assignment.
G	Scheduled Inventory. Inventory to be conducted within a specified period of time according to an established plan on controlled items and all other items or categories designated by the DoD Component.
H	Special Inventory, all supply condition codes. Initiated by owner when an Inventory is necessary and the date of last Inventory is less than 90 days.
I	Scheduled Inventory. Initiated by owner based on owner's inventory prioritization methodology.
J	Special Inventory, all supply condition codes. Initiated by owner as a result of location reconciliation errors.
K	Special Inventory, all supply condition codes. Initiated by storage activity as a result of location survey errors.

CODE	DEFINITION
L	Scheduled Inventory, specified supply condition codes. Initiated by owner for a random statistical sample Inventory.
M	Special Inventory, all condition codes. Initiated by storage activity as a result of onhand balance mismatches between the locator and property accountability records.
N	Scheduled Inventory, specified supply condition codes. Initiated by storage activity for the annual statistical sample Inventory.
O	Reserved for future DoD assignment.
P	Scheduled Inventory, specified supply condition codes. Initiated by storage activity for a random statistical sample Inventory.
Q	Reserved for future DoD assignment.
R	Special inventory, specified supply condition code. Initiated by storage activity in an effort to resolve a customer report of discrepancy.
S	Special inventory, specified supply condition code. Initiated by storage activity as part of receipt follow-up (intransit) resolution process.
T	Special inventory, specified supply condition code. Initiated by storage activity as a result of a disposal release order directing ownership transfer to the Recycling Control Point.
U	Special inventory, specified supply condition code. A location-level inventory initiated by storage activity for low asset visibility counts.
V	Special inventory, specified supply condition code. Initiated by storage activity as a result of a location-level inventory adjustment or exceeding predetermined thresholds.
W	Automatic submission of transaction history from storage activity to owner/ manager.
X	Storage activity transaction history requested by owner/manager or transaction history response from storage activity to owner.
Y	Reserved for future DoD assignment.
Z	Reserved for future DoD assignment.
0 through 9	Reserved for future DoD assignment.

AP2.3. APPENDIX 2.3.

OWNERSHIP CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Provides a means of segmenting inventory balances, accounted for in inventory control records of a Military Service/DLA, but which are owned by others. Further segmentation of these stocks by purpose code is neither prescribed nor intended.

RECORD POSITIONS: 70

CODE	TITLE	EXPLANATION
1	ARMY	Stocks held on inventory control records of a non-Army item manager but owned by Army.
2	DEFENSE LOGISTICS AGENCY	Stocks held on inventory control records of a non-DLA item manager but owned by DLA.
3	OTHERS	Stocks held on inventory control records of a Service/Agency item manager but owned by an Agency outside of DoD.
4	MARINE CORPS	Stocks held on inventory control records of a non-Marine Corps item manager but owned by Marine Corps.
5	NAVY	Stocks held on inventory control records of a non-Navy item manager but owned by Navy.
6	AIR FORCE	Stocks held on inventory control records of a non-Air Force item manager but owned by Air Force.
7	OTHER DoD	Stocks held on inventory control records of a Military Service/DNA/DLA item manager but owned by a DoD Agency other than a Military Service/DNA or DLA.

CODE	TITLE	EXPLANATION
8	MAP	Stocks held on inventory control records of a Service/Agency item manager but owned by MAP.
9	OTHER ITEM MANAGER	Stocks held on inventory control records of a Service/Agency item manager but owned by another item manager within that same Service/Agency.
0	***Special Operations Forces***	***Stocks held on inventory control record of a non-Special Operations Forces item manager but owned by Specical Operations Forces***

AP2.4. APPENDIX 2.4.

PURPOSE CODES

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alphabetic
EXPLANATION:	Provides the owner of materiel with a means of identifying the purpose or reason for which an inventory balance is reserved. Assigned and used only on an intra-Component basis by the Component owning the materiel. **NOTE: Assigned purpose codes, and explanation for their use, are contained in the various regulatory procedures published by the Components**.[1]
RECORD POSITIONS:	70

[1] ***In accordance with the approved change for Ownership Code 0 (Zero) to identify DoD Special Operations Forces ownership, DoD Component publications and procedures are to restrict alpha Purpose Code O from being assigned/used. This restriction is made to avoid confusion between use of alpha Purpose Code O and numeric Ownership Code 0, since ownership code and purpose code share a field under the constraints of the 80-record position Defense Logistics Standard System transaction formats. (See AMCL 15.)***

AP2.5. APPENDIX 2.5.

FEDERAL CONDITION CODE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: There are two different and distinct condition codes under the definition of Federal Condition Codes:

a. Supply condition codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel.

b. Disposal condition codes are assigned by the DRMO based on inspection of materiel at time of receipt. A combination of the disposal condition codes, which most accurately describe the materiel physical condition, and the supply condition codes will constitute the Federal condition codes for utilization program screening and review purpose.

SUPPLY CONDITION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. When materiel is determined to be in excess of approved stock levels and/or no longer serviceable, Supply Condition Codes A through H and S will be utilized to reflect materiel condition prior to turn-in to the DRMO.[1]

RECORD POSITIONS: 71

	TITLE	EXPLANATION
RECORD POSITIONS:		
CODE		
A	SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION)	New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining.

[1]Refer to the DoD 4140.27-M for serviceability timeframes associated with shelf-life items. Supply Condition Codes J through R, and V, will not be used for materiel turn-ins to the DRMO.

RECORD POSITIONS: 71

RECORD POSITIONS:	TITLE	EXPLANATION
CODE		
B	SERVICEABLE (ISSUABLE WITH QUALIFICATION)	New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining.
C	SERVICEABLE (PRIORITY ISSUE)	Items which are serviceable and issuable to selected customers, but which must be issued before Supply Condition Codes A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining.
D	SERVICEABLE (TEST/ MODIFICATION)	Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
E	UNSERVICEABLE (LIMITED RESTORATION)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition E stock.

RECORD POSITIONS: 71

RECORD POSITIONS:	TITLE	EXPLANATION
CODE		
F	UNSERVICEABLE (REPARABLE)	Economically reparable materiel which requires repair, overhaul, or reconditioning; includes reparable items which are radioactively contaminated.
G	UNSERVICEABLE (INCOMPLETE)	Materiel requiring additional parts or components to complete the end time prior to issue.
H	UNSERVICEABLE (CONDEMNED)	Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated; Type I shelf-life materiel that has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (NOTE: Classify obsolete and excess materiel to its proper condition before consigning to the DRMO. Do not classify materiel in Supply Condition H unless it is truly unserviceable and does not meet repair criteria.)
I	NOT ASSIGNED	Reserved for future DoD assignment.
J	SUSPENDED (IN STOCK)	Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration.

RECORD POSITIONS: 71

	TITLE	**EXPLANATION**
RECORD POSITIONS:		
CODE		
K	SUSPENDED (RETURNS)	Materiel returned from customers or users and awaiting condition classification.
L	SUSPENDED (LITIGATION)	Materiel held pending litigation or negotiation with contractors or common carriers.
M	SUSPENDED (IN WORK)	Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing.
N	SUSPENDED (AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY)	Ammunition stocks suspended from issue except for emergency combat use.
O	NOT ASSIGNED	Reserved for future DoD assignment.
P	UNSERVICEABLE (RECLAMATION)	Materiel determined to be unserviceable, uneconomically reparable as a result of physical inspection, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.

RECORD POSITIONS: 71

RECORD POSITIONS:	TITLE	EXPLANATION
CODE		
Q[2]	SUSPENDED (***PRODUCT*** QUALITY DEFICIEN***CY***)	***Potential and confirmed product quality deficiency related materiel which is prohibited for use within DoD and prohibited for reutiliazation screening. Includes product q***uality deficien***cy*** exhibits returned by customers/users as directed by the IMM due to technical deficiencies reported by ***Product*** Quality Deficiency Report. Exhibit***s require*** technical or engineering analysis to determine cause of failure to perform in accordance with specifications. ***Includes product quality deficient materiel identified by SF 368, Product Quality Deficiency Report; DD Form 1225, Storage Quality Control Report; SF 364, Supply Discrepancy Report (Security Assitance only); or authorized electronic equivalent.***
R	SUSPENDED (RECLAIMED ITEMS, AWAITING CONDITION DETERMINATION)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.

[2] ***SCC Q not implemented by Navy. Navy implementation deferred to their Enterprise Resource Planning system modernization effort.***

RECORD POSITIONS: 71

RECORD POSITIONS:	TITLE	EXPLANATION
CODE		
S	UNSERVICEABLE (SCRAP)	Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in Supply Condition Code S. This code is used only on transactions involving shipments to DRMOs. Materiel will not be transferred to Supply Condition Code S prior to turn-in to DRMOs if materiel is recorded in Supply Condition Codes A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this supply condition code.
T, U	NOT ASSIGNED	Reserved for future DoD assignment.
V	Unserviceable (waste military munitions)	Waste military munitions will be assigned Code V only under the authority of a designated DoD or Service designated disposition authority. The waste munitions must meet criteria of waste munitions under the Environmental Protection Agency Military Munitions Rule Implementation Policy, be safe to store and ship based on DoD Explosive Safety Board/Department of Transportation criteria and have a current serviceability inspection. (NOTE: SCC V assets are not authorized for turn-in to DRMO. The Services are responsible for appropriate disposal of SCC V assets.)

RECORD POSITIONS: 71

	TITLE	**EXPLANATION**
RECORD POSITIONS:		
CODE		
W[3], X, Y, Z	NOT ASSIGNED	Reserved for future DoD assignment.

[3] SCC W is approved for specific use by AMCL 3 (available at: ***http://www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp***), but is not yet implemented. SCC W is not available for assignment other than as approved by AMCL 3.

DISPOSAL CONDITION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Assigned by DRMO to accurately describe the materiel physical condition based on inspection of materiel at time of receipt. DoD 4160.21-M is the authoritative source for the disposal condition code portion of the Federal condition code.

CODE	DEFINITION
1	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic materiel content but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic materiel content.

AP2.6 APPENDIX 2.6

MANAGEMENT CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Provides supplemental data not indicated through the transaction coding structure. When a situation exists which is not covered by a code, the Component managing the distribution system may assign Management Codes A thru L (except I), and other codes as specified below, and may prescribe their entry in appropriate transactions. Codes established under this option shall not duplicate or circumvent the intent of DoD assigned or reserved codes.

RECORD POSITIONS: 72

AP2.6.1. RECEIPT RELATED TRANSACTIONS. The following management codes are assigned for use in MILSTRAP materiel receipt-related transactions, DI Codes D4_ and D6_ Materiel Receipts, DD_ and DF_ Due-in Transactions, DU_ and DW_ PMRs, and DX_ Materiel Receipt Follow-ups), and related receiving documentation (when applicable), as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	D6_	Materiel condemned upon receipt. Quantity indicated shipped direct to the DRMO, or other authorized/required disposal action has been taken. (Excludes items for which shelf-life has expired and cannot/will not be extended.)
M	All other DI Codes	Reserved for future DoD assignment.

CODE	APPLICABLE DI CODES	EXPLANATION
N	All DI codes	Return of undelivered (frustrated) cargo (with accompanying shipper documentation).
O (alpha)	D6_	Materiel is not hazardous to public health/safety or national security. Materiel is prohibited for DoD use but may be sold by DRMS. DRMS must assure that all sales include a restrictive resale provision to deter reenty of the materiel into the DoD supply system.
O (alpha)	All other DI codes	Reserved for future DoD assignment.
P	D4_, D6_	Materiel received without documentation. Support documentation and document number created by storage activity.
P	All other DI codes	Reserved for future DoD assignment.
Q	D6_	Multiple Use: 1. Return of materiel improperly identified at time of shipment from depot. 2. Return of Government-owned containers.
Q	All other DI codes	Reserved for future DoD assignment.
R	D4_, D6_	Materiel receipt discrepancy; discrepancy report submission required. (Excludes vendor-caused misdirected shipments covered by code S and quantity overages covered by code U.)
R	All other DI codes	Reserved for future DoD assignment.
S	D4_	Materiel receipt discrepancy; discrepancy report submission required. Vendor caused misdirected shipment from procurement instrument source. Materiel meets acceptance criteria specified in the contract.
S	D6_	Materiel is hazardous to public health/safety or national security. DRMO shall assure mutilation is accomplished.
S	All other DI codes	Reserved for future DoD assignment.

T	D6_	Materiel condemned upon receipt. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to the DRMO or other authorized/required disposal action has been taken.
T	All other DI codes	Reserved for future DoD assignment.
U	D4_	Materiel receipt discrepancy; discrepancy report submission required. Quantity delivered exceeded authorized quantity including any allowable contract variance and/or excess delivery clause. Materiel meets acceptance criteria specified in the contract.
U	All other DI codes	Reserved for future DoD assignment.
V[1]	***All DI Codes***	***Materiel intended for immediate transfer to maintenance, by ICP directed release or maintenance induction, in accordance with agreed procedures.***
W thru Y	All DI codes	Reserved for future DoD assignment.
Z	All DI codes	Exception data entered in remarks or follows by separate correspondence.
0 thru 9	All DI codes	Reserved for future DoD assignment.

AP2.6.2. <u>ISSUE RELATED TRANSACTIONS</u>. Management codes are assigned for use in record position 72 of MILSTRAP issue related transactions (DI Code D7_ Issues, DG_ Backorders, and DHA Demands) and MILSTRIP transactions (DI Code A4_ Referral Orders, A5_ Materiel/Disposal Release Orders, A6_ Materiel/Disposal Release Denials, ACJ Disposal Release Cancellations, AE6 Supply Status, AEJ Disposal Supply Status, AFJ Disposal Release Follow-ups, AGJ Reply to Disposal Release Cancellations, AKJ Disposal Release Cancellation Follow-ups, ARJ, ARK, and

[1] Management Code V is being proposed for deletion by Proposed DLMS Change (PDC) 208. It is not known at the time of publication of MILSTRAP Change No. 5, wheter PDC 208 will be approved.

ARL Disposal Release Confirmations), and related release documentation (when applicable), as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	D7_ less D7J, A__ less A5J and A6_	Backorder release.
M	D7J, A5J	Materiel condemned. Quantity indicated shipped direct to the DRMO or other authorized/required disposal action has been taken. (Excludes items for which shelf-life has expired and cannot/will not be extended.)
M	All other DI codes	Reserved for future DoD assignment.
N	DHA, D7_, A4_	Nonrecurring demand.
N	All other DI codes	Reserved for future DoD assignment.
O (alpha)	D7J, A5J, ACJ, AEJ, AFJ, AGJ, AKJ, ARJ, ARK, ARL[2]	Materiel is not hazardous to public health/safety or national security. Materiel is prohibited for DoD use but may be sold by DRMS. DRMS must ensure that all sales include a restrictive resale provision to deter reenty of the materiel to the DoD supply system.
O (alpha)	DHA, D7_ less D7J,, A4_	No demand.
O (alpha)	All other DI codes	Reserved for future DoD assignment.
P	DHA, D7_, A4_	Nonrecurring demand for special program requirements.
P	All other DI codes	Reserved for future DoD assignment.
Q	All DI codes	Reserved for future DoD assignment. Reserved for future DoD assignment.
R	DHA, D7_, A4_	Recurring demand.
R	A5_	Pre-inventory document.

[2] Also applicable to DI Codes assigned by the DoD Components for use on the Disposal Turn-In Document (DTID) below the wholesale level.

CODE	APPLICABLE DI CODES	EXPLANATION
R	A6_	Denied. This denial results from a receipt posted in error during real-time "Issue from Receiving" processing, or from discovery of a receipt processing error during denial research. Distribution depot to submit receipt reversal.
R	All other DI codes	Reserved for future DoD assignment.
S	D7J, A5J, ACJ, AEJ, AFJ, AGJ,AKJ, ARJ, ARK, ARL[3]	Materiel is hazardous to public health/safety or national security. DRMO must ensure mutilation is accomplished.
S	DHA, D7_ less D7J, A4_	Commissary resale demand.
S	All other DI codes	Reserved for future DoD assignment.
T	D7J, A5J	Materiel condemned. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to DRMO or other authorized/ required disposal action has been taken.
T	All other DI codes	Reserved for future DoD assignment.
U	A5_	Post inventory document.
U	All other DI codes	Reserved for future DoD assignment.
V	All DI codes	Reserved for future DoD assignment.
W	AE6, A4_[4] A6_, D7_[5]	Denied. Cannot identify DoDAAC/MAPAC of designated materiel recipient.
W	All other DI codes	Reserved for future DoD assignment.
X	AE6, A4_[3] A6_, D7_[4]	Denied. Consignee, freight forwarder, or country representative has advised that issue of this materiel will constitute a duplicate shipment.
X	All other DI codes	Reserved for future DoD assignment.
Y	All DI codes	Reserved for future DoD assignment.

[3] ***Also applicable to DI Codes assigned by the DoD Components for use on DTID below the wholesale level.***
[4] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[5] Authorized for use only in intra-Navy referral orders.

CODE	APPLICABLE DI CODES	EXPLANATION
Z	D7_, DG_, A6_,	Exception Data entered in remarks or follows by separate correspondence.
0	All DI codes	Reserved for future DoD assignment.
1	AE6, A4_[5] A6_, D7_[6]	Denied. Stock exhausted; unsuccessful storage activity search has been made.
1	All other DI codes	Reserved for future DoD assignment.
2	AE6, A4_[5] A6_, D7_[6]	Denied. Materiel not available in condition requested.
2	All other DI codes	Reserved for future DoD assignment.
3	AE6, A4_[6] A6_, D7_[7]	Denied. Materiel not available in proper shelf-life.
3	All other DI codes	Reserved for future DoD assignment.
4	AE6, A4_[5] A6_, D7_[6]	Denied. Materiel not available in type pack (overseas or domestic) requested (subsistence only) or specified lot number cannot be released (ammunition only).
4	All other DI codes	Reserved for future DoD assignment.
5	AE6, A4_[5] A6_, D7_[6]	Denied. Reidentification or reclassification of assets in process. Storage activity to advise results of reidentification or reclassification.
5	All other DI codes	Reserved for future DoD assignment.
6	AE6, A4_[5] A6_, D7_[6]	Denied. No record of NSN at storage activity. This denial results from review of the storage records and the storage activity has not conducted a physical search for the item.
6	All other DI codes	Reserved for future DoD assignment.

[6] See footnote 3 on page AP2.6-5.
[7] See footnote 4 on page AP2.6-5.

CODE	APPLICABLE DI CODES	EXPLANATION
7	AE6, A4_[8] A6_, D7_[9]	Denied. Zero balance in an issuable condition indicated on storage activity custodial/ memorandum record and no record location exists. This denial results from review of the storage records and the storage activity has not conducted a physical search for the item.
7	All other DI codes	Reserved for future DoD assignment.
8	Appropriate DI codes	Reserved for assignment by the Component managing the item; not assigned by DoD.
9	AE6, A4_[5] A6_, D7_[6]	Denied. To ICP from storage. Item was ordered in one continuous length only but is not so available.
9	All other DI codes	Reserved for future DoD assignment.

AP2.6.3. GAIN/LOSS RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP gain/loss related transactions (DI Code D8_/D9_ Inventory Adjustment Increases/Decreases, and DAC Dual Inventory Adjustments) as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	D9_, DAC	Materiel condemned. Quantity indicated shipped direct to the DRMO or other authorized/required disposal action has been taken. (Excludes items for which shelf-life has expired and cannot/will not be extended.)
M	All other DI codes	Reserved for future DoD assignment.
N	All DI codes	Reserved for future DoD assignment.
O	D8B, D9B	Gain/loss resulting from end-of-day processing.
O	All other DI codes	Reserved for future DoD assignment.

[8] See footnote 3 on page AP2.6-5.
[9] See footnote 4 on page AP2.6-5.

CODE	APPLICABLE DI CODES	EXPLANATION
P	D8B, D9B	Gain/loss resulting from location reconciliation.
P	All other DI codes	Reserved for future DoD assignment.
Q	D9_	Loss resulting from a materiel release denial on another owner/manager's materiel.
Q	All other DI codes	Reserved for future DoD assignment.
R	D8_	Gain resulting from creation of computer record balance in order to process out-of-sequence high priority issues. This posting to an insufficient balance may be used when negative balances are not permitted.
R	All other DI codes	Reserved for future DoD assignment.
S	D9_	Loss resulting from automatic adjustment due to receipt of materiel release denial of stocks issued as a result of computer record balance gained through use of Management Code R, above.
S	All other DI codes	Reserved for future DoD assignment.
T	D9G, DAC	Materiel condemned. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to DRMO or other authorized/ required disposal action has been taken.
T	All other DI codes	Reserved for future DoD assignment.
U thru Y	All DI codes	Reserved for future DoD assignment.
Z	All DI codes	Exception data entered in remarks or follows by separate correspondence.
0	All DI codes	Reserved for future DoD assignment.
1	D9A	Adjustment based on materiel denial. Stock exhausted; unsuccessful storage activity search has been made.
2	D9A	Adjustment based on materiel denial. Materiel not available in condition requested; other condition codes recorded. Unsuccessful storage activity search has been made.

CODE	APPLICABLE DI CODES	EXPLANATION
3	D9A	Adjustment based on materiel denial. Materiel not available in shelf life, or for subsistence in date packed/expiration date requested.
4	D9A	Adjustment based on materiel denial. Materiel not available in type pack (overseas or domestic) requested (subsistence only) or specified lot number cannot be released (ammunition only). Unsuccessful storage activity search has been made.
5 thru 9	All DI codes	Reserved for future DoD assignment.

AP2.6.4. PHYSICAL INVENTORY RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP physical inventory related transactions (DI Code DJA Physical Inventory Requests) as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	DJA	Recount requested.
N	DJA	Inventory cancelled.
O thru Q	DJA	Reserved for future DoD assignment.
R	DJA	Rejected. No record of stock number or no record of ownership.
S	DJA	Physical inventory in workload bank or in process.
T thru W	DJA	Reserved for future DoD assignment.
X	DJA	Follow-up on unscheduled inventory request when no adjustment or completion transaction received within 40 days.
Y	DJA	Response to follow-up when inventory already complete.
Z	DJA	Exception data entered in remarks or followed by separate correspondence.
0 thru 9	DJA	Reserved for future DoD assignment.

AP2.6.5. <u>INFORMATIVE TRANSACTIONS</u>. Management codes are assigned for use in informative transactions (DI Code DRA/DRB Materiel Receipt Acknowledgments, DZC Logistics Reassignment Storage Information transactions, and DZD Logistics Reassignment Storage Information Replies) as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M thru Y	All DI codes	Reserved for future DoD assignment.
Z	All DI codes	Exception data entered in remarks or follows by separate correspondence.
0 thru 9	All DI codes	Reserved for future DoD assignment.

AP2.6 APPENDIX 2.6

MANAGEMENT CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Provides supplemental data not indicated through the transaction coding structure. When a situation exists which is not covered by a code, the Component managing the distribution system may assign Management Codes A thru L (except I), and other codes as specified below, and may prescribe their entry in appropriate transactions. Codes established under this option shall not duplicate or circumvent the intent of DoD assigned or reserved codes.

RECORD POSITIONS: 72

AP2.6.1 RECEIPT RELATED TRANSACTIONS. The following management codes are assigned for use in MILSTRAP materiel receipt-related transactions, DI Codes D4_ and D6_ Materiel Receipts, DD_ and DF_ Due-in Transactions, DU_ and DW_ PMRs, and DX_ Materiel Receipt Follow-ups), and related receiving documentation (when applicable), as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	D6_	Materiel condemned upon receipt. Quantity indicated shipped direct to the DRMO, or other authorized/required disposal action has been taken. (Excludes items for which shelf-life has expired and cannot/will not be extended.)
M	All other DI Codes	Reserved for future DoD assignment.

CODE	APPLICABLE DI CODES	EXPLANATION
N	All DI codes	Return of undelivered (frustrated) cargo (with accompanying shipper documentation).
O ***(alpha)***	D6_	***Materiel is not hazardous to public health/safety or national security. Materiel is prohibited for DoD use but may be sold by DRMS. DRMS must assure that all sales include a restrictive resale provision to deter reenty of the materiel into the DoD supply system.***
O ***(alpha)***	All ***other*** DI codes	Reserved for future DoD assignment.
P	D4_, D6_	Materiel received without documentation. Support documentation and document number created by storage activity.
P	All other DI codes	Reserved for future DoD assignment.
Q	D6_	Multiple Use: 1. Return of materiel improperly identified at time of shipment from depot. 2. Return of Government-owned containers.
Q	All other DI codes	Reserved for future DoD assignment.
R	D4_, D6_	Materiel receipt discrepancy; discrepancy report submission required. (Excludes vendor-caused misdirected shipments covered by code S and quantity overages covered by code U.)
R	All other DI codes	Reserved for future DoD assignment.
S	D4_	Materiel receipt discrepancy; discrepancy report submission required. Vendor caused misdirected shipment from procurement instrument source. Materiel meets acceptance criteria specified in the contract.
S	***D6_***	***Materiel is hazardous to public health/safety or national security. DRMO shall assure mutilation is accomplished.***
S	All other DI codes	Reserved for future DoD assignment.

CODE	APPLICABLE DI CODES	EXPLANATION
T	D6_	Materiel condemned upon receipt. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to the DRMO or other authorized/required disposal action has been taken.
T	All other DI codes	Reserved for future DoD assignment.
U	D4_	Materiel receipt discrepancy; discrepancy report submission required. Quantity delivered exceeded authorized quantity including any allowable contract variance and/or excess delivery clause. Materiel meets acceptance criteria specified in the contract.
U	All other DI codes	Reserved for future DoD assignment.
V thru Y	All DI codes	Reserved for future DoD assignment.
Z	All DI codes	Exception data entered in remarks or follows by separate correspondence.
0 thru 9	All DI codes	Reserved for future DoD assignment.

AP2.6.2 ISSUE RELATED TRANSACTIONS. Management codes are assigned for use in ***record position 72 of*** MILSTRAP issue related transactions (DI Code D7_ Issues, DG_ Backorders, and DHA Demands) and MILSTRIP transactions (DI Code A4_ Referral Orders, A5_ Materiel/Disposal Release Orders, A6_ Materiel/Disposal Release Denials, ***ACJ Disposal Release Cancellations***, AE6 Supply Status, ***AEJ Disposal Supply Status, AFJ Disposal Release Follow-ups, AGJ Reply to Disposal Release Cancellations, AKJ Disposal Release Cancellation Follow-ups, ARJ, ARK, and ARL Disposal Release Confirmations***), and related release documentation (when applicable), as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	D7_ less D7J, A__ less A5J and A6_	Backorder release.
M	D7J, A5J	Materiel condemned. Quantity indicated shipped direct to the DRMO or other authorized/required disposal action has been taken. (Excludes items for which shelf-life has expired and cannot/will not be extended.)
M	All other DI codes	Reserved for future DoD assignment.
N	DHA, D7_, A4_	Nonrecurring demand.
N	All other DI codes	Reserved for future DoD assignment.
O (alpha)	***D7J, A5J, ACJ, AEJ, AFJ, AGJ, AKJ, ARJ, ARK, ARL[1]***	***Materiel is not hazardous to public health/safety or national security. Materiel is prohibited for DoD use but may be sold by DRMS. DRMS must ensure that all sales include a restrictive resale provision to deter reenty of the materiel to the DoD supply system.***
O ***(alpha)***	DHA, D7_ ***less D7J,***, A4_	No demand.
O ***(alpha)***	All other DI codes	Reserved for future DoD assignment.
P	DHA, D7_, A4_	Nonrecurring demand for special program requirements.
P	All other DI codes	Reserved for future DoD assignment.
Q	All DI codes	Reserved for future DoD assignment. Reserved for future DoD assignment.
R	DHA, D7_, A4_	Recurring demand.
R	A5_	Pre-inventory document.

[1] Also applicable to DI Codes assigned by the DoD Components for use on the Disposal Turn-In Document (DTID) below the wholesale level.

CODE	APPLICABLE DI CODES	EXPLANATION
R	A6_	Denied. This denial results from a receipt posted in error during real-time "Issue from Receiving" processing, or from discovery of a receipt processing error during denial research. Distribution depot to submit receipt reversal.
R	All other DI codes	Reserved for future DoD assignment.
S	***D7J, A5J, ACJ, AEJ, AFJ, AGJ,AKJ, ARJ, ARK, ARL[2]***	***Materiel is hazardous to public health/safety or national security. DRMO must ensure mutilation is accomplished.***
S	DHA, D7_ ***less D7J***, A4_	Commissary resale demand.
S	All other DI codes	Reserved for future DoD assignment.
T	D7J, A5J	Materiel condemned. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to DRMO or other authorized/ required disposal action has been taken.
T	All other DI codes	Reserved for future DoD assignment.
U	A5_	Post inventory document.
U	All other DI codes	Reserved for future DoD assignment.
V	All DI codes	Reserved for future DoD assignment.
W	AE6, A4_[3] A6_, D7_[4]	Denied. Cannot identify DoDAAC/MAPAC of designated materiel recipient.
W	All other DI codes	Reserved for future DoD assignment.
X	AE6, A4_[3] A6_, D7_[4]	Denied. Consignee, freight forwarder, or country representative has advised that issue of this materiel will constitute a duplicate shipment.
X	All other DI codes	Reserved for future DoD assignment.
Y	All DI codes	Reserved for future DoD assignment.

[2] ***Also applicable to DI Codes assigned by the DoD Components for use on DTID below the wholesale level.***
[3] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[4] Authorized for use only in intra-Navy referral orders.

CODE	APPLICABLE DI CODES	EXPLANATION
Z	D7_, DG_, A6_,	Exception Data entered in remarks or follows by separate correspondence.
0	All DI codes	Reserved for future DoD assignment.
1	AE6, A4_[5] A6_, D7_[6]	Denied. Stock exhausted; unsuccessful storage activity search has been made.
1	All other DI codes	Reserved for future DoD assignment.
2	AE6, A4_[5] A6_, D7_[6]	Denied. Materiel not available in condition requested.
2	All other DI codes	Reserved for future DoD assignment.
3	AE6, A4_[5] A6_, D7_[6]	Denied. Materiel not available in proper shelf-life.
3	All other DI codes	Reserved for future DoD assignment.
4	AE6, A4_[5] A6_, D7_[6]	Denied. Materiel not available in type pack (overseas or domestic) requested (subsistence only) or specified lot number cannot be released (ammunition only).
4	All other DI codes	Reserved for future DoD assignment.
5	AE6, A4_[5] A6_, D7_[6]	Denied. Reidentification or reclassification of assets in process. Storage activity to advise results of reidentification or reclassification.
5	All other DI codes	Reserved for future DoD assignment.
6	AE6, A4_[5] A6_, D7_[6]	Denied. No record of NSN at storage activity. This denial results from review of the storage records and the storage activity has not conducted a physical search for the item.
6	All other DI codes	Reserved for future DoD assignment.

[5] See footnote 3 on page AP2.6-5.
[6] See footnote 4 on page AP2.6-5.

CODE	APPLICABLE DI CODES	EXPLANATION
7	AE6, A4_[7] A6_, D7_[8]	Denied. Zero balance in an issuable condition indicated on storage activity custodial/ memorandum record and no record location exists. This denial results from review of the storage records and the storage activity has not conducted a physical search for the item.
7	All other DI codes	Reserved for future DoD assignment.
8	Appropriate DI codes	Reserved for assignment by the Component managing the item; not assigned by DoD.
9	AE6, A4_[5] A6_, D7_[6]	Denied. To ICP from storage. Item was ordered in one continuous length only but is not so available.
9	All other DI codes	Reserved for future DoD assignment.

AP2.6.3 GAIN/LOSS RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP gain/loss related transactions (DI Code D8_/D9_ Inventory Adjustment Increases/Decreases, and DAC Dual Inventory Adjustments) as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	D9_, DAC	Materiel condemned. Quantity indicated shipped direct to the DRMO or other authorized/required disposal action has been taken. (Excludes items for which shelf-life has expired and cannot/will not be extended.)
M	All other DI codes	Reserved for future DoD assignment.
N	All DI codes	Reserved for future DoD assignment.
O	D8B, D9B	Gain/loss resulting from end-of-day processing.
O	All other DI codes	Reserved for future DoD assignment.

[7] See footnote 3 on page AP2.6-5.
[8] See footnote 4 on page AP2.6-5.

CODE	APPLICABLE DI CODES	EXPLANATION
P	D8B, D9B	Gain/loss resulting from location reconciliation.
P	All other DI codes	Reserved for future DoD assignment.
Q	D9_	Loss resulting from a materiel release denial on another owner/manager's materiel.
Q	All other DI codes	Reserved for future DoD assignment.
R	D8_	Gain resulting from creation of computer record balance in order to process out-of-sequence high priority issues. This posting to an insufficient balance may be used when negative balances are not permitted.
R	All other DI codes	Reserved for future DoD assignment.
S	D9_	Loss resulting from automatic adjustment due to receipt of materiel release denial of stocks issued as a result of computer record balance gained through use of Management Code R, above.
S	All other DI codes	Reserved for future DoD assignment.
T	D9G, DAC	Materiel condemned. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to DRMO or other authorized/ required disposal action has been taken.
T	All other DI codes	Reserved for future DoD assignment.
U thru Y	All DI codes	Reserved for future DoD assignment.
Z	All DI codes	Exception data entered in remarks or follows by separate correspondence.
0	All DI codes	Reserved for future DoD assignment.
1	D9A	Adjustment based on materiel denial. Stock exhausted; unsuccessful storage activity search has been made.
2	D9A	Adjustment based on materiel denial. Materiel not available in condition requested; other condition codes recorded. Unsuccessful storage activity search has been made.

CODE	APPLICABLE DI CODES	EXPLANATION
3	D9A	Adjustment based on materiel denial. Materiel not available in shelf life, or for subsistence in date packed/expiration date requested.
4	D9A	Adjustment based on materiel denial. Materiel not available in type pack (overseas or domestic) requested (subsistence only) or specified lot number cannot be released (ammunition only). Unsuccessful storage activity search has been made.
5 thru 9	All DI codes	Reserved for future DoD assignment.

AP2.6.4 PHYSICAL INVENTORY RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP physical inventory related transactions (DI Code DJA Physical Inventory Requests) as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M	DJA	Recount requested.
N	DJA	Inventory cancelled.
O thru Q	DJA	Reserved for future DoD assignment.
R	DJA	Rejected. No record of stock number or no record of ownership.
S	DJA	Physical inventory in workload bank or in process.
T thru W	DJA	Reserved for future DoD assignment.
X	DJA	Follow-up on unscheduled inventory request when no adjustment or completion transaction received within 40 days.
Y	DJA	Response to follow-up when inventory already complete.
Z	DJA	Exception data entered in remarks or followed by separate correspondence.
0 thru 9	DJA	Reserved for future DoD assignment.

AP2.6.5 INFORMATIVE TRANSACTIONS. Management codes are assigned for use in informative transactions (DI Code DRA/DRB Materiel Receipt Acknowledgments, DZC Logistics Reassignment Storage Information transactions, and DZD Logistics Reassignment Storage Information Replies) as indicated below:

CODE	APPLICABLE DI CODES	EXPLANATION
A thru L	Appropriate DI codes	Reserved for assignment by Component managing the item; not assigned by DoD.
M thru Y	All DI codes	Reserved for future DoD assignment.
Z	All DI codes	Exception data entered in remarks or follows by separate correspondence.
0 thru 9	All DI codes	Reserved for future DoD assignment.

AP2.7 APPENDIX 2.7

CORRECTION/CHANGE CODES FOR STORAGE ITEM RECORDS

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Indicates in the Storage Item Data Correction/Change transaction the nature of the change, actions to be taken and affected data fields.

RECORD POSITIONS: 7

CODE	TITLE	EXPLANATION
1	Consolidation of National Stock Numbers (NSN)	Indicates the item represented by the NSN in record positions 8-24 is to be consolidated with the item represented by the NSN in record positions 27-43. Both items will be issued under the NSN in record positions 27-43.
2	Change of National Stock Number (NSN)	Indicates the NSN for the item record positions 8-24 has been changed to the NSN for the item in record positions 27-43.
3	Change of Shelf-Life Code	Indicates the shelf-life code has been changed for the item represented by the NSN in record positions 8-24. The new shelf-life code is shown in record position 51.
4	Change of Controlled Inventory Item Code	Indicates the Controlled Inventory Item code has been changed for the item represented by the NSN in record positions 8-24. The new Controlled Inventory Item code is shown in record position 52.

CODE	TITLE	EXPLANATION
5	Change of Unit of Issue	Indicates the unit of issue has been changed for the item represented by the NSN in record positions 8-24. Unit of issue will be changed in accordance with the conversion factor reflected in record positions 46-50.
6	Multiple Changes	Indicates multiple changes for the item represented by the NSN in record positions 8-24.
7	Change of Demilitarization (DEMIL) Code	Indicates the DEMIL code has been changed for NSN in record positions 8-24. New DEMIL code is shown in record position 53.
8	National Stock Number Deleted without Replacement	Indicates NSN in record positions 8-24 has been deleted and not replaced.
9	National Stock Number Change with Logistics Transfer (Loss)	Indicates NSN in record positions 8-24 has been changed to NSN in record positions 27-43 with logistics transfer (loss). The GIM is indicated in record positions 56-58.
0	Not Assigned	Reserved for future DoD assignment
A-H	Not Assigned	Reserved for intra-Component assignment and use.
I	Not Assigned	Not to be assigned.
J-N	Not Assigned	Reserved for future DoD assignment.
O	Not Assigned	Not to be assigned.
P-X	Not Assigned	Reserved for future DoD assignment.
Y	Manager	Indicates that the correct manager is in record positions 56-58.
Z	New or Reinstated National Stock Number	Indicates NSN in record positions 8-24 is new or reinstated item.

AP2.8 APPENDIX 2.8

REJECT ADVICE CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: Identifies to the originator of a transaction, the reason for rejection, and indicates return of the transaction for correction and resubmission.[1]

RECORD POSITION: 79-80

CODE	EXPLANATION
AA	Rejected. Document identifier code invalid.
AB	Rejected. Submitted to incorrect manager; routing identifier code of correct manager indicated in record positions 54-56, if known.
AC	Rejected. Type of physical inventory code invalid or blank.
AD	Rejected. Stock or part number unidentifiable.
AE	Rejected. Quantity field invalid.
AF	Rejected. Document number invalid.
AG	Rejected. Ship-to address unidentifiable.
AH	Rejected. Required signal code invalid or blank.
AJ	Rejected. Required fund code invalid or blank.
AK	Rejected. Ownership/purpose code invalid or blank.
AM	Rejected. Supply condition code invalid or blank.
AP	Rejected. Required management code invalid or blank.

[1] Codes in the A_ and B_ series not listed above are reserved for future use and are not to be used unless authorized and disseminated by the DoD MILSTRAP System Administrator. Codes in the C through Z series are reserved for intra-Component use.

CODE	EXPLANATION
AQ	Rejected. Processing/count date invalid or blank. Location Reconciliation Request cutoff date invalid.
AR	Rejected. Unit of issue incorrect.
AS	Rejected. Support date invalid. Location Reconciliation Request and/or Transaction History Transmittal received past scheduled deadline.
AT	Rejected. Asset support request code invalid or blank.
AU	Rejected. Asset support request is for an item not centrally managed and stocked (Acquisition Advice Codes F, L, P, or W).
AV	Rejected. Activity identified in record positions 30-35 (DoDAAC) and/or 27-29 (RI code (From)) is not authorized to submit LASE transactions. Activity identified in Location Reconciliation Request record positions 67-69 (RI Code (From)) not valid.
AW	Rejected. Logistic Reassignment Transaction (DEE, DEF, DDX) received more than 1 year after the ETD. (The D4X will be rejected if no memorandum due-in is on record at the GIM to indicate it is a valid procurement receipt.)
AX	Rejected. GSA is SOS for requested LASE or SPR. GSA does not participate in MILSTRAP LASE and SPR procedures. If required, submit funded DoD MILSTRIP requisition citing applicable required delivery date.
AY	Rejected. Location Reconciliation Request and/or Transaction History Transmittal does not equal the number of transactions recorded in the Location Reconciliation Notification and/or Location Reconciliation History Notification.
AZ	Rejected. Number of Location Reconciliation Requests received from storage activity exceed reasonable variance from owner/manager.

AP 2.9 APPENDIX 2.9

ASSET STATUS REPORTING CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies in the Asset Status Reporting Request the type of reporting required and indicates whether a request is for commencement, change, or termination of reporting. Each new code will update the reporting requirement. Identifies in asset status reports the type of reporting being furnished.

RECORD POSITION: 7

CODE	EXPLANATION
A and B	*Reserved for future assignment by DoD.*
C	Commence daily asset status reporting (DI Code DZF) on the date indicated in record positions 23-26.
D	Commence monthly asset status reporting (DI Code DZF) on the date indicated in record positions 23-26.
E	Terminate reporting on the date indicated in record positions 23-26.
F and G	Reserved for future assignment by DoD.
H	Change type of reporting to daily asset status reporting (Code C above) on the date indicated in record positions 23-26.
J	Change type of reporting to monthly asset status reporting (Code D, above) on the date indicated in record positions 23-26.
K and L	Reserved for future assignment by DoD.
M	Commence daily asset status reporting (DI Code DZF) as soon as possible.

CODE	EXPLANATION
N[1]	Submit a one-time asset status report (DI Code DZF) for the asset visibility/redistribution program. Submit the report by the date entered in record positions 23-26.
O	Reserved for future assignment by DoD.
P[1]	Report assets above the activity's requisitioning objective using MILSTRIP DI Code FTE.
Q thru Y	Reserved for future assignment by DoD.
Z	One-time asset status report is requested/furnished on an expedited basis. The date the report is required is entered in record positions 23-26.
0 thru 9	Reserved for intra-Component use.

[1] Restricted for use based upon agreement of Components involved. Only Air Force has not yet implemented. ***Air Force implementation date is December 2003.***

AP2.10 APPENDIX 2.10

ASSET TRANSFER STATUS CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: For response to the GIM follow-up request for asset data. Also used for follow-up and reconciliation requests for due-in information pertaining to logistically reassigned items.

RECORD POSITION: 65-66

CODE	EXPLANATION
AA	No assets are available for transfer. (Applies to DI Code DLB.) No record of due-in; cancel memorandum due-in record. (Applies to DI Codes DLD and DLF.)
AB	DI Code DEE/DEF Logistic Transfer/ Decapitalization transactions and DI Code DD_/DF_ due-in transactions (provided due-in existed) submitted previously. LIM will submit duplicate transactions. (Applies to DI Code DLB.) Due-in (full or partial quantity) has been received. LIM will provide duplicate DI Code DEE/DEF logistics transfer/decapitalization transactions and DI Code D4X/D6X memorandum receipt transactions. (Applies to DI Codes DLD and DLF.)
AC	DI Code DEE/DEF Logistics Transfer/Decapitalization transaction will be submitted. (Applies to DI Code DLB.)
AD	No assets are available for transfer but due-ins exist. Due-in transactions will be submitted. (Applies to DI Code DLB.) Delinquent due-in exists. Routine follow-up action being taken by the LIM. (Applies to DI Codes DLD and DLF.)
AE	Additional due-in available for transfer. LIM will provide memorandum due-in. (Applies to DI Code DLF when additional due-in is available for transfer or when no DI Code DLE was received.)
AF	Change to estimated delivery date. Revised delivery date is provided. (Applies to DI Codes DLD and DLF.)

CODE	EXPLANATION
AG	Original due-in transaction has been reversed (i.e., cancelled). Cancel delinquent due-in. (Applies to DI Codes DLD and DLF.)
AH	Original preaward procurement due-in has been awarded on a contract. LIM will submit DI Code DDX reversal for the preaward due-in and a new DI Code DDX with contract number, quantity, EDD, etc. (Applies to DI Codes DLD and DLF.)
A1	Contract delivery action is complete. LIM will submit DI Code DDX reversal for the portion of the due-in quantity not received. (Applies to DI Codes DLD and DLF.)
AJ	Materiel pending litigation or returned to contractor. GIM will retain due-in pending resolution by ACO. (Applies to DI Codes DLD and DLF.)
AK	Invalid due-in. Original due-in transaction will be reversed (i.e., cancelled). (Applies to DI Codes DLD and DLF.)

AP2.11 APPENDIX 2.11

SPECIAL PROGRAM REQUIREMENT STATUS CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: Used to inform forecasting activities submitting SPR documents of action taken.

RECORD POSITION: 65-66

CODE	EXPLANATION
PA	Request or modifier accepted. Submit requisition in time to all for delivery within the appropriate UMMIPS time standard.
PB	SPR is not within ICP acceptance criteria. ICP will maintain the SPR quantity only until the procurement lead time and/or assembly time away from the support date to advise the forecasting activity of any technical or management changes and to assure return/retention should unexpected assets materialize. Continuation of this requirement into the procurement lead time and/or assembly time period depends solely on receipt of a requisition sufficiently in advance of the support date. The number of days for procurement lead-time and/or assembly time included in the support date is indicated in record positions 62-64.
PC	Request or modifier accepted. Extra time is required to assemble after receipt of requisition. The required assembly time in number of days is included in record positions 62-64.
PD	Cancellation accepted.
PE	Rejected. The request is a duplicate of a previously submitted request.
PF	Rejected. Remarks listed herein or separate correspondence referring to this document number explain reason(s) for this action.
PJ	Rejected. Item coded (or being coded) obsolete in latest stock lists/catalogs. See superseding item in stock number field. Resubmit under stock number of superseding item.

CODE	EXPLANATION
PM	Rejected. Request received less than 90 calendar days in advance of the support date. Submit requisition.
PN	Rejected. Source of supply is local manufacture or fabrication.
PP	Rejected. Source of supply is local procurement.
PQ	Rejected. Stocks not available to meet your support date. Procurement/assembly required. Request received less than procurement lead time/assembly time in advance of support date. Procurement lead time/ assembly time in number of days is in record positions 62-64. Submit funded requisition.
PR	SPR for which a PB Status Code was previously furnished is now procurement lead time and/or assembly time away from support date. Immediate requisition is needed to continue this requirement and to allow for delivery in time to meet support date. (See chapter l3 for requisition preparation.)
PS	Rejected. The item is coded (or is being coded) as a terminal item in latest stock lists/catalogs and has no known replacement.
PT	Substitute item available. If substitute stock number shown in stock number field is acceptable, resubmit using DI Code DYG and submit requisition in time to allow for deliver within the appropriate UMMIPS time standard. In the event substitute item is not acceptable, resubmit using DI Code DYH.
PV	Cancelled. Item has been logistically reassigned to the activity indicated in record positions 77-79. Submit new SPR to gaining activity.
PW	This is an interim reply to your request. Manual review being made and additional response will be furnished.
PX	Rejected. The item is an Acquisition Advice Code J item (centrally procured for shipment directly to user or another service, not stocked by procuring activity). Submit funded requisition in time to permit procurement. Procurement lead time in days is shown in record positions 62-64.
PY	Cancelled. Item has been changed from stocked to non-stocked by the IMM. If still required, submit requisition for quantity required, so that procurement action can be initiated for direct shipment.

AP2.12 APPENDIX 2.12

SMALL ARMS TRANSACTION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic/numeric [1]

EXPLANATION: Transaction codes are used for reporting changes affecting the small arms status in the master file of the Component Registries and the DoD Registry.

RECORD POSITION: 7

CODE	EXPLANATION
A	Weapon not received. Used to respond to follow-up request.
B	Initial registration of small arms.
C	Inventory Adjustment Gain. Reports of a serial number gain through inventory adjustments will be made under this transaction.
D	Shipment Reversal. Used to reverse an invalid shipment transaction (code S) for which a serial number was previously reported to a Component Registry.
E	Used for intra-Component reconciliation of small arms serial numbers.
F	Shipment to FMS/Grant Aid. Used for issues of small arms directed under Grant Aid or FMS agreements.
G	Shipment to General Officers. Used to record issues to general officers.
H	Mass Stock Number Change. Used by the Component Registry to accommodate stock number changes in small arms.

[1]Unassigned codes are reserved for future DoD assignment. Codes 1, 2, 3, 4, and 5 are predesignated for intra-Army use in controlling category I non-nuclear missiles and rockets under the DoDSASP. DoD assignment or revision of codes 1 through 5 for intra-Army use will not be staffed prior to publication in this manual. When category I non-nuclear missiles and rockets are designated for DoD-wide registration under the DoDSASP, the code 1 through 5 assignments will be reviewed for inter-Component application.

CODE	EXPLANATION
I	Interrogation/Inquiry Record. Enter all inquiries from law enforcement agencies and from appropriate Military and civilian activities for weapons located in foreign countries on the DoD Registry file when no record exists on the active or inactive file.
J	Emergency Suspense Status. Includes weapons shipped for mobilization or shipments with personnel/units to combat areas pending return to the supply system.
K	Multi-Field Correction. Used by reporting activities to correct erroneous serial number, NSN, MCN, LCN, or owning activity address (DoDAAC/UIC of activity in possession of the weapon) reported and posted to the Component Registries master file.
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 (record positions 5l-56) and to be recorded with another DoDAAC/UIC (record positions 45-50), which normally results from unit redesignation. Only one transaction is required to change the DoDAAC/UIC in all records.
N	Shipment to Other Agencies. Reports shipments 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/Grant Aid shipments.)
O	Reserved for future DoD assignment.
P	Procurement Gains. Prepared by procurement sources for initial registration of weapons when they are shipped.
Q	Notification of Suspected Loss. Reports potential lost or stolen weapon and investigation/ report of survey is in process.
R	Receipt. Confirms receipts 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.
T	Confirmation of completed shipment from one Component to another. Used by the DoD Registry to reflect shipments completed between Services.

CODE	EXPLANATION
U	Found or Recovered. Investigation/report of survey completed, if required. Weapon has been located. (Prior to 1 Nov 84, code was for dual issue/receipt transactions for intra-Component transactions for intra-Component Registry reporting.)
V	Demilitarization. Used by demilitarization activities to report destruction of weapons through demilitarization.
W thru Y	Reserved for future DoD assignment.
Z	Initial Registration and Shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as B and S transactions.
1	Reserved for future DoD assignment for intra-Army use.
2	Expended tactical category I non-nuclear missile(s) or rocket(s). This code is used when the missile or rocket has been expended in use (fired) and terminates the requirement to report under the DoDSASP.
3 thru 5	Reserved for future DoD assignment for intra-Army use.

AP2.13 APPENDIX 2.13

SMALL ARMS ERROR TRANSACTION REJECT CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Indicates the type of transaction error. These codes will be used on line or on reject transactions to identify erroneous transactions rejected by the DoD and Component Registries.

RECORD POSITIONS: 23-24

ERROR CODE	DOCUMENT TITLE	EXPLANATION
05	Identifies an existing small arms record on the Component Registry Master File but reporting activity did not submit E reconciliation record.	Verify active/inactive records. If weapon is on active file, return the error transaction to the Component Registry with the required transaction code in record position 7 to indicate that the Component Registry is correct, thereby removing the reject suspense and precluding follow-up action.
06	Identifies a duplicate record submitted for reconciliation by a reporting activity.	No action required. Duplicate records will be rejected to the Component Registry for verification action. Number of duplicates will be identified as summary information to the activity being reconciled.

ERROR CODE	DOCUMENT TITLE	EXPLANATION
07	Identifies a reconciliation request submitted to the Component Registry that reflects another reporting activity as the owner. Reject is included in the Small Arms Record Reject Suspense File which must be cleared to complete the reconciliation.	Verify active/inactive records. 1. If a receipt, request shipping activity to submit required shipment transactions and resubmit error transaction with an R in record position 7 and other pertinent data punched as required to post to Master File and remove the reject suspense. 2. If not a receipt of shipment, and weapon is physically on hand as reported, take the necessary action prescribed for duplicate serial numbers within the same NSN.
08	Reflects confirmation that the Component Registry had added serial number as a result of a reconciliation E transaction processed. No prior receipt of a transaction record received by the Component Registry.	No action required. The reconciliation record will be recorded in the next Component Registry Master File update as an initial registration. The number of code 8 records posted to the Component Master File will be identified as summary information to the activity being reconciled.
09	Identifies a reconciliation request submitted to the Component Registry that is not scheduled for reconciliation on date received.	Verify when reconciliation is scheduled. Reject suspense will not be created.
1A	NSN not Equal to Current NSN	DoD Registry and Component Registry use.
1B	Invalid NSN	DoD Registry and Component Registry use.
1C	NSN Table Date Invalid	DoD Registry and Component Registry use.
2A	Document Identifier Code/ Routing Identifier Code Invalid	Notify reporting activity of the error condition so that its files will be corrected. Correct and resubmit transaction.
2B	Serial Number Contains Blanks	Notify reporting activity of the error and request a corrected transaction be submitted.
2C	Invalid Transaction Code	Correct and resubmit transaction.

ERROR CODE	DOCUMENT TITLE	EXPLANATION
2D	Unmatched Stock Number	1. If the stock number is not reportable under chapter 12, notify the reporting units to discontinue reporting for this tock number. 2. If the stock number is in error, notify the reporting activity of the error and request that a corrected transaction be resubmitted. 3. If the stock number is valid and pertinent, but does not appear in the stock number file, prepare and submit transaction H to the computer.
2F	Document Number Date in Error	Verify, correct, and resubmit transaction.
2G	Document Number Serial in Error	Verify, correct, and resubmit transaction.
2J	Invalid DoDAAC/UIC from or DoDAAC/UIC to a Mass Change	Assure that DoDAAC/UIC (from-to) are valid and in the file; correct DoDAAC/UIC.
2K	Invalid DoDAAC/UIC in Document Number	Verify, correct, and resubmit transaction.
2L	Invalid Transaction Date	Verify, correct, and resubmit transaction.
2M	Action Date Greater Than Current Date	Verify, correct, and resubmit transaction.
2O	Invalid DoDAAC/UIC	Verify, correct, and resubmit transaction.
3A	Document Number Interrogation Exceeds Limit	Correct and return transaction by next cycle. Notification will be by card/listing. Listings will reflect error code and narrative description.
3B	Serial Number Interrogation Exceeds Limit	Same as 3A.
3C	Stock Number Interrogation Exceeds Limit	Same as 3A.

ERROR CODE	DOCUMENT TITLE	EXPLANATION
3D	DoDAAC/UIC Number Interrogation Exceeds Limit	Same as 3A.
3F	Transaction Date Prior to Master Date	Verify, correct, and resubmit transaction.
3G	Unmatched Transaction	Missing transaction(s). Verify, correct, and resubmit transaction.
3H	New Serial Number Matches Previously Established Master File	1. Error in reported serial number. 2. Duplicate serial number exists. 3. Reporting activity must be contacted to verify reported serial number if serial number is in error. Correct and resubmit transaction.
3I	From DoDAAC/UIC in Transaction Does Not Match DoDAAC/UIC in Master File	Verify, correct, and resubmit transaction.
3J	Transaction Matched on Stock Number But Not on Serial Number	1. Serial number error exists in transaction. 2. There are missing transactions in the computer. Verify, correct, and resubmit transactions.
3K	Receipt Transaction Received Prior to Shipment Transaction	Post receipt. Reject Transaction to shipping activity--verify serial number shipped--correct if required.
3L	Input Transaction is Incompatible to Master File	Compare rejected transaction against master file and take necessary action to make input transaction (record position 7) compatible, e.g., S transaction on the master file will accept R transaction only.
3M	Duplicate on Serial Number, Stock Number, and Transaction Code	Request printout from the computer by stock number and serial number (Transaction Code 3). Examine transaction to determine if transaction is an exact duplicate. If it is not, correct and resubmit transaction.

ERROR CODE	DOCUMENT TITLE	EXPLANATION
3U	NSN And Weapon Serial Number Duplicates Another Weapon On Master File	1. Verify NSN (record positions 8-22) and serial number (record position 67) of weapon. If incorrect, resubmit correct transaction. 2. If correct and weapon was received from activity shown in master file, submit receipt R transaction to the Component Registry. 3. If correct, and weapon was not received from activity shown on master file, take the necessary action described for duplicate serial numbers within same NSN.

AP2.14 APPENDIX 2.14

REQUEST CODES
(ASSET SUPPORT REQUESTS)

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Identifies the type of data requested and furnished.

RECORD POSITION: 7

CODE	EXPLANATION
A	Request for Asset data. Input of this code results in output of DI Code DTB.
B	Request for Backorder data. Input of this code results in output of DI Code DTC.
C	Request for both Asset and Backorder data. Input of this code results in output of both DI Codes DTB and DTC.
J	Output by IMM in response to a follow-up which contained Request Code A.
K	Output by IMM in response to a follow-up which contained Request Code B.
L	Output by IMM in response to a follow-up which contained Request Code C.

AP2.15 APPENDIX 2.15

TYPE OF MEDIA CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha

EXPLANATION: Identifies the type of media for transmittal of ICP requested transaction history.

RECORD POSITION: 60

CODE	EXPLANATION
A	***Transaction images to be transmitted using DAASC methodologies for exchanging computer-readable transactions.***[1]

[1] ***See chapter 1, section C1.10, Communications, for an explanation of DAASC methodologies for transaction exchange***.

AP2.16 APPENDIX 2.16
ERROR CLASSIFICATION CODES

NUMBER OF CHARACTERS:	Three
TYPE OF CODE:	Alpha/Numeric
EXPLANATION:	Provides processing activities a means of mechanically identifying the causes for errors which resulted in potential/actual inventory adjustments, accounting adjustments,[1] and the processing operations in which they occurred
RECORD POSITIONS:	63-65 of inventory adjustment transactions (DI Code D8A/D9A and D8B/D9B)

AP2.16.1 PURPOSE

AP2.16.1.1 The physical inventory program error classification codes provide a standard means for Components to classify the causes of actual/potential adjustments for subsequent analysis, evaluation, and corrective action.

AP2.16.1.2 The error classification code is a required entry on MILSTRAP documentation for use in preparing reports and for providing evaluation data to higher authority in standard error classification categories.

AP2.16.2 CODE STRUCTURE

AP2.16.2.1 First Position. The first character is the operation code which will be numeric or alphabetic and will identify the operation during which the error occurred and not the operation in which the error was detected. Code assignment for the first character is controlled by DoD and may not be assigned by the Components. The following operation codes are assigned as the first character in the error classification code:

[1] The Integrated Materiel Manager may use the error classification codes in rp 63-65 in DI D8B/D9B Inventory Adjustment Transactions (Accounting Errors) pending the establishment of single shared asset balances (see chapter 7).

CODE	OPERATION	CODE	OPERATION
0	Not assigned; reserved for future assignment by DoD	6	Warehousing/ Rewarehousing
1	Receiving	7	Location Survey
2	Issue	8	Other
3	Physical Inventory	9	Not assigned; reserved for future assignment by DoD
4	Cataloging Changes	A-Z	Not assigned; reserved for future assignment by DoD
5	Logistics Reassignments		

AP2.16.2.2 Second Position. The second character is the type of error code which is alphabetic or numeric and identifies the type of error which occurred. Code assignment for the second character is controlled by DoD and may not be assigned by the Services/ Agencies. The following type of error codes are assigned as the second character in the error classification code:

CODE	LEGEND	DEFINITION
A	System/Program Error	Property accountability record was not correctly updated by a valid transaction because system failed or program contained a logic error
B	Document Not Posted	Physical processing was completed but transaction update of the property accountability record was not affected
C	Source Document Error	Error in the source document NAN, quantity, unit of issue, condition, type of pack, lot number, ownership/ purpose, and/or location (routing identifier) caused erroneous update of property accountability record
D	Data Entry Error	Input transaction did not match source document NAN, quantity, unit of issue, condition, type of pack, lot number, ownership/purpose, and/or location (routing identifier) and caused erroneous update of the property accountability record

CODE	LEGEND	DEFINITION
E	Rejected Document Not Posted	Transaction was rejected during processing and was not reinput to update the property accountability record
F	Duplicate Document Posted	Same transaction updated the property accountability record more than once
G	Reversal Document Not Posted	Property accountability record was updated by a transaction processed to completion and required transaction reversal was not processed
H	Erroneous Reversal Posted	Prior action to reverse a transaction which updated the property accountability record was taken in error
I	Not Assigned	
J	Misidentified/Mixed Materiel	Assets in storage location were identified by incorrect/multiple stock number, unit of issue, supply condition, shelf-life, type of pack, lot number, or ownership/purpose
K	Duplicate Physical Processing	Transaction updated the property accountability record once but materiel physically processed more than once
L	Wrong Materiel Selected	Materiel selected did not match transaction which updated the property accountability record (i.e., wrong stock number, quantity, unit of issue, supply condition, type of pack, lot, ownership/purpose, and/or location was physically selected)
M	Materiel Selected From Wrong Location	Storage location from which materiel was selected did not match storage location cited in the transaction
N	Physical Processing Not Complete	Transaction updated the property accountability record but physical processing of materiel was not completed
O	Not Assigned	
P	Erroneous Denial	Denial processed in error. Materiel found after denial was submitted
Q	Materiel Not Stored/Stored Incorrectly	Materiel was not stored in finite location or placed in finite location when processing the storage transaction

CODE	LEGEND	DEFINITION
R	Infloat Document Control Error	Erroneous data posted to the property accountability record because infloat documents were not considered or were not available
S	Erroneous Count	Materiel incorrectly counted
T	Erroneous Adjustment Posted	Prior action to adjust the property accountability record was taken in error
U	Catalog Change Not Posted	Transaction resulted in erroneous update of the property accountability record because the property accountability record was not updated by catalog change transaction
V	Erroneous Catalog Change Posted	Erroneous data posted to property accountability record due to error in catalog change record due to error in catalog change transaction (e.g., wrong unit of issue to or from, etc.)
W	Bin Tag/Locator Label Error	Bin tag/locator label missing, incomplete, or reflected erroneous data for assets in storage location
X	Theft	Inventory adjustment attributed to probable theft
Y	No Conclusive Findings	Cause for the inventory discrepancy could not be determined
Z	Not Assigned	Reserved for future DoD assignment
0-9	Not Assigned	Reserved for future DoD assignment

AP2.16.2.3 **Third Position**. The third character may be assigned by each Component to internally amplify the error classification. Numeric and alphabetic code assignments in this position will be controlled by each individual Component for their internal use.

AP2.17 APPENDIX 2.17

DISCREPANCY INDICATOR CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: A one-digit code used in the MRA to indicate when a supply or transportation discrepancy or product quality deficiency affects the receipt posting and/or MRA process.

RECORD POSITIONS: 63

CODE	DEFINITION
A	SDR being submitted. (Excludes shortage and partial or total nonreceipt.)
B	No record of requisition. (Use in reply to DI Code DRB follow-up if there is no record of the requisition and the materiel has not been received.)
C	Reserved for future DoD assignment.
D	Transportation discrepancy report being submitted. (Excludes shortage and partial or total nonreceipt.)
E	Product quality deficiency report being submitted.
F	Shortage or partial or total nonreceipt. Quantity not received entered in record positions 25-29.
G-W	Reserved for future DoD assignment.
X	Discrepant receipt, other than shortage and partial or total nonreceipt, which does not meet qualifying criteria for discrepancy report submission.
Y-Z	Reserved for future DoD assignment.

AP 2.18 APPENDIX 2.18

TYPE INSPECTION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: A code identifying the level of quality control.

RECORD POSITION: 48

CODE	EXPLANATION
1	Contractor.
2	Standard source inspection.
3	***Inspection in accordance with ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use" (formerly MIL-I-45208A, "Military Specification Inspection System Requirements").***
4	***Inspection in accordance with ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use" (formerly MIL-Q-9858A, "Military Specification Quality Program Requirements")***.

AP2.19 APPENDIX 2.19

REVIEW PERIOD INDICATOR CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: A code identifying the review period relative to the ETD.

RECORD POSITION: 7

CODE	EXPLANATION
1	ETD minus 120 days review period.
2	ETD minus 30 days review period.
3	ETD plus 90 days review period.
4	ETD plus 270 days review period.

AP2.20 APPENDIX 2.20

COMPETITIVE CHARACTERISTICS CODE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Obsolete code describing the basis for competitiveness or noncompetitiveness, formerly published in DFARS. This code is published here only for convenience in interpreting the data when entered in the DI Code DLW, Logistics Reassignment Contract History Data transaction.

RECORD POSITION: 65

CODE	EXPLANATION
A	Price competitive.
B	Design/technical competitive.
C	Follow on after price competition.
D	Follow on after design/technical competition.
E	Noncompetitive - catalog or market price.
F	Noncompetitive - other.

AP2.21 APPENDIX 2.21

TYPE OF CONTRACTOR CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Obsolete code, formerly published in MILSCAP which identifies the type of contractor. This code is published here only for convenience in interpreting the data when entered in the DI Code DLW, Logistics Reassignment Contract History Data transaction.

RECORD POSITION: 80

CODE	EXPLANATION
A	Large Business - Any domestic concern (see DFARS 25.001) which does not meet the size standards set by the Small and Disadvantaged Business Administration (see FAR subpart 19.1).
E	Woman-Owned Large Business - A business concern that is woman-owned (see FAR 52.219-3) and not small (see FAR sub-part 19.1).
F	Woman-Owned Small Business - A business concern that is woman-owned (see FAR 52.219-3) and small (see FAR subpart 19.1).
I	Intra-Governmental - The contractor is a Federal Government Agency other than DoD (see DFARS 4.671-5(b)(13)(vi) and (vii)).
J	Small Business - A business concern in the United States, its possessions, or Puerto Rico meeting the criteria established in FAR 19.101.
K	Nonprofit - Any corporation, foundation, trust, or institution not organized for profit (see DFARS 4.671-5(e)(v)).
L	Contractor for Work Outside USA - Any business concern outside the United States, its possessions, or Puerto Rico (see DFARS 4.671-5(e)(1)(iv)).

CODE	EXPLANATION
M	Disadvantaged Large Business Concern - A business concern owned and controlled by socially and economically disadvantaged individuals (see FAR 52.219-2) that is not small (see FAR 19.101).
N	Disadvantaged Small Business Concern - A business concern owned and controlled by socially and economically disadvantaged individuals (see FAR 52.219-2) that is small (see FAR 19.101).
R	Foreign Contractor for Work Within USA - The contractor is not a domestic concern (see DFARS 25.001), and the work will be performed within the United States, its possessions, or Puerto Rico.

AP2.22 APPENDIX 2.22
TYPE DUE-IN INDICATOR

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: A code identifying the type of due-in.

RECORD POSITION: 49 and 67

CODE	EXPLANATION
1	Purchase request.
2	Contract.
3	Other.

AP2.23 APPENDIX 2.23

TYPE LOCATION RECONCILIATION REQUEST [1]

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Used to identify the type of location reconciliation request

RECORD POSITION: 7

CODE	EXPLANATION
1	End-of-day processing
2	Annual location reconciliation request

[1]The end-of-day processing and location reconciliation process will not be required with the establishment of single shared asset balances (see Chapter 7).

AP2.24 APPENDIX 2.24

OTHER CODES

NUMBER OF CHARACTERS: Variable

TYPE OF CODE: Variable

EXPLANATION: This appendix provides the source, and other information, for codes used or referred to in this manual which are prescribed by other DoD publications and which are not republished in this manual.

References in this appendix are linked to the authoritative sources from the DLMSO web site pages, unless otherwise specificed, for the following publication categories at:

DoD Directives: ***http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/directives.asphttp://www.dla.mil/j-6/dlmso/eLibrary/Manuals/directives.asp***.

DoD Instructions: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/instructions.asp.

DoD Manuals/Regulations etc.: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/regulations.asp.

DoD Component Joint: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/joint.asp.

Military Standards: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/milstds.asp.

Non-DoD: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/nondod.asp.

DoD Component Regulations/Manuals etc.: http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/other.asp

CODE	AUTHORITATIVE SOURCE
Acquisition Method	DFARS, appendix E, DoD Spare Parts Breakout Program, E-201.1.

Acquisition Method Suffix	DFARS, appendix E, DoD Spare Parts Breakout Program, E-201.2.
Advice	DoD 4000.25-1-M, MILSTRIP, appendix AP2.15
Call/Order Serial Number	DFARS[1]
Commercial and Government	Cataloging Handbook H4/H8 Entity Commercial and Government Entity (CAGE)
Contract Line-Item Number	DFARS[1]
Controlled Inventory Item	DoD 4100.39-M, FLIS, volume 10, table 61.
Criticality Designator	DoD 4000.25-5-M, MILSCAP, appendix A9.
Data Universal Numbering System	FAR, section 52.204-6.
Delivery Date (Standard/Required)	DoD 4000.25-1-M, MILSTRIP, appendix AP2.14.
Demand	DoD 4000.25-1-M, MILSTRIP, appendix AP2.8.
Distribution	DoD 4000.25-1-M, MILSTRIP, appendix AP2.12.
Document Number	DoD 4000.25-1-M, MILSTRIP, appendix AP2.7.
DoD Activity Address	DoD 4000.25-6-M, DoDAAD.
DoD Identification (DoDIC)	DoD 5160.65-M, Single Manger for Conventional Ammunition.
Essentiality	DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items.

[1] DFARS applies for structure of contract data entries assigned/prescribed by DoD ICPs/IMMs. FAR applies for structure of contract data entries assigned/prescribed by non-DoD IMMs.

Fund	DoD 4000.25-7-M, MILSBILLS.
Media and Status	DoD 4000.25-1-M, MILSTRIP, appendix AP2.4.
National Stock Number	DoD 4000.25-1-M, MILSTRIP, appendix AP2.5.
Normal Source of Procurement	DoD 4100.39-M, FLIS, volume 10, table 138.
Part Number	DoD 4000.25-1-M, MILSTRIP, appendix Ap2.5.
Priority Designator	DoD 4000.25-1-M, MILSTRIP, appendix Ap2.14.
Procurement Instrument Identification Number	FAR or DFARS[2]
Production Equipment	DoD 4100.38-M, DoD Provisioning and Other Preprocurement Screening Manual.
Project	DoD 4000.25-1-M, MILSTRIP, appendix AP2.13.
Routing Identifier	DoD 4000.25-1-M, MILSTRIP, appendix AP2.3.
Signal	DoD 4000.25-1-M, MILSTRIP, appendix AP2.10.
Status	DoD 4000.25-1-M, MILSTRIP, appendix AP2.16.
Stock Number	DoD 4000.25-1-M, MILSTRIP, appendix AP2.5.
Subsistence Type of Pack	DoD 4000.25-1-M, MILSTRIP, appendix AP2.20.
Suffix	DoD 4000.25-1-M, MILSTRIP, appendix AP2.8.
Supplementary Address	DoD 4000.25-1-M, MILSTRIP, appendix AP2.9.
Type of Business	DFARS, 253.204-71 (*f*),section D.

[2] See note 1 on page AP2.24-1.

Type of Contract	DFARS, 253.204-70 (*c*)(4)(*v*)(C)
Unit of Issue	DoD 4100.39-M, FLIS, volume 10, table 53
Vendor Shipment Number	FAR or DFARS[3]

[3] See note 1 on page AP2.24-1.

AP3 APPENDIX 3

FORMATS INDEX

APPENDIX	DI Code(s)	TITLE
AP3		Index
AP3		Introduction
AP3.1	D4_	Materiel Receipt - Procurement Instrument Source
AP3.2	D6_	Materiel Receipt - Other Than Procurement Instrument Source
AP3.3	D7_	Issue
AP3.4	D8_, D9_	Adjustment - Increase or Decrease
AP3.5	D8E, D8F, D9E, D9F	Inventory Adjustment - Increase or Decrease (Logistics Transfer/ Capitalization/Decapitalization)
AP3.6	D8S, D9S	Inventory Adjustment - Increase or Decrease (Ownership Transfer)
AP3.7	DA1, DA2	Single Managed Conventional Ammunition Freeze/ Unfreeze Action
AP3.8	DAC, DAD	Inventory Adjustment - Dual (Condition/Purpose Transfer)
AP3.9	DAS	Inventory Adjustment - Dual (Ownership Transfer)
AP3.10	DD_	Due-In - Procurement Instrument Source
AP3.11	DEE, DEF	Logistics Transfer/Decapitalization
AP3.12	DF_	Due-In - Other Than Procurement Instrument Source
AP3.13	DG_	Backorder
AP3.14	DHA	Demand
AP3.15	DJA	Physical Inventory Request
AP3.16	DLA	Logistics Transfer/Decapitalization Follow-up
AP3.17	DLB	Reply To Logistics Transfer/Decapitalization Follow-up
AP3.18	DLC	Logistics Reassignment Delinquent Due-In Follow-Up
AP3.19	DLD	Logistics Reassignment Delinquent Due-In Response
AP3.20	DLE	Logistics Reassignment Due-In Reconciliation Request
AP3.21	DLF	Logistics Reassignment Due-In Reconciliation Response

APPENDIX	DI Code(s)	TITLE
AP3.22	DLS	Logistics Reassignment General Management Data
AP3.23	DLT	Logistics Reassignment Backorder and Demand Data
AP3.24	DLU	Logistics Reassignment On-Hand Asset Data
AP3.25	DLV	Logistics Reassignment Due-In Asset Data
AP3.26	DLW	Logistics Reassignment Contract History Data
AP3.27	DLX	Logistics Reassignment Technical and Quality Data
AP3.28	DM_	War Materiel Requirements Data
AP3.29	DRA, DRB	Materiel Receipt Acknowledgment
AP3.30	DRF	Follow-Up For Delinquent Materiel Receipt Acknowledgment
AP3.31	DSA	Small Arms Multi-Field Corrections
AP3.32	DSB	Small Arms Mass Stock Number Change
AP3.33	DSC	Small Arms Correction
AP3.34	DSD	Small Arms Receipt/Shipment Follow-Up
AP3.35	DSF	Small Arms Reconciliation/Reject Follow-Up
AP3.36	DSM	Weapon Serial Number Control
AP3.37	DSR	Small Arms Reconciliation/Reject
AP3.38	DTA	Asset Support Request
AP3.39	DTB	Asset Support Reply (Asset Data)
AP3.40	DTC	Asset Support Reply (Backorder Condition)
AP3.41	DTD	Asset Support Request Follow-Up
AP3.42	DU_	Pre-Positioned Materiel Receipt - Procurement Instrument Source
AP3.43	DW_	Pre-Positioned Materiel Receipt - Other Than Procurement Instrument Source
AP3.44	DXA	Materiel Receipt Follow-Up - Procurement Instrument Source
AP3.45	DXB	Materiel Receipt Follow-Up - Other Than Procurement Instrument Source
AP3.46	DXC	Reply To Materiel Receipt Follow-Up - Procurement Instrument Source
AP3.47	DXD	Reply To Materiel Receipt Follow-Up - Other Than Procurement Instrument Source

AP3.48	DYA, DYB, DYL, DYM	Special Program Requirement Request
AP3.49	DYC	Special Program Requirement Cancellation
AP3.50	DYD	Special Program Requirement Modifier
AP3.51	DYG	Special Program Requirement Substitute Item Acceptance
AP3.52	DYH	Special Program Requirement Substitute Item Rejection
AP3.53	DYJ	Special Program Requirement Follow-Up
AP3.54	DYK	Special Program Requirement Status
AP3.55	DZ9	Status Notification Transaction
AP3.56	DZA	Asset Status
AP3.57	DZB	Storage Item Data Correction/Change
AP3.58	DZC	Logistics Reassignment Storage Information
AP3.59	DZD	Logistics Reassignment Storage Information Reply
AP3.60	DZE	***Asset Status Reporting*** Request
AP3.61	DZF	Asset Status Reporting (Base, Post, Camp, and Station Level Use)
AP3.62	DZG	Transaction Reject
AP3.63	DZH	Location Reconciliation Request
AP3.64	DZJ	Transaction History Request
AP3.65	DZK	Transaction History Transmittal
AP3.66	DZM	End of Day Transaction Count
AP3.67	DZN	Location Reconciliation Notification
AP3.68	DZP	Location Reconciliation History Notification

AP3 APPENDIX 3

FORMATS INTRODUCTION

AP3.1. General. The AP3 series appendices prescribe the alignment and data entries for the MILSTRAP formats.

AP3.2. Formats. MILSTRAP formats are described in appendices AP3.1 through AP3.68.

AP3.3. Special Explanation/Instruction. To prevent repeating lengthy and repetitious footnotes, explanations, and instructions, the following are provided fro reference purposes and will be referred to in the applicable formats:

AP3.3.1. For ammunition items in Federal Supply Group 13, quantities exceeding 99,999 may be expressed in thousands by placing an M in record position 29. Example: A quantity of 1,950,000 would be expressed as 1950M (1950 in record positions 25-28 and an M in record position 29). Quantities not evenly divisible by thousands will require two transactions. The first transaction will reflect the rounded thousands using the M modifier and the second transaction will reflect the residual quantity: e.g., for a quantity of 100,001, the first document will reflect a quantity of 0100M and the second document will reflect a quantity of 00001.

AP3.3.2. When reversal or cancellation of the original transaction is required, enter a reversal indicator in record position 25.

AP3.3.3. When all data elements, other than quantity, are identical and the quantity due-in or being adjusted exceeds 00,000 or 9999M (M-Modifier thousands - and residual quantities are for ammunition; or when all data elements are the same, except the condition of materiel, for materiel being received or being adjusted; assign consecutive suffix codes in record position 44 beginning with alpha code A in the initial transaction; otherwise, leave blank.

AP3.3.4. Date Indicator is a three-position field used to identify the year and month (e.g., 305 is year 2003, month of May). Date indicators refer to the last day of the month unless otherwise noted in the transaction. The Date Indicators in Special Program Requirement (SPR) transactions refer to the first day of the month as noted in the formats.

AP3.4. General Guidance for Quantity, Day, and Date Entries

AP3.4.1. Quantity. Unless otherwise stated in the format explanation and instructions, quantity fields must be completely filled. If the quantity being entered does not fill the prescribed number of positions, right justify the entry and precede the significant digits with zeroes. For instance, a quantity of 55 would be entered in record positions 25-29 as 00055.

AP3.4.2. Day. The term Julian day is not recognized for data element terminology. Accordingly, all instructions covering the entry of a 3-digit day refer to the ordinal day of the calendar year. For instance, 25 February will be entered as 056 and 14 July would be entered as 195 or 196 in a leap year.

AP3.4.3. Date. Date entries of four positions, unless otherwise specified, consist of the last position of the calendar year and the 3-digit ordinal day of the calendar year. For instance, 25 February 2003 would be entered as 3056.

AP3.1 APPENDIX 3.1

MATERIEL RECEIPT – PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the D4 series.
Routing Identifier (TO)	4-6	Enter (or perpetuate) RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock of Part Number	8-22	Enter stock or part number of item received.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity received, preceding significant digits with zeros. [1/2]
Procurement Instrument Identification Number or Due-In Document Number	30-43	Enter the PIIN in record positions 30-42 and leave record position 43 blank or, for intra-Component use only, enter or perpetuate the controlling document number in record positions.
Procurement Instrument Identification Number	(30-42)	Enter (or perpetuate) procurement instrument identification number.
Blank	(43)	Leave blank.
or		
Due-In Document Number	(30-43)	For intra-Component use only, enter (or perpetuate due-in document number.

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3]
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as indicated below, if applicable; otherwise, leave blank.
Contract/Exhibit Line Item Number	(45-48)	Contract Line Item Number: Enter the CLIN preceding significant digits with zeros. Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, preceding significant digits with zeros.
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number, if applicable; otherwise, zero fill.
Multiuse	51-53	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.
Distribution	54-56	Enter (or perpetuate) distribution code; otherwise, leave blank.
Project	57-59	Enter (or perpetuate) project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number shown on shipping document, preceding significant digits with zeros.
Routing Identifier (Receiving Location)	67-69	Enter (or perpetuate) RI code of the activity at which item is received.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Ownership/Purpose	70	Storage Activity: Enter (or perpetuate) code shown on shipping documents or in pre-positioned materiel receipt transaction; otherwise, leave blank. Stock Control Activity: Enter appropriate code.
Supply Condition	71	Enter (or perpetuate) supply condition code of item received.
Management	72	Enter management code; otherwise, leave blank.
Day of Year	73-75	Enter ordinal day of the calendar year materiel released by carrier.
Multiuse	76	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

AP3.2 APPENDIX 3.2

MATERIEL RECEIPT – OTHER THAN PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the D6 series.
Routing Identifier (TO)	4-6	Enter (or perpetuate) the code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item received.
Unit of Issue	23-24	Enter UI of item.
Quantity (Received)	25-29	Enter quantity received, preceding significant digits with zeros. [1 / 2]
Document Number	30-43	Enter controlling document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignments of suffix codes are necessary.[3]
Supplementary Address	45-50	Enter (or perpetuate) SUPADD; otherwise, leave blank.
Signal	51	Enter (or perpetuate) signal code; otherwise, leave blank.
Fund	52-53	Enter (or perpetuate) fund code; otherwise, leave blank.
Distribution	54-56	Enter (or perpetuate) distribution code; otherwise, leave blank.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Project	57-59	Enter (or perpetuate) project code; otherwise, leave blank.
Multiuse	60-66	For intra-***DoD*** Component use, enter data prescribed by Component. For inter-***DoD*** Component use, leave blank.[4]
Routing Identifier (Receiving Location)	67-69	Enter (or perpetuate) RI code identifying activity at which item is received, if available; otherwise, leave blank.
Ownership/Purpose	70	Enter ownership/purpose code.
Supply Condition	71	Enter supply condition code of item received.
Management	72	Enter management code; otherwise leave blank.
Day of Year (Released by Carrier)	73-75	Enter ordinal day of the calendar year that materiel was released by carrier.
Multiuse	76-80	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.[5]

[4] For Defense Logistics Agency-owned materiel, including mapping products, DLA storage activities will enter the Operations Control Number in rp 61-66. (See Approved DLMS Change (ADC) 133.)
[5] For Navy CAV-ORM DI Code D6K, rp 76-78 identifies the Shipper RI Code. (See ADC 140.)

AP3.3 APPENDIX 3.3

ISSUE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the D7 series.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Media and Status	7	Enter M&S code from original document.
Stock of Part Number	8-22	Enter stock or part number of item issued.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity issued, preceding significant digits with zeros.[1 / 2]
Document Number	30-43	Enter document number from source document.
Suffix	44	Enter assigned suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate from source document.
Signal	51	Perpetuate from source document.
Fund	52-53	Perpetuate from source document.
Distribution	54-56	Perpetuate from source document.
Project	57-59	Perpetuate from source document.
Priority	60-61	Perpetuate from source document.
Delivery Day	62-64	Perpetuate from source document.
Advice	65-66	Perpetuate from source document.
Routing Identifier (FROM)	67-69	Enter RI code of the storage activity from which the item is to be shipped.

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Ownership/Purpose	70	Enter ownership/purpose code from which item is to be shipped.
Supply Condition	71	Enter supply condition code from which item is to be shipped.
Management	72	Enter appropriate issue management code.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which transaction is prepared.
Multiuse	76-80	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.

AP3.4 APPENDIX 3.4

ADJUSTMENT – INCREASE OR DECREASE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the D8 or D9 series except D8E, D8F, D8S, D9E, D9F, and D9S.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which this transaction is being forwarded.
Type of Physical Inventory/Transaction History	7	Enter the appropriate type of physical inventory/transaction history code.
Stock of Part Number	8-22	Enter stock or part number of item being adjusted.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter the quantity being adjusted, preceding significant digits with zeros. [1 / 2]
Document Number	30-43	For reclassification of previously suspended returns, enter document number under which materiel was received; otherwise, enter appropriate document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3]
Multiuse	45-51	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.
Fund	52-53	Enter appropriate code for intra-Component use. For inter-Component use, leave blank.

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Distribution	54-56	Enter appropriate distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate project code if stocks are segregated and maintained by code reflected in the project field; otherwise, leave blank.
Multiuse	60-62	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.
Dual Use	63-65	
Error Classification	(63-64)	For DI Codes D8A and D9A, enter appropriate DoD assigned error classification code from appendix B18, otherwise, leave blank.
	(65)	For DI Codes D8A and D9A, enter Component assigned code amplifying the DoD error classification code; otherwise, leave blank.
or		
Multiuse	(63-65)	For intra-Component use with DI codes other than D8A/D9A, enter data prescribed by Component. For inter-Component use except for DI Codes D8A/D9A, leave blank.
Multiuse	66	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity at which item is stored.
Ownership/Purpose	70	Enter appropriate ownership/purpose code, if applicable.
Supply Condition	71	Enter supply condition code of inventory balance being affected.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Management	72	Enter appropriate management code; otherwise, leave blank.
Day of Year	73-75	Enter the ordinal day of the calendar year on which the adjustment is processed by the initiating activity.
Multiuse	76-80	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.

AP3.5 APPENDIX 3.5

INVENTORY ADJUSTMENT – INCREASE OR DECREASE (LOGISTICS TRANSFER/ CAPITALIZATION/DECAPITALIZATION)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code D8E, D8F, D9E, or D9F, as appropriate.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock of Part Number	8-22	Enter stock or part number of item being adjusted.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity of the increase or decrease, preceding significant digits with zeros. [1/2]
Document Number	30-43	For DI Code D8_ increase transactions, perpetuate document number from DI Code DEE or DEF transactions. For DI CodeD9_ decrease transactions, enter current document number of the losing ICP using a consecutive serial number for each different inventory control record balance.
Suffix	44	For DI Code D8_ transactions, perpetuate code from DI Code DEE or DEF transaction. For DI Code D9_transactions, enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. [3]
Routing Identifier (Losing)	45-47	Enter RI code of the losing ICP.

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Blank	48-53	Leave blank.
Distribution	54-56	Enter distribution code if inventory control records are maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter project code if inventory control records are maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day of Year (Effective)	62-64	Enter original effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization.
Ownership/Purpose	65	To be used by gaining ICP.
Supply Condition	66	To be used by gaining ICP.
Routing Identifier (Storage Activity)	67-69	Enter RI code of storage activity at which item is stored.
Ownership/Purpose	70	Enter ownership/purpose code of the inventory balance being affected.
Supply Condition	71	Enter supply condition code of the inventory balance being affected.
Management	72	Enter management code; otherwise, leave blank.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which transaction is prepared.
Blank	76-80	Leave blank.

AP3.6 APPENDIX 3.6

INVENTORY ADJUSTMENT – INCREASE OR DECREASE (OWNERSHIP TRANSFER)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code D8S or D9S, as appropriate.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item being adjusted.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity of the increase or decrease, preceding significant digits with zeros. [1 / 2]
Document Number	30-43	Enter appropriate document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. [3]
Blank	45-51	Leave blank.
Fund	51-53	For intra-Component use, enter appropriate code. For inter-Component use, leave blank.
Distribution	54-56	Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Project	57-59	Enter project code if stocks are segregated and maintained by code reflected in the project field; otherwise, leave blank.
Blank	60-66	Leave blank.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity at which item is stored.
Ownership	70	Enter ownership code reflected by RI code in record positions 4-6.
Supply Condition	71	Enter supply condition code of the inventory balance being affected.
Management	72	Enter management code; otherwise, leave blank.
Day of Year	73-75	Enter ordinal day of the calendar year on which adjustment is processed to the SMCA record.
Blank	76-80	Leave blank.

AP3.7 APPENDIX 3.7

SINGLE MANAGED CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DA1 or DA2, as appropriate.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which this transaction is being forwarded, if applicable.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item being frozen/unfrozen.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity being frozen/unfrozen, preceding significant digits with zeros. [1] / [2]
Document Number	30-43	Enter or perpetuate the controlling document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3]
Blank	45-66	Leave blank.
Routing Identifier	67-69	Enter or perpetuate RI code of the (Storage Activity) storage activity where stock is positioned.
Ownership/Purpose	70	Enter ownership/purpose code, if applicable.
Supply Condition	71	Enter or perpetuate supply condition code of the inventory balance being frozen or unfrozen.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Management	72	Enter or perpetuate management code; otherwise, leave blank.
Blank	73	Leave blank.
Date (Freeze/Unfreeze)	74-78	For DI Code DA1, enter date freeze was lifted. For DI Code DA2, enter date freeze was applied. Enter last two digits of the calendar year in record positions 72-73 and the ordinal day of the calendar year in record positions 74-76 (e.g. 02029 is January 29, 2002).
Blank	79-80	Leave blank.

AP 3.8 APPENDIX 3.8

INVENTORY ADJUSTMENT – DUAL (CONDITION/PURPOSE TRANSFER)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DAC or DAD, as appropriate.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item being adjusted.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity being adjusted, preceding significant digits with zeros.[1/2]
Document Number	30-43	For reclassification of previously suspended receipts, enter document number under which the materiel originally was received. For other adjustments, enter appropriate document number.[3]
Suffix	44	For reclassification of previously suspended receipts, enter suffix code under which the materiel was originally received. For other adjustments, enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[4]

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3] For intra-DLA use only, if DAC is applicable to Supply Condition Code (SCC) L, enter PIIN in rp 30-42.

[4]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier (Losing)	45-47	For intra-Component, enter code prescribed by the Component.[5] For inter-Component, leave blank.
Multiuse	48-50	For intra-Component, enter data prescribed by the Component.[5] For inter-Component use, leave blank.
Blank	51	Leave blank.
Fund	52-53	For intra-Component use, enter appropriate code. For inter-Component use, leave blank.
Distribution	54-56	Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Multiuse	60-64	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Ownership/Purpose (TO)	65	Enter appropriate TO ownership purpose code, if applicable.
Supply Condition (TO)	66	Enter the TO supply condition code.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity at which item is stored.
Ownership/Purpose (FROM)	70	Enter appropriate FROM ownership/ purpose code, if applicable.
Supply Condition (FROM)	71	Enter the FROM supply condition code.
Management	72	Enter appropriate management code; otherwise, leave blank.

[5] For intra-DLA use only, if DAC is applicable to SCC L, enter the intra-DLA Contract Line Item Number in rp 45-50.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Day of Year	73-75	Enter the ordinal day of the calendar year that the adjustment is processed by the initiating activity.
Multiuse	76-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.9 APPENDIX 3.9

INVENTORY ADJUSTMENT – DUAL (OWNERSHIP TRANSFER)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DAS.
Routing Identifier (TO)	4-6	Enter RI code of the storage activity to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item being adjusted.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity being adjusted, preceding significant digits with zeros.[1 / 2]
Document Number	30-43	Enter document number under which the materiel originally was issued.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. [3]
Routing Identifier (Losing)	45-47	Enter RI code of Component from which materiel is being transferred.
Multiuse	48-50	For intra-Component, enter data prescribed by the Component. For inter-Component use, leave blank.
Blank	51	Leave blank.
Fund	52-53	Enter fund code for intra-Component use. For inter-Component use, leave blank.

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix Ap3 - Formats Introduction, Paragraph AP3.3.2.

[3]See Appendix Ap3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Distribution	54-56	Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-64	Leave blank.
Ownership (TO)	65	Enter TO ownership code.
Supply Condition	66	Enter supply condition code.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity at which item is stored.
Ownership (FROM)	70	Enter FROM ownership code.
Supply Condition	71	Perpetuate the supply condition code entered in record position 66; otherwise leave blank.
Management	72	Enter management code; otherwise, leave blank.
Day of Year	73-75	Enter ordinal day of the calendar year on which the adjustment is processed to the SMCA record.
Multiuse	76-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.10 APPENDIX 3.10

DUE-IN –PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the DD series (third digit codes in this series correspond to the third digit codes provided in the D4 series).
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock of Part Number	8-22	Enter stock or part number of item due-in.
Unit of Issue	23-24	Enter UI of item.
Quantity (Due-In)	25-29	Enter quantity due-in, preceding significant digits with zeros. [1 / 2]
Procurement Instrument Identification Number or Due-In Document Number	30-43	
Procurement Instrument Identification Number	(30-42)	Enter (or perpetuate) procurement instrument identification number.
Blank	(43)	Leave blank.
or		
Document Number	(30-43)	For intra-Component use only enter (or perpetuate) due-in document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3]

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	Contract Line Item Number: Enter the CLIN beginning in record position 48, preceding significant digits with zeros. Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, beginning with record position 46, preceding significant digits with zeros.
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number beginning in record position 50, if applicable; otherwise, zero fill.
Routing Identifier (FROM)	51-53	Enter RI code of the ICP transmitting this transaction for logistics reassignment due-in; otherwise, leave blank.
Distribution	54-56	Enter distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise, leave blank.
Unit Price	60-66	Enter unit price if prescribed by Component managing the item; otherwise, leave blank.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity to which the item is due-in.
Ownership/Purpose	70	Enter ownership/purpose code of item due-in.
Multiuse	71-72	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

[3]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date Indicator (Estimated Delivery)	73-75	Enter last digit of the calendar year and 2-digit month signifying estimated delivery date; e.g., 207 is 2002, month of July.[4]
Multiuse	76	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

[4] See Appendix AP3 - Formats introduction, Paragraph AP3.3.4.

AP3.11 APPENDIX 3.11
LOGISTICS TRANSFER/DECAPITALIZATION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DEE or DEF, as appropriate.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item being transferred.
Unit of Issue	23-24	Enter UI of item.
Quantity (Transfer/ Decapitalization)	25-29	Enter quantity being transferred/ decapitalized, preceding significant digits with zeros. [1] / [2]
Document Number	30-43	Enter current document number of the losing ICP using consecutive numbers for each different inventory record control balance.
Suffix	44	Enter consecutive suffix code (beginning with the letter A in the initial transaction) when quantity for inventory control record balance exceeds 99,999.
Routing Identifier (Losing)	45-47	Enter RI code of the losing ICP.
Blank	48-53	Leave blank.
Distribution	54-56	Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Multiuse	57-61	For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.
Day of Year (Effective)	62-64	Enter the effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization.
Ownership/Purpose	65	To be used by gaining ICP.
Supply Condition	66	To be used by gaining ICP.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity at which item is stored.
Ownership/Purpose	70	Enter appropriate ownership/purpose code of the balance being transferred/ decapitalized.
Supply Condition	71	Enter supply condition code of the balance being transferred/decapitalized.
Multiuse	72	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Blank	73	Leave blank.[3]
Unit Price	74-80	Enter unit price in effect for valuing the inventory. (For transfers within a Component, this field may be left blank.)

[3] ***For intra-DLA use only, enter the intra-DLA logistics reassignment price type indicator when applicable; otherwise leave blank. (See ADC 125.)***

AP3.12 APPENDIX 3.12
DUE-IN-OTHER THAN PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI Code from the DF series (third digit codes in this series correspond to the third digit codes provided in the D6 series).
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock of Part Number	8-22	Enter stock or part number of item due-in.
Unit of Issue	23-24	Enter UI of item.
Quantity (Due-In)	25-29	Enter quantity due-in, preceding significant digits with zero.[1 / 2]
Document Number	30-43	Enter controlling document number.
Suffix	44	Enter controlling suffix code, otherwise leave blank.
Supplementary Address	45-50	Enter SUPADD; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise, leave blank.
Multiuse	60-66	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity to which the item is due-in.
Ownership/Purpose	70	Enter ownership/purpose code of item due-in.
Supply Condition	71	Enter supply condition code of the item due-in.
Management	72	Enter management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	Enter last digit of calendar year and 2-digit month signifying estimated delivery date; e.g., 307 is 2003, month of July.[3]
Routing Identifier (FROM)	76-78	Enter RI code of the ICP transmitting this transaction for logistic reassignment due-in; otherwise, leave blank.
Blank	79-80	Leave blank.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

AP3.13 APPENDIX 3.13
BACKORDER

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI Code from the DG series (third digit codes in this series correspond to the third digit codes provided in the D7 series).
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Media and Status	7	Enter M&S code from source document.
Stock or Part	8-22	Enter stock or part number of item Number backordered.
Unit of Issue	23-24	Enter UI of item.
Quantity (Backordered)	25-29	Enter quantity backordered, preceding significant digits with zeros.[1 / 2]
Document Number	30-43	Enter document number from original document.
Suffix	44	Enter assigned suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate from source document.
Signal	51	Perpetuate from source document.
Fund	52-53	Perpetuate from source document.
Distribution	54-56	Perpetuate from source document.
Project	57-59	Perpetuate from source document.
Priority	60-61	Perpetuate from source document.
Day of Year (Delivery)	62-64	Perpetuate from source document.

[1] See Appendix AP3 – formats introductions, paragraph AP3.3.1.

[2] See Appendix AP3 – formats introductions, paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Advice	65-66	Perpetuate from source document.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity against which the backorder is recorded.
Ownership/Purpose	70	Enter ownership/purpose code of item backordered.
Supply Condition	71	Enter supply condition code of the item backordered.
Management	72	Enter issue management code; otherwise, leave blank.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which the transaction is processed.
Multiuse	76-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.14 APPENDIX 3.14
DEMAND

FIELD LEGEND	RECORD POSITION	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DHA.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Media and Status	7	Enter M&S code from source document.
Stock or Part Number	8-22	Enter stock or part number from source document.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity of the demand, preceding significant digits with zero. [1 / 2]
Document Number	30-43	Enter document number from source document.
Suffix	44	Enter assigned suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate from source document.
Signal	51	Perpetuate from source document.
Fund	52-53	Perpetuate from source document.
Distribution	54-56	Perpetuate from source document.
Project	57-59	Perpetuate from source document.
Priority	60-61	Perpetuate from source document.
Day of Year (Delivery)	62-64	Perpetuate from source document.
Advice	65-66	Perpetuate from source document.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity from which the item should have been shipped. (Leave blank on submission to ICP.)

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION	ENTRY AND INSTRUCTIONS
Blank	70-71	Leave blank.
Management	72	Enter management code; otherwise, leave blank.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which the transaction is processed.
Blank	76-80	Leave blank.

AP3.15 APPENDIX 3.15

PHYSICAL INVENTORY REQUEST

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DJA.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which this transaction is being forwarded.
Type of Physical Inventory/Transaction History	7	Enter appropriate type of inventory/transaction history code.
Stock or Part Number	8-22	Enter stock or part number of item to be counted.
Unit of Issue	23-24	Enter UI of item.
Blank	25-34	Leave blank.
Date (Physical Inventory Infloat Control)	35-38	Enter the ordinal date established for initiating controls on all in-process transactions and materiels which could effect the outcome of the inventory.
Blank	39-43	Leave blank.
Multiuse	44-46	For inter-Component use, when agreed by the Components involved, enter the lot/segment number for controlling the inventory; otherwise, leave blank. For intra-Component use, enter the data prescribed by the Component.
Blank	47-53	Leave blank.
Distribution	54-56	Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Blank ***or date (Physical Inventory Cutoff)***	60 - 64	Leave blank, ***or for materiel owners with existing interface agreements with DLA enter Physical Inventory Cutoff Date***
Multiuse	65-66	For intra-Component transactions, enter the data prescribed by the Component. For inter-Component use, leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of the activity from which this transaction is being forwarded.
Ownership/Purpose	70	Enter the ownership/purpose code if stocks are segregated and maintained by codes reflected in the ownership/purpose field; otherwise, leave blank.
Supply Condition	71	Enter the applicable supply condition code of the item to be counted when Type of Physical Inventory/Transaction History Code L, N, and P is entered in record position 7; otherwise, leave blank.
Management	72	Enter management code; otherwise, leave blank.
Blank	73-75	Leave blank.
Multiuse	76-78	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Dual Use	79-80	
Multiuse	(79-80)	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
or		
Subsistence Type of Pack	(79)	For Subsistence Items Only: Enter the applicable subsistence type of pack code (see MILSTRIP).
Blank	(80)	For Subsistence Items Only: Leave blank.

AP3.16 APPENDIX 3.16

LOGISTICS TRANSFER/DECAPITALIZATION FOLLOW-UP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLA.
Routing Identifier (TO)	4-6	Enter RI code of the LIM to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock of Part Number	8-22	Enter stock or part number of transferred item for which asset data is being requested.
Unit of Issue	23-24	Enter UI of item.
Blank	25-29	Leave blank.
Document Number	30-43	Enter GIM assigned document number controlling this transaction.
Blank	44-61	Leave blank.
Day of Year (Effective)	62-64	Enter the original effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization.
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of the GIM preparing this transaction.
Blank	70-80	Leave blank.

AP3.17 APPENDIX 3.17

REPLY TO LOGISTICS TRANSFER /DECAPITALIZATION FOLLOW-UP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLB.
Routing Identifier (TO)	4-6	Enter RI code of the GIM to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock of Part Number	8-22	Perpetuate from follow-up transaction.
Unit of Issue	23-24	Enter UI of item.
Blank	25-29	Leave blank.
Document Number	30-43	Perpetuate from follow-up transaction.
Blank	44-64	Leave blank.
Asset Transfer	65-66	Enter appropriate code from appendix AP2.10.
Routing Identifier (FROM)	67-69	Enter RI code of the LIM preparing this reply.
Blank	70-80	Leave blank.

AP3.18 APPENDIX 3.18

LOGISTICS REASSIGNMENT DELINQUENT DUE-IN FOLLOW-UP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLC.
Routing Identifier (TO)	4-6	Enter RI code of the LIM to which this transaction is being forwarded.
Second Follow-up Indicator	7	Enter 2 if second follow-up; otherwise leave blank.
National Stock Number	8-22	Enter NSN of the item.
Unit of Issue	23-24	Enter UI of item.
Quantity (Due-In)	25-29	Enter open quantity due-in, preceding significant digits with zeros. [1]
Various Fields	30-50	Perpetuate from DI Code DDX or DFX memorandum due-in.
Call/Order Serial Number	51-54	Enter call/order serial number, if applicable; otherwise, leave blank.
Quantity (Received)	55-59	Enter DI Code D4X or D6X memorandum receipt quantity reported to the GIM. Zero fill if none received. Leave blank if data not available.
Blank	60-66	Leave blank.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity to which the item is due-in.
Blank	70	Leave blank.
Supply Condition	71	Enter supply condition code of the item due-in.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date (Estimated Delivery)	72-76	Enter estimated delivery date of delinquent due-in (i.e., last two digits of the calendar year in record positions 72-73 and the ordinal day of the calendar year in record positions 74-76). If not available, leave blank.
Routing Identifier (FROM)	77-79	Enter RI code of the GIM preparing this transaction.
Blank	80	Leave blank.

AP3.19 APPENDIX 3.19

LOGISTICS REASSIGNMENT DELINQUENT DUE-IN RESPONSE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLD.
Routing Identifier (TO)	4-6	Enter RI code of the GIM to which this transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item.
Unit of Issue	23-24	Enter UI of item.
Quantity (Due-In)	25-29	Enter open quantity due-in, preceding significant digits with zeros.[1]
Various Fields	30-50	In reply to follow-up, perpetuate from DI Code DLC transaction. When providing revised due-in EDDs as they occur, perpetuate data provided in DI Code DDX or DFX memorandum due-in.
Call/Order Serial Number	51-54	Enter call/order serial number, if applicable; otherwise, leave blank.
Quantity (Received)	55-59	Enter DI Code D4_ or D6_ quantity received. Zero fill if none received. Leave blank if data not available.
Blank	60-64	Leave blank.
Asset Transfer Status	65-66	Enter appropriate code from appendix AP2.10 of this manual.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity to which the item is due-in.
Blank	70	Leave blank.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Supply Condition	71	Enter supply condition code of the item due-in.
Date (Estimated Delivery)	72-76	For Asset Transfer Status Code AF, enter the last two digits of the calendar year and ordinal day of the calendar year of the revised estimated delivery date; otherwise, leave blank.
Routing Identifier (FROM)	77-79	Enter RI code of the LIM preparing this transaction.
Blank	80	Leave blank.

AP3.20 APPENDIX 3.20

LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION REQUEST

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLE.
Routing Identifier (TO)	4-6	Enter RI code of the LIM to which this transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item.
Unit of Issue	23-24	Enter UI of item.
Quantity (Due-In)	25-29	Enter open quantity due-in, preceding significant digits with zeros.[1]
Various Fields	30-50	Perpetuate from the DI Code DDX or DFX memorandum due-in.
Call/Order Serial Number	51-54	Enter call/order serial number, if applicable; otherwise, leave blank.
Quantity (Received)	55-59	Enter DI Code D4X or D6X memorandum receipt quantity reported to the GIM. Zero fill if none received. Leave blank if data not available.
Blank	60-66	Leave blank.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity to which the item is due-in.
Blank	70	Leave blank.
Supply Condition	71	Enter supply condition code of the item due-in.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date (Estimated Delivery)	72-76	Enter estimated delivery date of delinquent due-in (i.e., last two digits of the calendar year in record positions 72-73 and the ordinal day of calendar year in record positions 74-76). If not available, leave blank.
Routing Identifier (FROM)	77-79	Enter RI code of the GIM preparing this transaction.
Blank	80	Leave blank.

AP3.21 APPENDIX 3.21

LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION RESPONSE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLF.
Routing Identifier (TO)	4-6	Enter RI code of the GIM to which this transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item.
Unit of Issue	23-24	Enter UI of item.
Quantity (Due-In)	25-29	Enter open quantity due-in, preceding significant digits with zeros.[1]
Various Fields	30-50	Perpetuate from the DI Code DLE request. If no request received, perpetuate from DI Code DD_ or DF_ due-in record.
Call/Order Serial Number	51-54	Enter call/order serial number, if applicable; otherwise, leave blank.
Quantity (Received)	55-59	Enter DI Code D4_ or D6_ quantity received. Zero fill if none received. Leave blank if data not available.
Blank	60-64	Leave blank.
Asset Transfer Status	65-66	Enter appropriate code from appendix AP2.10 of this manual.
Routing Identifier (Storage Activity)	67-69	Enter RI code of the storage activity to which the item is due-in.
Blank	70	Leave blank.
Supply Condition	71	Enter supply condition code of the item due-in.

[1] See Appendix AP3 – formats introductions, paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date (Estimated Delivery)	72-76	Enter estimated delivery date of delinquent due-in (i.e., last two digits of the calendar year in record positions 72-73 and the ordinal day of calendar year in record positions 74-76). If not available, leave blank.
Routing Identifier (FROM)	77-79	Enter RI code of the LIM preparing this transaction.
Blank	80	Leave blank.

AP3.22 APPENDIX 3.22

LOGISTICS REASSIGNMENT GENERAL MANAGEMENT DATA

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLS.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter review period indicator 1 or 2 in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Blank	21-23	Leave blank.
Routing Identifier (FROM)	24-26	Enter RI code identifying the LIM preparing the transaction.
Date (Extracted)	27-31	Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal day in record positions 29-31).
Unit Cube	32-38	Enter the actual maximum cube of unit pack in feet (rounded to three decimals); otherwise, leave blank.
Unit Weight	39-43	Enter maximum gross weight of unit pack in pounds (rounded to two decimals); otherwise, leave blank.
Date (Last Buy)	44-48	Enter date of last purchase request initiation (enter two-digit year in record positions 44-45 and three- digit ordinal day in record positions 46-48); otherwise, leave blank.
Date (Last Demand)	49-53	Enter date last demand was recorded (enter two-digit year in record positions 49-50 and three-digit ordinal day in record positions 51-53); otherwise, leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Production Lead-time (Days)	54-56	Enter number of production lead-time days; otherwise, leave blank.
Essentiality	57	Enter essentiality code; otherwise, leave blank.
Blank	58	Leave blank.
Requirement Contract Indicator	59	Enter Y (yes) if a current term/requirement type contract is available for placement of purchase orders for stock replenishment and/or direct delivery to requisitioners; otherwise, leave blank.
Date (Contract End)	60-64	Enter date current contract will end (enter two-digit year in record positions 60-61 and three-digit ordinal day in record positions 62-64); otherwise, leave blank.
Contract Extension Options	65	Enter 0 if contract cannot be extended beyond current end date. Enter 1, 2, 3, etc. for each year, if contract contains optional contract extension clauses; otherwise, leave blank.
Quantity (Total Onhand/Due-in Wholesale Assets)	66-75	Enter the sum of the onhand and due-in wholesale assets for this NSN as reflected in the sum of record 1, record positions 32-41, of DI Codes DLU and DLV respectively.
Blank	76-80	Leave blank.

AP3.23 APPENDIX 3.23

LOGISTICS REASSIGNMENT BACKORDER AND DEMAND DATA

RECORD 1

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLT.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter review period indicator 1 or 2 in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	To sequence the records, enter A01 if more than one record is required for this DI code and NSN. Enter Z01 if only one record is required.
Routing Identifier (FROM)	24-26	Enter RI code identifying the LIM preparing the transaction.
Date (Extracted)	27-31	Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal day in record positions 29-31).
Quantity (OWRMRP)	32-40	Enter OWRMP quantity, otherwise, leave blank.
Quantity (Backorder)	41-49	Enter sum of quantities on backorder (excludes direct vendor deliveries); otherwise, leave blank.
Count (Number of Backorder Lines	50-54	Enter number of requisitions on backorder (excludes direct vendor deliveries); otherwise, leave blank.

RECORD 1 (continued)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity (Total Demand)	55-63	Enter sum of recurring and nonrecurring demand quantities (previous four quarters); otherwise, leave blank.
Total Demand Frequency Count	64-72	Enter total frequency of recurring and nonrecurring demands (previous four quarters); otherwise leave blank.
Quantity (Reorder Point Level)	73-80	Enter the computed reorder point quantity; otherwise, leave blank.

RECORD 2

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLT.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	Enter A02 on this record and increment by one (i.e., A03, A04, etc.) for each additional record. On the last record, enter Z and the appropriate two position sequence number. If only this record is required, enter Z02.
Quantity (1st Quarter Recurring Demand)	24-32	Enter total recurring demand quantity; otherwise leave blank.
1st Quarter Recurring Demand Count	33-37	Enter total recurring demand frequency; otherwise leave blank.

RECORD 2 (continued)

Quantity (1st Quarter Nonrecurring Demand)	38-46	Enter total nonrecurring demand quantity; otherwise leave blank.
1st Quarter Nonrecurring Demand Count	47-51	Enter total nonrecurring demand frequency; otherwise leave blank.
Blank	52	Leave blank.
Quantity (2d Quarter Recurring Demand)	53-61	Enter total recurring demand quantity; otherwise leave blank.
2d Quarter Recurring Demand Count	62-66	Enter total recurring demand frequency; otherwise leave blank.
Quantity (2d Quarter Nonrecurring Demand)	67-75	Enter total nonrecurring demand quantity; otherwise leave blank.
2d Quarter Nonrecurring Demand Count	76-80	Enter total nonrecurring demand frequency; otherwise leave blank.

RECORD 3

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLT.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-20	Enter NSN of item being transferred.

RECORD 3 (continued)

Package Sequence Number	21-23	Enter the next sequence number for this DI code and NSN. On the last record, enter Z and the appropriated two-positoin sequence number
Quantity (3d Quarter Recurring Demand)	24-32	Enter total recurring demand quantity; otherwise leave blank.
3d Quarter Recurring Demand Count	33-37	Enter total recurring demand frequency; otherwise leave blank.
Quantity (3d Quarter Nonrecurring Demand)	38-46	Enter total nonrecurring demand quantity; otherwise leave blank.
3d Quarter Nonrecurring Demand Count	47-51	Enter total nonrecurring demand frequency; otherwise leave blank.
Blank	52	Leave blank.
Quantity (4th Quarter Recurring Demand)	53-61	Enter total recurring demand quantity; otherwise leave blank.
4th Quarter Recurring Demand Count	62-66	Enter total recurring demand frequency; otherwise leave blank.
Quantity (4th Quarter Nonrecurring Demand)	67-75	Enter total nonrecurring demand quantity; otherwise leave blank.
4th Quarter Nonrecurring Demand Count	76-80	Enter total nonrecurring demand frequency; otherwise leave blank.

RECORD 4[1]

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLT.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	Enter the next sequence number for this DI code and NSN. On the last record, enter Z and the appropriate two position sequence number.
Provisioning Item	24	Enter y or N; otherwise, leave blank.
Date (Provisioning Item Requirement)	25-29	Enter date provisioning item is required; otherwise leave blank. Enter two-digit year in record positions 25-26 and three-digit ordinal day in record position 27-29
Life of Type Buy	30	Enter Y or N; otherwise, leave blank.
Diminishing Manufacturing Source Item	31	Enter Y or N; otherwise leave blank.
Quantity (Procurement Cycle)	32-40	Enter procurement cycle quantity if available; otherwise, leave blank.

[1] DLT Record 4 is optional and intended for use only by DoD Components which implemented ***Record*** 4 in their legacy systems in the 1990s. DLA, Air Force, and Navy are known to have implemented Record 4 in the 1990s. Any DoD Component that has not previously implemented DI Code DLT reco***rd 4*** shoul***d*** NOT revise their legacy systems to do so.

RECORD 4 (continued)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity (Economic Order)	41-49	Enter economic order quantity if available; otherwise leave blank.
Quantity (Price Break; Life of Type Buy, and Minimum Buy	50-58	Enter total quantity of all buys for price buy; life of type buy; and minimum buy quantities; otherwise, leave blank.
Quantity (Numeric Stockage Objective and Insurance)	59-67	Enter total quantity of all buys from numeric stockage objective quantity and insurance quantity, only is not included in reorder point quantity computation; otherwise, leave blank.
Quantity (Funded Planned Requirement)	68-76	Enter funded planned requirement quantity not included in reorder point quantity computation; otherwise, leave blank.
Blank	78-80	Leave Blank.

AP3.24 APPENDIX 3.24

LOGISTICS REASSIGNMENT ON-HAND ASSET DATA[1]

RECORD 1

FIELD LEGEND	RECORD POSITION	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLU.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter review period indicator 1 or 2 in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	To sequence the records, enter A01 if more than one record is required for this DI code and NSN. Enter Z01 if only one record is required.
Routing Identifier (FROM)	24-26	Enter RI code identifying the LIM preparing the transaction.
Date (Extracted)	27-31	Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal day in record positions 29-31).
Quantity (Total Onhand Wholesale Assets)	32-41	Enter the total quantity of onhand wholesale assets (all locations); otherwise, leave blank.
Blank	42-46	Leave blank.

RECORD 1 (continued)

[1] The DI Code DLU records convey the total onhand wholesale assets. The records provide the individual quantities, by ownership/purpose and supply condition, at each storage activity. The sum of all assets reported for individual locations are to equal the total quantity in record positions 32-41. When an individual quantity is entered, the routing identifier code, ownership/purpose code, and supply condition code for that quantity must be entered; otherwise all four fields are left blank.

FIELD LEGEND	RECORD POSITION	ENTRY AND INSTRUCTIONS
Quantity (Onhand Wholesale)	47-56	Enter onhand wholesale quantity; Wholesale) otherwise, leave blank.[2]
Routing Identifier (Storage Location)	57-59	Enter RI code of the storage location; otherwise, leave blank.[2]
Ownership/Purpose	60	Enter ownership/purpose code; otherwise, leave blank.[2]
Supply Condition	61	Enter supply condition code; otherwise, leave blank. [2]
Quantity (Onhand Wholesale)	62-71	Enter onhand wholesale quantity; otherwise, leave blank. [2]
Routing Identifier (Storage Location)	72-74	Enter RI code of the storage location; otherwise, leave blank. [2]
Ownership/Purpose	75	Enter ownership/purpose code; otherwise, leave blank. [2]
Supply Condition	76	Enter supply condition code; otherwise, leave blank.[2]
Blank	77-80	Leave blank.

RECORD 2

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLU.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-20	Enter NSN of item being transferred.

RECORD 2 (continued)

[2] See footnote 1 on page AP3.24-1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Package Sequence Number	21-23	Enter A02 on this record and increment by one (i.e. A03, A04, etc.) for each additional record. On the last record, enter Z and the appropriate two position sequence number. If only this record is required, enter Z02.
Blank	24-31	Leave blank.
Quantity (Onhand Wholesale)	32-41	Enter onhand wholesale quantity; otherwise, leave blank.[3]
Routing Identifier (Storage Location)	42-44	Enter RI code of the storage location; otherwise, leave blank.[3]
Ownership/Purpose	45	Enter ownership/purpose code; otherwise, leave blank.[3]
Supply Condition	46	Enter supply condition code; otherwise, leave blank.[3]
Quantity (Onhand Wholesale)	47-56	Enter onhand wholesale quantity; otherwise, leave blank.[3]
Routing Identifier (Storage Location)	57-59	Enter RI code of the storage location; otherwise, leave blank.[3]
Ownership/Purpose	60	Enter ownership/purpose code; otherwise, leave blank.[3]
Supply Condition	61	Enter supply condition code; otherwise, leave blank.[3]
Quantity (Onhand	62-71	Enter onhand wholesale quantity; Wholesale) otherwise, leave blank.[3]
Routing Identifier (Storage Location)	72-74	Enter RI code of the storage location; otherwise, leave blank.[3]
Ownership/Purpose	75	Enter ownership/purpose code; otherwise, leave blank.[3]
RECORD 2 (continued)		
Supply Condition	76	Enter supply condition code; otherwise, leave blank.[4]

[3] See footnote 1 on page AP3.24-1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Blank	77-80	Leave blank.

[4] See footnote 1 on page AP3.24-1.

AP3.25 APPENDIX 3.25

LOGISTICS REASSIGNMENT DUE-IN ASSET DATA[1]

RECORD 1

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLV.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which this transaction is being forwarded.
Review Period	7	Enter review period indicator 1 or 2 in Indicator accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	To sequence the records, enter A01 if more than one record is required for this DI code and NSN. Enter Z01 if only one record is required.
Routing Identifier (FROM)	24-26	Enter RI code identifying the LIM preparing the transaction.
Date (Extracted)	27-31	Enter date data was extracted from files. Enter two-digit year in record positions 27-28 and three digit ordinal date in record positions 29-31.
Quantity (Total Due-In Wholesale)	32-41	Enter the total due-in wholesale quantity; otherwise, leave blank.[1]
Blank	42-49	Leave blank.
Quantity (Due-In Wholesale)	50-58	Enter due-in wholesale quantity; otherwise, leave blank.[1]

[1] The DI Code DLV records convey the total due-in wholesale assets. The records provide the individual quantities due-in at each storage activity by due-in date and due-in indicator. The sum of all the due-in quantities for the individual locations are to equal the total quantity in record 1, record positions 32-41. When an individual quantity is entered, the RI code, due-in date and due-in indicator for that quantity must be entered; otherwise all four fields are left blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
RECORD 1 (continued)		
Routing Identifier (Storage Location)	59-61	Enter RI code of the storage location; otherwise, leave blank.[2]
Date (Due-In)	62-66	Enter due-in date; otherwise, leave blank.[2]
Type Due-In Indicator	67	Enter type due-in indicator in accordance with appendix AP2.22; otherwise, leave blank.[2]
Blank	68-80	Leave blank.

RECORD 2

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLV.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	Enter A02 on this record and increment by one (i.e. A03, A04, etc.) for each additional record. On the last record, enter Z and appropriate two position sequence number. If only this record is required, enter Z02.
Blank	24-31	Leave blank.
Quantity (Due-In Wholesale)	32-40	Enter due-in wholesale quantity; otherwise, leave blank.[2]

RECORD 2 (continued)

[2] See footnote 1 on page AP3.25-1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier (Storage Location)	41-43	Enter RI code of the storage location; otherwise, leave blank.[2]
Date (Due-In)	44-48	Enter due-in date; otherwise, leave blank.[3]
Type Due-In Indicator	49	Enter type due-in indicator in accordance with appendix AP2.22; otherwise, leave blank.[3]
Quantity (Due-In Wholesale)	50-58	Enter due-in wholesale quantity; otherwise, leave blank.[3]
Routing Identifier (Storage Location)	59-61	Enter RI code of the storage location; otherwise, leave blank.[3]
Date (Due-In)	62-66	Enter due-in date; otherwise, leave blank.[3]
Type Due-In Indicator	67	Enter type due-in indicator in accordance with appendix AP2.22; otherwise, leave blank.[3]
Blank	68-80	Leave blank.

[3] See footnote 1 on page AP3.25-1.

AP3.26 APPENDIX 3.26

Logistics Reassignment Contract History Data[1]

RECORD 1

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLW.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter appropriate review period indicator in accordance with appendix B26.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	Enter A01 indicating first record for Number this PIIN/supplementary PIIN/ CLIN. If record position 24 = N, enter Z01.
Contract Data Availability Indicator	24	Enter Y (yes) or N (no).[2]
Procurement Instrument Identification Number	25-37	Enter PIIN.[2]
Supplementary Procurement Identification Instrument Number	38-43	Enter supplementary PIIN; otherwise, leave blank.[2]
Contract Line Item Number or Contract Subline Item Number	44-49	Enter CLIN or contract subline item number. Not mandatory for GSA.[2]

RECORD 1 (continued)

[1] Review periods subsequent to the ETD-120 days are to include updated information. If updated transactions have blank spaces, the blank spaces will not overlay any data in the file.

[2] If record position 24 is N, record positions 25-80 will be blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Unit of Issue	50-51	Enter UI of item from contract.[3]
Contract Unit Price	52-61	Enter CLIN unit price from award to four decimals; zero fill left and right. E.g., enter 0000127500 for $12.75.[3 / 4]
Price Status	62	Air Force, Navy and Marine Corps enter E for estimated or A for actual. Army enter price status code in accordance with appendix E of DoD MILSCAP as follows: E = has price listed; U = unavailable; N = not applicable; C = not separately priced; 9 = MILS exceeds two positions; blank = firm fixed price (equal to A for actual).[3]
Date (Transmitted)	63-67	Enter date data was transmitted. Enter two-digit year in record positions 63-64 and three-digit ordinal day in record positions 65-67.[3]
Blank	68-70	Leave blank.
Date (Award)	71-75	Enter contract award date or effective date. Enter two-digit year in record positions 71-72 and three-digit ordinal day in record positions 73-75.[3]
Routing Identifier (FROM)	76-78	Enter RI code identifying the LIM preparing the transaction.[3]
Blank	79-80	Leave blank.

[3] See footnote 2 on page AP3.26-1.

[4] If record position 62 is U, N, C, or 9, zero fill record positions 52-61. If record position 62 is E or blank, enter contract unit price in record positions 52-61.

RECORD 2

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLW.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter appropriate review period indicator in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	Enter A02 indicating second record for this PIIN/supplementary PIIN/CLIN.
Blank	24	Leave blank.
Procurement Instrument Identification Number	25-37	Enter PIIN.
Supplementary Procurement Instrument Identification Number	38-43	Enter supplementary PIIN; otherwise, leave blank.
Contract Line Item Number or Contract Subline Item Number	44-49	Enter CLIN or contract subline item number. Not mandatory for GSA.
Contractor/Supplier Commercial and Government Entity	50-58	Enter CAGE code of awardee, right justify and fill left with zeros. For GSA enter DUNS number.
Quantity (Delivered)	59-69	Enter total quantity delivered on CLIN or contract subline item number.
Blank	70-78	Leave blank.
Type of Business	79	Enter type of business code; otherwise, leave blank.

RECORD 2 (continued)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Type of Contractor	80	Enter code indicating type of contractor; otherwise leave blank. This may be the only descriptive data available if Type of Business code is not available. (The type of contractor code is obsolete and is no longer published in MILSCAP. It was replaced by the type of business code. This code is temporarily published in MILSTRAP, appendix AP2.21 only for convenience in interpreting this field when data is entered in this transaction.)

RECORD 3

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLW
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter appropriate review period indicator in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	Enter A03 indicating third record for this PIIN/supplementary PIIN/ CLIN.
Blank	24	Leave blank.
Procurement Instrument Identification Number	25-37	Enter PIIN.

RECORD 3 (continued)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Supplementary Procurement Instrument Identification Number	38-43	Enter supplementary PIIN; otherwise, leave blank.
Contract Line Item Number or Contract Subline Item Number	44-49	Enter CLIN or contract subline item number. Not mandatory for GSA.
Manufacturer's Reference or Part Number	50-76	Enter manufacturer's part number being supplied; otherwise, leave blank. Do not include OEM CAGE code.
Blank	77-80	Leave blank.

RECORD 4

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLW.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter appropriate review period indicator in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred
Package Sequence Number	21-23	Enter Z04 indicating last record for this PIIN/supplementary PIIN/CLIN.[5]
RECORD 4 (continued)		
Blank	24	Leave blank.

[5]Package Sequence Number Z04 indicates that all contract history data for the PIIN/supplementary PIIN/CLIN, entered in record positions 25-49 of the Package Sequence Number A01 record, has been identified. If there are additional contract history records for this NSN, continue preparation of DI Code DLW for up to a maximum of 25 submissions per NSN.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Procurement Instrument Identification Number	25-37	Enter PIIN.
Supplementary Procurement Instrument Identification Number	38-43	Enter supplementary PIIN; otherwise, leave blank.
Contract Line Item Number (CLIN) or Contract Subline Item Number	44-49	Enter CLIN or contract subline item number. Not mandatory for GSA.
Design Contractor and Government Entity	50-54	Enter CAGE code of OEM or design control activity; otherwise, leave blank.
Quantity Variance Positive	55-56	Enter percentage of positive variance allowed; otherwise, leave blank.
Quantity Variance Negative	57-58	Enter percentage of negative variance allowed; otherwise, leave blank.
Contract Administration Services Component Identifier	59-64	Enter contract administration services code component's DoD activity address (see DoD 4140.59H); otherwise, leave blank. For GSA one position, right justify, zero fill. Enter L if locally administered.
Competitive Characteristics	65	Enter competitive characteristics code; otherwise leave blank. (This code is obsolete and is no longer published in DFARS. This code is temporarily published in MILSTRAP, appendix AP2.20, only for convenience in interpreting this field when data is entered in this transaction.)
RECORD 4 (continued)		
Criticality Designator	66	Enter criticality designator code; otherwise, leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Acquisition Method	67	Enter acquisition method code at time of award; otherwise, leave blank.
Acquisition Method Suffix	68	Enter acquisition method suffix code at Suffix time of award; otherwise, leave blank.
Date (Shipped)	69-73	If active record and date is available, enter date of last shipment for this CLIN or zero fill if no shipment has been made. If purged record, enter contract physically completed date. For GSA enter last receipt date. (Enter two-digit year in record positions 69-70 and three-digit ordinal day in record positions 71-73.)
Date (Original Contract Delivery)	74-78	Enter original contract delivery date Contract if available. Air Force will enter last delivery date when multiple deliveries per CLIN or contract subline item number. If original contract delivery date is not available, Army will enter contract physically completed date; Navy will enter date of last shipment or zeros if no date is available. (Enter two-digit year in record positions 74-75 and three-digit ordinal day in record positions 76-78.)
Type of Contract	79	Enter type of contract code; otherwise, leave blank.
Blank	80	Leave blank.

AP3.27 APPENDIX 3.27

LOGISTICS REASSIGNMENT TECHNICAL AND QUALITY DATA

RECORD 1

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLX.
Routing Identifier (TO)	4-6	Enter RI code identifying the GIM to which the transaction is being forwarded.
Review Period Indicator	7	Enter appropriate review period indicator in accordance with appendix AP2.19.
National Stock Number	8-20	Enter NSN of item being transferred.
Package Sequence Number	21-23	To sequence the records, enter A01 if more than one record is required for this DI code and NSN. Enter Z01 if only one record is required.
Routing Identifier (FROM)	24-26	Enter RI code identifying LIM preparing the transaction.
Date (Extracted)	27-31	Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal date in record positions 29-31).
Blank	32	Leave blank.
End Item National Stock Number, Name, Type, or Model Number	33-45	Enter the NSN, name, type, or model number for the end item application; otherwise leave blank. For items with multiple applications, enter data for most critical application, or enter the word various.

RECORD 1 (continued)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Critical Application Indicator	46	Enter Y (yes) if the item has a critical application as defined by DLAR 3200.1 et al. otherwise, enter N (no).
Place of Inspection	47	Enter 1 for Source Inspection. Enter 2 for Destination Inspection. Leave blank if place of inspection has not been established.
Type of Inspection Code	48	Enter the appropriate type of inspection code in accordance with appendix AP2.18. Leave blank if type of inspection has not been indicated or established.
First Article Test	49	Enter Y (yes) if first article testing is required. Enter N (no) if not required. Leave blank if first article testing requirements have not been indicated or determined.
Source, Maintenance, and Recoverability	50-54	Enter applicable source, maintenance, and recoverability code; otherwise leave blank.
Packaging Data Availability Indicator	55	Enter Y (yes) if specific preservation, packaging, packing, and marking data is available for the item. Enter N (no) if specific requirements have not been developed/specified.
Product Quality Deficiency Report History Indicator	56	Enter Y (yes) if reports on contractor performance are on file at the LIM. Enter N (no) if no reports are on file.
Purchase Description Indicator	57	Enter Y (yes) if a purchase description is being included on the following DLX record(s) for the NSN. Enter N (no) if a purchase description is not available.
Blank	58-80	Leave blank.

RECORD 2

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DLX.
Routing Identifier (TO)	4-6	Enter RI code of GIM to which the transaction is being forwarded.
Blank	7	Leave blank.
National Stock Number .	8-20	Enter NSN of the item being transferred
Package Sequence Number	21-23	Enter A02, and increment by one (i.e., A03, A04, etc.) for each additional record. On last record, enter Z and the appropriate two position sequence number. If only this record is required, enter Z02.
Blank	24-31	Leave blank.
Purchase Description	32-79	Enter clear text purchase description; otherwise, leave blank. Continue description on additional DI Code DLX records using package sequence number to maintain correct sequence number to maintain correct sequence. Max of 30 records can be used.
Blank	80	Leave blank.

AP3.28 APPENDIX 3.28

WAR MATERIEL REQUIREMENTS DATA

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code in the DM series.
Routing Identifier (TO)	4-6	Enter RI code of the item manager to which this transaction is being forwarded.
Transaction Serial Number	7	Enter consecutive numeric serial number for each transaction within a DI code for this stock or part number (e.g., 1 for first DMA, 2 for second DMA, 1 for first DMB, etc.).[1]
Stock or Part Number	8-20	Enter stock or part number of item required.
Unit of Issue	21-22	Enter UI of item.
Quantities	23-70	a. For DI Codes DMA, DMB, and DMC, respectively, enter the monthly OWRMR quantity for recurring U.S. requirements, nonrecurring U.S. requirements, and nonrecurring Allies requirements. b. For DI Code DMD, enter the forecasted monthly reparable return quantity. c. For DI Code DME, enter the PWRMR in record positions 23-30 and the PWRMRP in record positions 31-38; leave record positions 39-70 blank.[1]
First Month	(23-30)	
Second Month	(31-38)	
Third Month	(39-46)	
Fourth Month	(47-54)	
Fifth Month	(55-62)	
Sixth Month	(63-70)	
Blank	71	Leave blank.
Total Number of Transactions	72-73	Enter the total number of WMR transactions submitted for all DI codes for this stock or part number.

[1] Use additional transactions as required, entering the consecutive transaction serial number within each DI code, to accommodate submission of the number of months data specified by the Defense Guidance issued each year.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier (FROM)	74-76	Enter RI code of the activity from which this transaction is being submitted.
Date (Transaction Preparation)	77-80	Enter the date (last digit of the calendar year and ordinal day of the calendar year) on which this transaction is prepared.

AP3.29 APPENDIX 3.29

MATERIEL RECEIPT ACKNOWLEDGEMENT

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DRA when submitting materiel receipt acknowledgment (MRA). Enter DI Code DRB when submitting a delinquent MRA in reply to followup.[1]
Routing Identifier (TO)	4-6	Enter the RI code of activity to receive this transaction.[2]
Multiuse	7	
Mode of Shipment or Service Use		For security assistance shipments, enter the applicable mode of shipment, if available; otherwise, leave blank. For U.S. forces shipments, enter data prescribed by the Component (e.g., code for controlling receipt of partial or split quantities).
Stock or Part Number	8-22	Enter stock number or part number of the item received.[3]For total or partial nonreceipt, duplicate form due-in record.
Unit of Issue	23-24	Enter UI of the item received. For total or partial nonreceipt, duplicate from due-in record.

[1] In reply to followup, when no record of the basic requisition document number exists, duplicate record positions 8-24 and record positions 30-51 from the DI Code DRF Follow-up.

[2] Duplicate from the following in listed order of preference: record positions 4-6 of the DI Code DRF, MRA follow-up or DI Code AS_ Shipment Status; record positions 67-69 of the DD Form 1348-1 or DI Code AE_ Supply Status; record positions 4-6 of the original requisition. For intra-Component follow-up requirements, enter code prescribed as the Component.

[3] If the stock number/part number of the item received cannot be fully entered in record positions 8-22, leave blank. If item received exceeds stock number field and is wrong item or cannot be identified leave record positions 8-22 blank and enter Discrepancy Indicator Code A in record position 63.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity	25-29	Enter total quantity received for the document number and suffix code entered in record positions 30-44. For total or partial nonreceipt, ***enter*** the missing quantity and enter Discrepancy Indicator Code F in record position 63.[4]
Document Number	30-43	Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record.
Suffix	44	Enter suffix code, if any, from receipt documentation. For total or partial nonreceipt or missing documentation, duplicate from due-in record.
Supplementary Address	45-50	Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record.
Signal	51	Duplicate from receipt document. For total or partial nonreceipt, duplicate form due-in record.
Blank	52-53	Leave blank.
Routing Identifier (TO)	54-56	When prescribed by Component, enter applicable RI code for:[5] a. Activity requiring MRA in addition to activity indicated in record positions 4-6. b. MCA requiring MRA in addition to ICP (for GFM shipments to contractors).
Project	57-59	Duplicate from receipt document. For total or partial nonreceipt, duplicate form due-in record.

[4] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[5] DAAS will edit and provide an MRA to the activity identified by a valid RI code in record position 54-56.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Day of Year (Posted to Record/Shipped)	60-62	Enter ordinal day of calendar year as follows: a. For U.S. forces, enter day receipt was posted to stock record/property account or equivalent. If record position 63 is F, enter day this transaction is prepared. b. For security assistance shipments, when mode is entered in record position 7 enter the day shipped; otherwise, enter day this transaction is prepared.
Discrepancy Indicator	63	Enter code from appendix AP2.17, when applicable; otherwise, leave blank.
Blank	64-66	Leave blank.
Service Use	67-69	Enter data prescribed by the Component.
Blank	70-72	Leave blank.
Service Use	73-80	Enter data prescribed by the Component.

AP3.29 APPENDIX 3.29

MATERIEL RECEIPT ACKNOWLEDGEMENT

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DRA when submitting materiel receipt acknowledgment (MRA). Enter DI Code DRB when submitting a delinquent MRA in reply to followup.[1]
Routing Identifier (TO)	4-6	Enter the RI code of activity to receive this transaction.[2]
Multiuse	7	
Mode of Shipment or Service Use		For security assistance shipments, enter the applicable mode of shipment, if available; otherwise, leave blank. For U.S. forces shipments, enter data prescribed by the Component (e.g., code for controlling receipt of partial or split quantities).
Stock or Part Number	8-22	Enter stock number or part number of the item received.[3]For total or partial nonreceipt, duplicate form due-in record.
Unit of Issue	23-24	Enter UI of the item received. For total or partial nonreceipt, duplicate from due-in record.

[1] In reply to followup, when no record of the basic requisition document number exists, duplicate record positions 8-24 and record positions 30-51 from the DI Code DRF Follow-up.

[2] Duplicate from the following in listed order of preference: record positions 4-6 of the DI Code DRF, MRA follow-up or DI Code AS_ Shipment Status; record positions 67-69 of the DD Form 1348-1 or DI Code AE_ Supply Status; record positions 4-6 of the original requisition. For intra-Component follow-up requirements, enter code prescribed as the Component.

[3] If the stock number/part number of the item received cannot be fully entered in record positions 8-22, leave blank. If item received exceeds stock number field and is wrong item or cannot be identified leave record positions 8-22 blank and enter Discrepancy Indicator Code A in record position 63.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity	25-29	Enter total quantity received for the document number and suffix code entered in record positions 30-44. For total or partial nonreceipt, renter the missing quantity and enter Discrepancy Indicator Code F in record position 63.[4]
Document Number	30-43	Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record.
Suffix	44	Enter suffix code, if any, from receipt documentation. For total or partial nonreceipt or missing documentation, duplicate from due-in record.
Supplementary Address	45-50	Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record.
Signal	51	Duplicate from receipt document. For total or partial nonreceipt, duplicate form due-in record.
Blank	52-53	Leave blank.
Routing Identifier (TO)	54-56	When prescribed by Component, enter applicable RI code for:[5] a. Activity requiring MRA in addition to activity indicated in record positions 4-6. b. MCA requiring MRA in addition to ICP (for GFM shipments to contractors).
Project	57-59	Duplicate from receipt document. For total or partial nonreceipt, duplicate form due-in record.

[4] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[5] DAAS will edit and provide an MRA to the activity identified by a valid RI code in record position 54-56.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Day of Year (Posted to Record/Shipped)	60-62	Enter ordinal day of calendar year as follows: a. For U.S. forces, enter day receipt was posted to stock record/property account or equivalent. If record position 63 is F, enter day this transaction is prepared. b. For security assistance shipments, when mode is entered in record position 7 enter the day shipped; otherwise, enter day this transaction is prepared.
Discrepancy Indicator	63	Enter code from appendix AP2.17, when applicable; otherwise, leave blank.
Blank	64-66	Leave blank.
Service Use	67-69	Enter data prescribed by the Component.
Blank	70-72	Leave blank.
Service Use	73-80	Enter data prescribed by the Component.

AP3.30 APPENDIX 3.30

FOLLOW-UP FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGEMENT

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DRF.
Routing Identifier (From)	4-6	Enter RI code of activity preparing the transaction.[1]
Media and Status	7	Duplicate form the MRC (DI Code AR_) or DI Code ASH Shipment Status.[2]
Stock or Part Number	8-22	Duplicate form the MRC or DI Code ASH Shipment Status.[2]
Unit of Issue	23-24	Duplicate form the MRC or DI Code ASH Shipment Status. [2]
Quantity	25-29	Enter quantity of the shipment which has not been acknowledged or reported as not received.[3]
Document Number	30-43	Duplicate from the MRC or DI Code ASH Shipment Status. [2]
Suffix	44	Duplicate from the MRC or DI Code ASH Shipment Status. [2]
Supplementary Address	45-50	Duplicate from the MRC or DI Code ASH Shipment Status. [2]
Signal	51	Duplicate the original or modified requisition entry. [2]
Blank	52-53	Leave blank.
Distribution Code	54-56	Duplicate the requisition entry.

[1] For Intra-Component followup requirements, enter code prescribed by the Component.

[2] See MILSTRIP for transaction format.

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Day of Year (Date Shipped)	57-59	Duplicate form the MRC or DI Code ASH Shipment Status. [4]
Shipment Unit Number	60-76 [5]	***Duplicate from the MRC or DI Code ASH Shipment Status.*** [4]
Mode of Shipment	77	Duplicate from the MRC or DI Code ASH Shipment Status.[4]
Day of Year (Transaction)	78-80	Enter ordinal day of the calendar year this transaction is prepared.

[4] See footnote 2 on page AP3.30-1.
[5] Based on November 1993 implementation of MILSTRIP AMCL 138; otherwise priority is entered in record positions 60-61.

AP3.31 APPENDIX 3.31

SMALL ARMS MULTI-FIELD CORRECTIONS

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSA
Routing Identifier (TO)	4-6	Enter the appropriate RI code as follows: Component — RI Code Army — AGT Navy — P64 Air Force — FLZ DLA — S9D
Small Arms Transaction	7	Enter Small Arms Transaction Code K.
Stock or Part Number	8-22	Enter stock or part number, MCN, or LCN on Component Registry.
Blank	23	Leave blank.
DoD Activity Address (Reporting Activity)	24-29	Enter DoDAAC of reporting activity. For U.S. Army only, use UIC if DoDAAC not assigned.
Blank	30	Leave blank.
Serial Number	31-41	Enter serial number on master file.
Corrected Stock Number	42-56	Enter new or corrected stock or part or Part number, MCN, or LCN, if applicable; otherwise, leave blank.
Blank	57	Leave blank.
Corrected DoD Activity Address (Accountable Activity)	58-63	Enter new or corrected DoDAAC/UIC of unit/activity or property book officer owning/ possessing weapon, if applicable; otherwise, leave blank.
Blank	64	Leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Corrected Serial Number	65-75	Enter new or corrected serial number, if applicable; otherwise, leave blank.
Dual Use	76-80	
Reject Error	(76-77)	For rejects, enter reject code from appendix AP2.13.
Transaction Date	(78-80)	Rejected transactions will contain the last three digits of the ordinal date on the rejected document.
or		
Transaction Date	(76-80)	Enter last two-digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80 when entering the transaction on the Component Registry.

AP3.32 APPENDIX 3.32

SMALL ARMS MASS STOCK NUMBER CHANGE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSB
Routing Identifier (TO)	4-6	Enter the appropriate RI code as follows: Component — RI Code Army — AGT Navy — P64 Air Force — FLZ DLA — S9D
Small Arms Transaction	7	Enter Small Arms Transaction Code H. (See appendix AP2.12.)
Stock or Part Number (Recorded)	8-22	Enter stock or part number, MCN, or LCN on Component Registry.
Stock or Part Number (New)	23-37	Enter new stock or part number, MCN, or LCN.
Date (Effective)	38-42	Enter last two-digits of the calendar year in record positions 38-39 and three-digit ordinal day for the calendar year in record positions 40-42 on which the change is effective.
Blank	43-50	Leave blank.
DoD Activity Address (Reporting Activity)	51-56	Enter DoDAAC of activity reporting mass stock number change.
DoD Activity Address (Accountable Activity)	57-62	Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon.
Multiuse	63-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.33 APPENDIX 3.33

SMALL ARMS CORRECTION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSC.
Routing Identifier (TO)	4-6	Enter appropriate RI code for the activity to receive the corrected transaction
Small Arms Transaction	7	Perpetuate from rejected transaction or enter corrected transaction code.
Stock or Part Number	8-22	Perpetuate from rejected transaction or enter corrected stock or part number, MCN, or LCN.
Reject Error	23-24	Perpetuate from rejected transaction.
Date (Reject)	25-29	Perpetuate from rejected transaction.
Document Number	30-43	Perpetuate from rejected transaction.
Suffix	44	Perpetuate from rejected transaction.
DoD Activity Address (Shipped To/Received From)	45-50	Perpetuate from rejected transaction or enter corrected DoDAAC.
DoD Activity Address (Reporting Activity)	51-56	Perpetuate from rejected transaction or enter corrected DoDAAC.
Serial Number	57-67	Perpetuate from rejected transaction or enter corrected weapon serial number.
Blank	68	Leave blank.
DoD Activity (Accountable Activity)	69-74	Perpetuate from rejected transaction or enter corrected DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon.
Blank	75	Leave blank.
Date (Transaction)	76-80	Perpetuate from rejected transaction

AP3.34 APPENDIX 3.34

SMALL ARMS RECEIPT/SHIPMENT FOLLOW-UP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSD.
Routing Identifier (TO)	4-6	Enter appropriate RI code of the activity to receive this transaction.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter NSN, MCN, or LCN.
Multiuse	23-29	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Document Number	30-43	Enter (or perpetuate) appropriate document number.
Suffix	44	Enter (or perpetuate) suffix code if applicable; otherwise, leave blank.
DoD Activity Address (Shipped To/ Received From)	45-50	Enter DoDAAC of activity Shipped To/ Received From.
DoD Activity Address (Reporting Activity)	51-56	Enter reporting activity/manufacturer DoDAAC identification (for U.S. Army only, use UIC if DoDAAC not assigned.)
Serial Number	57-67	Enter serial number. Right justify and fill unused positions with zeros. If the serial number begins With a zero, also enter a 12-zone in the zero position which starts the serial number.
Blank	68	Blank
DoD Activity Address (Accountable Activity)	69-74	Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon.
Blank	75	Leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date (Shipped/Received)	76-80	Enter last two digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. Follow-ups for receipt data will contain the date the weapon was shipped. Follow-ups for shipment data will contain the date the weapon was received.

AP3.35 APPENDIX 3.35

SMALL ARMS RECONCILIATION/REJECT FOLLOW-UP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSF.
Routing Identifier (TO)	4-6	Enter RI code of activity to receive the transaction.
Small Arms Transaction	7	Perpetuate from DI Code DSR.
Stock Number	8-22	Perpetuate from DI Code DSR.
Reject Error	23-24	Perpetuate from DI Code DSR.
Date (Reject)	25-29	Perpetuate from DI Code DSR.
Document Number	30-43	Perpetuate from DI Code DSR.
Suffix	44	Perpetuate from DI Code DSR.
DoD Activity Address (Shipped To/ Received From)	45-50	Perpetuate from DI Code DSR.
DoD Activity Address (Reporting Activity)	51-56	Perpetuate from DI Code DSR.
Serial Number	57-67	Perpetuate from DI Code DSR.
Blank	68	Leave blank.
DoD Activity Address (Accountable Activity)	69-74	Perpetuate from DI Code DSR.
Blank	75	Leave blank.
Date (Transaction)	76-80	Perpetuate from DI Code DSR.

AP3.36 APPENDIX 3.36

WEAPON SERIAL NUMBER CONTROL

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSM.
Routing Identifier (TO)	4-6	Enter the appropriate RI code as follows: Component — RI Code Army — AGT Navy — P64 Air Force — FLZ DLA — S9D
Small Arms Transaction	7	Enter small arms transaction code from appendix AP2.12.
Stock Number	8-22	Enter NSN, MCN, or LCN.
Multiuse	23-29	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Document Number	30-43	Enter (or perpetuate) appropriate document number.
Suffix	44	Enter (or perpetuate) suffix code, if applicable; otherwise, leave blank.
DoD Activity Address (Shipped To/ Received From)	45-50	Use for shipment transaction codes F, N, S, and Z and receipt transaction code R.
DoD Activity Address (Reporting Activity)	51-56	Enter Reporting Activity/Manufacturer DoDAAC. For U.S. Army only, use UIC if DoDAAC not assigned.
Serial Number	57-67	Enter serial number. Right justify and fill unused positions with zeros. If the serial number begins with a zero, also enter a 12-zone in the zero position which starts the serial number.
Blank	68	Leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
DoD Activity Address (Accountable Activity)	69-74	Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon.
Blank	75	Leave blank.
Date	76-80	Enter last two digits of calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. For replies to follow-up for shipment data enter date shipped. For replies to follow-up for receipt data enter date received. When answering a DI Code DSD follow-up for weapon(s) shipped but not received, leave blank.

AP3.37 APPENDIX 3.37

SMALL ARMS RECONCILIATION/REJECT

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSR.
Routing Identifier (TO)	4-6	Enter RI Code of the activity to receive this transaction.
Transaction	7	Enter Small Arms Transaction Code E for reconciliation. For rejects, perpetuate from source document.
Stock Number	8-22	Enter NSN, MCN, or LCN being reconciled. For rejects, perpetuate from source document.
Reject Error	23-24	Leave blank on reconciliation transaction. For rejects, enter appropriate small arms reject code from appendix Ap2.13.
Date (Reject)	25-29	Leave blank on reconciliation transaction. For rejects, enter date (last 2 digits of the calendar year and ordinal day of the calendar year) transaction is rejected.
Document Number	30-43	For reconciliation transaction, enter appropriate document number. For rejects, perpetuate from source document.
Suffix	44	Enter suffix code, if applicable, on reconciliation transaction. For rejects, perpetuate from source document.
DoD Activity Address (Shipped To/ Received From)	45-50	Leave blank on reconciliation transaction. For rejects, perpetuate from source document.
DoD Activity Address (Reporting Activity)	51-56	For reconciliation transactions, enter reporting activity DoDAAC. For Army only, use UIC if DoDAAC not assigned. For rejects, perpetuate from source document.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Serial Number	57-67	Enter serial number being reconciled. For rejects, perpetuate from source document.
Blank	68	Leave blank.
DoD Activity Address (Accountable Activity)	69-74	Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon. For rejects, perpetuate from source document.
Blank	75	Leave blank.
Date (Transaction)	76-80	For reconciliation transactions, enter last two digits of the digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. For rejects, perpetuate from source document.

AP3.38 APPENDIX 3.38

ASSET SUPPORT REQUEST

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DTA.
Routing Identifier (TO)	4-6	Enter the RI code of the IMM to which this transaction is being forwarded.
Request	7	Enter code A, B, or C to indicate type of information requested (See appendix AP2.14)
Stock or Part Number	8-20	Enter stock or part number of item for which data is requested.
Blank	21-23	Leave Blank.
Project/Contingency	24-26	Significant only to originator.
Routing Identifier (FROM)	27-29	Enter RI code of the activity preparing the request.
Document Number	30-43	Enter document number controlling this transaction.
Blank	44-80	Leave Blank.

AP3.39 APPENDIX 3.39

ASSET SUPPORT REPLY (ASSET DATA)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DTB.
Routing Identifier (TO)	4-6	Enter RI code of the activity that requested the data.
Request	7	Perpetuate from record position 7 of asset support request. In response to a DTD follow-up, request Code J, K, or L, as appropriate, will be used. (See Appendix AP2.14.)
Stock or Part Number	8-20	Perpetuate stock or part number from record positions 8-20 of the request except when the stock or part number is nonpreferred. The replacing preferred stock or part number will be entered and a code 1 will be placed in record position 76 to indicate the existence of the preferred item.
Acquisition Advice	21	Enter AAC of the stock or part number in record positions 8-20. See DoD 4100.39-M (Vol. 10) for explanation of codes.
Unit of Issue	22-23	Enter UI of the stock or part number contained in record positions 8-20.
Project/Contingency	24-26	Perpetuate from record positions 24-26 of the request.
Routing Identifier (FROM)	27-29	Enter RI code of the IMM preparing this reply.
Document Number	30-43	Perpetuate from the record positions 30-43 of the request.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity (Other War Reserve Materiel Requirements, Protectable)	44-49	Enter system OWRMRP onhand assets, if applicable. Leave blank when there are no OWRMRP onhand assets. Navy transactions contain all on- hand asset quantities as OWRMPR assets and are not identified separately.[1]
Quantity (Total Peacetime Assets)	50-55	Enter total system onhand assets in Supply Condition Codes A, B, C, and D (serviceable/issuable stocks) less system OWRMRP assets, if applicable. Leave blank when there are no total system onhand assets. Navy transactions can include OWRMPR assets.[1]
Quantity (Net Due-In On Contracts)	56-61	Enter the total quantity due-in on contract from procurement instrument sources, less the quantity on backorder, if applicable. Leave blank whenever there is no net due-in from contract quantity.[1]
Quantity (Net Due-In On Purchase Request)	62-67	If applicable, enter the total quantity due-in on purchase request from procurement instrument sources, less any quantity on backorder that was not applied to net due-in on contract. Leave blank whenever there is no net due-in from purchase request quantity.[1]
Quantity (Quarterly Forecast Demands)	68-72	Enter the system quarterly forecast of demands, if applicable. Leave blank whenever there is no quarterly forecast of demand.[1]
Procurement Lead Time	73-75	Enter the procurement lead time, in months (two whole numbers; one decimal).[1]

[1]Zero fill left of significant digits. Whenever the quantities exceed the fields allocated, fill the field with 9s.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Stock or Part Number Indicator	76	Enter code 1 when the stock or part number in record positions 8-20 of the asset support request transaction is replaced by the preferred/head of the family stock or part number. The replacing preferred stock or part number is entered in record positions 8-20 of this output transaction.
Date (Reply)	77-80	Enter last digit of the calendar year and ordinal day of the calendar year when this reply was prepared.

AP3.40 APPENDIX 3.40

ASSET SUPPORT REPLY (BACKORDER CONDITION)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DTC.
Routing Identifier (TO)	4-6	Enter RI code of the activity to receive the requested data.
Request	7	Perpetuate from the request transaction. In response to a DTD follow-up, Request Code J, K, or L, as appropriate, will be used.
Stock or Part Number	8-20	Perpetuate stock or part number from the request transaction, except when the stock or part number is nonpreferred. The replacing preferred stock or part number will be entered and a code 1 will be placed in record position 76 to indicate the existence of the preferred item.
Acquisition Advice	21	Enter AAC of the stock or part number in record positions 8-20. See DoD 4100.39 (Vol. 10), explanation of codes.
Unit of Issue	22-23	Enter UI of the item entered in record positions 8-20.
Project/Contingency	24-26	Perpetuate from the request transaction.
Routing Identifier (FROM)	27-29	Enter RI code of the IMM preparing this reply.
Document Number	30-43	Perpetuate from the request transaction.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity (Issuable Assets)	44-49	Enter the total quantity of onhand assets, which consists of OWRMRP and Supply Condition Codes A, B, C, and D (serviceable) stocks. Leave blank when there are no onhand assets. Navy Transactions contain all on- hand asset quantities as OWRMRP assets and are not identified separately.[1]
Quantity (Total System Backorder, Priorities 1-8)	50-53	Enter total system backorder quantity for priorities 1 through 8. Include both backorder on contract or purchase request for direct delivery and other orders.[1 / 2]
Quantity (Total Service Backorder, Priorities 1-8)	54-57	Enter total backorder quantity of priorities 1 through 8 applicable to the parent Service of the activity initiating the request.[1 / 2]
Quantity (Total System Backorder, Priorities 9-15)	58-61	Enter total system backorder quantity for priorities 9 through 15. Include quantities on direct delivery and other backorders.[1 / 2]
Quantity (Total Service Backorder, Priorities 9-15)	62-65	Enter total backorder quantity for priorities 9 through 15 applicable to the parent Service of the activity initiating the request.[1 / 2]
Date Indicator (Due-In)	66-68	Enter the last digit of the year and two digits for the month when the first scheduled contract or purchase request delivery is due, e.g., 307 means 2003, month of July.[3]

[1] Zero fill left of significant digits. Whenever the quantities exceed the field allocated, fill the field with 9s.

[2] If there are no quantities on backorder, record positions 50-65, as applicable, will be blank.

[3] See AP3 Introduction, paragraph AP3.3.4.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date Indicator (Zero Backorder)	69-71	Enter the last digit of the year and two digits for the month when the scheduled delivery of the aggregate quantity of due-ins will be sufficient to satisfy current backorders plus demands forecasted to occur during the interim period from the current date to the date when cumulative assets (due-ins) exceed cumulative anticipated demands plus current backorders.[4]
Quantity (Quarterly Forecast Demand)	72-75	Enter the system average quarterly forecast of demands, if applicable. Leave blank whenever there is no quarterly forecast of demands.[5]
Stock or Part Number Indicator	76	Enter code 1 when the stock or part number in record positions 8-20 of the request is replaced by the preferred/head of the family stock or part number. The replacing preferred stock or part number is entered in record positions 8-20 of this output transaction.
Date (Transaction)	77-80	Enter last digit of the calendar year and ordinal day of the calendar year the transaction was prepared.

[4] See footnote 3 on page AP3.40-2.

[5] See footnote 2 on page AP3.40-2.

AP3.41 APPENDIX 3.41

ASSET SUPPORT REQUEST FOLLOWUP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DTD.
Routing Identifier (TO)	4-6	Enter the RI code of IMM to which this transaction is being forwarded.
Request	7	Enter code A, B, or C to indicate type of information requested. (See appendix AP2.14.)
Stock or Part Number	8-20	Enter stock or part number of item for which data is requested.
Blank	21-23	Leave blank.
Project/Contingency	24-26	Significant only to originator.
Routing Identifier (FROM)	27-29	Enter RI code of the activity preparing this request.
DoD Activity Address	30-35	Use appropriate DoDAAC to identify submitter/receiver of required data from the IMM.
Date (Request)	36-39	Enter the last digit of the year and the ordinal day when this request was prepared.
Serial Number	40-43	This field is right justified and will contain zeros to the left of significant digits. The serial number will be assigned at the discretion of the originator but will not be duplicated on the same day. The serial number may consist of alpha and/or numeric characters.
Blank	44-80	Leave blank.

AP3.42 APPENDIX 3.42

PRE-POSITIONED MATERIEL RECEIPT – PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the DU series.
Routing Identifier	4-6	Enter RI code of the ICP to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item to be received.
Unit of Issue	23-24	Enter UI of the item.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros.[1] [2]
Procurement Instrument Number or Due-In Document Number	30-43	
Procurement Instrument Source	(30-42)	Enter (or perpetuate) procurement instrument number.
Blank	(43)	Leave blank.
or		
Due-In Document Number	(30-43)	For intra-Component use only, enter (or perpetuate) due-in document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3]

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.
[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as indicated below, if applicable; otherwise, leave blank.
Contract/Exhibit Line Item Number	(45-48)	Contract Line Item Number: Enter the CLIN, preceding significant digits with zeros. Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, preceding significant digits with zeros.
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number, if applicable; otherwise, leave blank.
Routing Identifier (FROM)	51-53	Enter RI code of the activity transmitting the document if different from the ICP RI code to which the receipt will be reported; otherwise, leave blank.
Distribution	54-56	Enter distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise, leave blank
Multiuse	60-66	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.[4]
Routing Identifier (TO)	67-69	Enter RI code of the storage activity which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Supply Condition	71	Enter supply condition code of item to be received.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.
[4] For intra-Navy use rp 60-66 identifies the 'standard unit price' (see Approved DLMS Change (ADC) 63).

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Management	72	Enter management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	If prescribed by the Component managing the item, enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 207 means 2002, month of July.[5]
Multiuse	76	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

[5] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

AP3.43 APPENDIX 3.43

PRE-POSITIONED MATERIEL RECEIPT –OTHER THAN PROCUREMENT

FIELD LEGEND	RECORD POSITIONS	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code from the DW series.
Routing Identifier (FROM)	4-6	Enter RI code of the ICP to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item to be received.
Unit of Issue	23-24	Enter UI of the item.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros.[1/2]
Document Number	30-43	Enter controlling document number.
Suffix	44	Enter controlling suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter SUPADD; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise, leave blank.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.
[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

FIELD LEGEND	RECORD POSITIONS	ENTRY AND INSTRUCTIONS
Multiuse	60-66	For intra-DoD Component use, enter data prescribed by the DoD Component. [3].
(Optional inter-DoD Component use for delay notification)	***65-66***	***(For Inter-DoD Component use, either shipment delay notification code "BD" in rp 65-66, if required based on Service/Agency NIMS agreement, and assets are not available to replenish the NIMS retail site requirement; otherwise, leave blank.*** [4]
Routing Identifier	67-69	Enter RI code of the storage activity which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Supply Condition	71	Enter supply condition code of item to be received.
Management	72	Enter management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	If prescribed by the ***DoD*** Component managing the item, enter last digit of the calendar year and two-digit month signifying estimated delivery date, e.g., 211, means 2002, month of November.[5] ***(When delayed shipment notification "BD" is used in rps 65-66, then the date entry represents the Estimated Shipping Date vice the Estimated Delivery Date).***[4]
Blank	76-78	Leave blank.[6]

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[3] ***For intra-Navy use of rp 60-66 identifies the 'standard unit price. (See Approved DLMS Change (ADC) 63.)***

[4] ***The DWK, Pre-Positioned Materiel Receipt-Other Than Procurement, may carry "BD" delayed notification on an optional basis, IAW Service/Agency agreement when materiel to support a National Inventory Management Strategy (NIMS) site requirement is delayed. Under this circumstance, the transaction will also carry an Estimated Ship Date (ESD). See Chapter 4, Paragraph C4.3.4.***

[5] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

[6] ***For Navy CAV-ORM DI Code DWK, rp 76-78 identifies the Shipper RI Code. (See ADC 124.)***

FIELD LEGEND	RECORD POSITIONS	ENTRY AND INSTRUCTIONS
Multiuse	79-80	For intra-***DoD*** Component use, enter data prescribed by Component. For inter-Component use, leave blank.

AP3.44 APPENDIX 3.44

MATERIEL RECEIPT FOLLOW-UP PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DXA.
Routing Identifier (FROM)	4-6	Enter RI code identifying the ICP to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number to be received.
Unit of Issue	23-24	Enter UI of item to be received.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros.[1]
Procurement Instrument Identification Number	30-42	Enter applicable PIIN.
Blank	43	Leave blank.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[2]
Item Number	45-50	Enter the contract/exhibit line item number or subline item number, as follows:

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

Contract/Exhibit Line Item Number	(45-48)	Contract Line Item Number: Enter the CLIN, preceding significant digits with zeros. Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46-48, preceding significant digits with zeros.
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number, if applicable; otherwise, zero fill.
Blank	***51-53***	***Leave blank.***
Distribution	***54-56***	***Enter (or perpetuate) distribution code; otherwise, leave blank.***
Project	57-59	Enter project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number if known; otherwise, leave blank.
Routing Identifier (TO)	67-69	Enter RI code identifying storage activity which is to receive the item.
Ownership/ Purpose	70	Enter ownership/purpose code of item to be received.
Supply Condition	71	Enter supply condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 205 means 2002, month of May.[3]
Blank	76	Leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

AP3.45 APPENDIX 3.45

MATERIEL RECEIPT FOLLOW-UP OTHER THAN PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DXB.
Routing Identifier (FROM)	4-6	Enter RI code identifying the ICP to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number to be received.
Unit of Issue	23-24	Enter UI of item to be received.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros.[1]
Document Number	30-43	Enter controlling document number.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[2]
Supplementary Address	45-50	Enter SUPADD; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise leave lank.
Unit Price	60-66	Enter unit price if prescribed by the Component managing the item; otherwise, leave blank.

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier (TO)	67-69	Enter RI code identifying the storage activity which is to receive the item.
Ownership/Purpose	70	Enter ownership/purpose code of the item to be received.
Supply Condition	71	Enter supply condition code of the item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 207 is 2002, month of July.[3]
Blank	76-80	Leave blank.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

AP3.46 APPENDIX 3.46

REPLY TO MATERIEL RECEIPT FOLLOW-UP PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DXC.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number received.
Unit of Issue	23-24	Enter UI of the item to be received.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros.[1]
Procurement Instrument Identification Number	30-42	Enter applicable PIIN.
Blank	43	Leave blank.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[2]

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	Contract Line Item Number: Enter the CIIN, preceding significant digits with zeros. Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, preceding significant digits with zeros.
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number, if applicable; otherwise, zero fill.
Blank	***51-53***	***Leave blank.***
Distribution	***54-56***	***Enter (or perpetuate) distribution code; otherwise, leave blank.***
Project	57-59	Enter project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number, if known; otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of the storage activity which is to receive the item.
Ownership/Purpose	70	Enter ownership/purpose code of the item to be received.
Supply Condition	71	Enter supply condition code of item to be received.
Management	72	Enter management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	Enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 307 means 2003, month of July.[3]
Blank	76	Leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

AP3.47 APPENDIX 3.47

REPLY TO MATERIEL RECEIPT FOLLOW-UP OTHER THAN PROCUREMENT INSTRUMENT SOURCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DXD.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which the receipt will be reported.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item to be received.
Unit of Issue	23-24	Enter UI of the item to be received.
Quantity	25-29	Enter quantity to be received, preceding significant digits with zeros.[1]
Document Number	30-43	Enter controlling document number.
Suffix	44	Enter controlling suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter SUPADD; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter the distribution code; otherwise, leave blank.
Project	57-59	Enter project code; otherwise, leave blank.
Unit Price	60-66	Enter vendor shipment number, if known; otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of the storage activity which is to receive the item.

[1]See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Ownership/Purpose	70	Enter ownership/purpose code of the item to be received.
Supply Condition	71	Enter supply condition code of the item to be received.
Management	72	Enter management code; otherwise, leave blank.
Date Indicator (Estimated Delivery)	73-75	Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 307 means 2003, month of July.[2]
Blank	76-80	Leave blank.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

AP3.48 APPENDIX 3.48

SPECIAL PROGRAM REQUIREMENT REQUEST

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYA, DYB, DYL, or DYM, as appropriate.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity required, preceding significant digits with zeros. If the quantity exceeds 99,999, additional transactions will be prepared and submitted for the remaining balance.[1]
Document Number	30-43	Enter document number controlling this transaction.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[2]
Supplementary Address	45-50	Enter DoDAAC of the expected ship-to address; otherwise, leave blank.
Multiuse	51-56	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Project	57-79	Enter project code; otherwise, leave blank.
Coast Designation	60	Enter E if consignee location is east of the Mississippi River, Atlantic, Europe, Near east, Africa, Central, or South America. Enter W if consignee location is other than above.
Blank	61	Leave blank.

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date Indicator (Support)	62-64	The first day of the month by which it is anticipated materiel will be requisitioned for the program. Enter last digit of the calendar year and 2-digit month signifying the support date; e.g., 503 is 2005, month of March. [3]
Advice	65-66	Enter MILSTRIP Advice Code 2B (requested item only will suffice; do not substitute/interchange); otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of the activity submitting this request.
Purpose	70	Enter purpose code of item; otherwise, leave blank.
Supply Condition	71	Enter supply condition code of item required.
Blank	72	Leave blank.
Routing Identifier	73-75	If the activity submitting the SPR is not the originator of the requirement, enter the RI code of the originator; otherwise, leave blank.
Generic Submission	76	For clothing and footwear, enter the alpha G to indicate that this is a generic submission and that the stock number indicated is the first size in the series. When used, it will indicate that the quantity entered in record positions 25-29 represents the total requirements for the generic item. This quantity will be converted by the ICP to individual sizes using the applicable tariff.
Blank	77-80	Leave blank.

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

AP3.49 APPENDIX 3.49

SPECIAL PROGRAM REQUIREMENT CANCELLATION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYC.
Routing Identifier (TO)	4-6	Enter RI code identifying the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item required.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Enter quantity required, preceding significant digits with zeros. If the quantity exceeds 99,999, additional transactions will be prepared and submitted for the remaining balance.[1]
Document Number	30-43	Perpetuate from source document.
Suffix	44	Perpetuate from source document.
Supplementary Address	45-50	Perpetuate from source document.
Multiuse	51-56	Perpetuate from source document.
Project	57-59	Perpetuate from source document.
Coast Designation	60	Perpetuate from source document.
Blank	61	Leave blank.
Date Indicator (Support)	62-64	Perpetuate from source document.
Advice	65-66	Perpetuate from source document.
Routing Identifier (FROM)	67-69	Enter RI code of the activity submitting the cancellation.

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Purpose	70	Perpetuate from source document.
Supply Condition	71	Perpetuate from source document.
Blank	72	Leave blank.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which the transaction is prepared.
Generic Submission	76	Perpetuate from source document.
Blank	77-80	Leave blank.

AP3.50 APPENDIX 3.50

SPECIAL PROGRAM REQUIREMENT MODIFIER

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYD.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which the transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item required.
Unit of Issue	23-24	Enter UI of item required.
Quantity	25-29	Enter new quantity when quantity required is changed; otherwise, enter quantity from the source document.[1]
Document Number	30-43	Perpetuate from source document.
Suffix	44	Perpetuate from source document.
Supplementary Address	45-50	Enter new address, when applicable; otherwise, perpetuate from source document.
Multiuse	51-56	Perpetuate from source document.
Project	57-59	Enter new project code, when applicable; otherwise, perpetuate from source document.
Coast Designation	60	Enter new coast designation when applicable; otherwise, perpetuate from source document.
Blank	61	Leave blank.

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date Indicator (Support)	62-64	Enter new support date when applicable (last digit of the calendar year and 2-digit month signifying the support date); otherwise, perpetuate from source document.[2]
Advice Code	65-66	Perpetuate from source document.
Routing Identifier (FROM)	67-69	Enter new RI code of the activity submitting the transaction, if applicable; otherwise, perpetuate from source document.
Purpose	70	Perpetuate from source document.
Supply Condition	71	Perpetuate from source document.
Blank	72	Leave blank.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which the transaction is prepared.
Generic Submission	76	Perpetuate from source document.
Blank	77-80	Leave blank.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

AP3.51 APPENDIX 3.51

SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM ACCEPTANCE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYG.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part	8-22	Perpetuate from SPR status.
Unit of Issue Number	23-24	Perpetuate from SPR status.
Quantity	25-29	Perpetuate from SPR status.
Document Number	30-43	Perpetuate from SPR status.
Suffix	44	Perpetuate from SPR status.
Supplementary Address	45-50	Perpetuate from SPR status.
Multiuse	51-56	Perpetuate from SPR status.
Project	57-59	Perpetuate from SPR status.
Coast Designation	60	Perpetuate from SPR status.
Blank	61	Leave blank.
Date Indicator (Support)	62-64	Perpetuate from SPR request/modifier.
Advice	65-66	Perpetuate from SPR request.
Routing Identifier (FROM)	67-69	Enter RI code identifying the activity submitting the acceptance transaction.
Purpose	70	Perpetuate from SPR status.
Supply Condition	71	Perpetuate from SPR status.
Blank	72	Leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Day of Year (Transaction)	73-75	Enter the ordinal day of the calendar year on which the transaction is prepared.
Generic Submission	76	Perpetuate from SPR status.
Blank	77-80	Leave blank.

AP3.52 APPENDIX 3.52

SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM REJECTION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYH.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item required.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-29	Perpetuate from SPR Status.
Document Number	30-43	Perpetuate from SPR Status.
Suffix	44	Perpetuate from SPR Status.
Supplementary Address	45-50	Perpetuate from SPR Status.
Multiuse	51-56	Perpetuate from SPR Status.
Project	57-79	Perpetuate from SPR Status.
Coast Designation	60	Perpetuate from SPR Status.
Blank	61	Leave blank.
Date Indicator (Support)	62-64	Perpetuate from SPR Request/Modifier.
Advice	65-66	Perpetuate from SPR Request.
Routing Identifier (FROM)	67-69	Enter RI code of the activity submitting the rejection transaction.
Purpose	70	Perpetuate from SPR Status.
Supply Condition	71	Perpetuate from SPR Status.
Blank	72	Leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which transaction is prepared.
Generic Submission	76	Perpetuate from SPR Status.
Blank	77-80	Leave blank.

AP3.53 APPENDIX 3.53

SPECIAL PROGRAM REQUIREMENT FOLLOW-UP

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYJ.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Perpetuate from source document.
Unit of Issue	23-24	Perpetuate from source document.
Quantity	25-29	Perpetuate from source document.
Document Number	30-43	Perpetuate from source document.
Suffix	44	Perpetuate from source document.
Supplementary Address	45-50	Perpetuate from source document.
Multiuse	51-56	Perpetuate from source document.
Project	57-59	Perpetuate from source document.
Coast Designation	60	Perpetuate from source document.
Blank	61	Leave blank.
Support Date Indicator	62-64	Perpetuate from source document.
Advice	65-66	Perpetuate from source document.
Routing Identifier (FROM)	67-69	Enter RI code of the activity submitting the request.
Purpose	70	Perpetuate from source document.
Supply Condition	71	Perpetuate from source document.
Blank	72	Leave blank.
Routing Identifier	73-75	Perpetuate from source document.
Generic Submission	76	Perpetuate from source document.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Blank	77-80	Leave blank.

AP3.54 APPENDIX 3.54

SPECIAL PROGRAM REQUIREMENT STATUS

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DYK.
Routing Identifier	4-6	Enter RI code of forecasting activity from record positions 67-69 of the incoming request.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of substitute, if offered, or superseding item when requested item is obsolete; otherwise, perpetuate stock number from the document being replied to.
Unit of Issue	23-24	Enter UI of item in record positions 8-22.
Quantity	25-29	Perpetuate from document being replied to.
Document Number	30-43	Perpetuate from document being replied to.
Suffix	44	Perpetuate from document being replied to.
Supplementary Address	45-50	Perpetuate from document being replied to.
Multiuse	51-56	Perpetuate from document being replied to.
Project	57-59	Perpetuate from document being replied to.
Coast Designation	60	Perpetuate from document being replied to.
Blank	61	Leave blank.
Lead Time	62-64	When specified by the status code in record positions 65-66, enter the number of days representing procurement lead time and/or time required for assembly; otherwise leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
SPR Status	65-66	Enter applicable SPR status code from appendix AP2.11.
Routing Identifier	67-69	Enter RI code of the ICP preparing this response.
Purpose	70	Perpetuate from document being replied to.
Supply Condition	71	Perpetuate from document being replied to.
Blank	72	Leave blank.
Day of Year (Transaction)	73-75	Enter ordinal day of the calendar year on which transaction is prepared.
Generic Submission	76	Perpetuate from document being replied to.
Gaining Inventory Manager	77-79	Enter GIM on logistic reassignments; otherwise leave blank.
Blank	80	Leave blank.

AP3.55 APPENDIX 3.55

STATUS NOTIFICATION TRANSACTION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZ9.
Routing Identifier (TO)	4-6	Enter RI code of the activity which submitted the incoming transaction being rerouted or revised by the DAAS.
Request	7	Perpetuate from incoming request.
Federal Supply Class	8-11	When MILSTRIP Status Code BG is entered in record positions 79-80, enter the correct FSC for the NIIN; otherwise, perpetuate from original transaction.
Other fields	12-56	Perpetuate from original transaction.
Routed Document Identification	57-59	Enter DI code identification from record positions 1-3 of the incoming transaction being rerouted or revised by the DAAS.
Other Fields	60-66	Perpetuate data from original transaction.
Routing Identifier	67-69	When MILSTRIP Status Code BM is entered in record positions 79-80, enter RI code of the source of supply to whom DAAS is rerouting the transaction; otherwise, leave blank.
Other Fields	70-76	Perpetuate from original transaction.
Blank	77-78	Leave blank.
Status	79-80	Enter MILSTRIP Status Code BG when the FSC in the original transaction was revised. Enter MILSTRIP Status Code BM when the original transaction was rerouted to the correct source of supply.

AP3.56 APPENDIX 3.56

ASSET STATUS

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZA.
Routing Identifier (TO)	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Card Overflow	7	Enter codes A through Z (Except I and O) when any quantity exceeds the number of digits allotted.
Stock or Part Number	8-22	Enter stock or part number of item reported.
Unit of Issue	23-24	Enter UI of item.
Quantity (On hand)	25-30	Enter quantity of the item on hand, preceding significant digits with zeros.
Quantity (Due-In)	31-36	Enter quantity of the item due-in, preceding significant digits with zeros.
Quantity (Backordered)	37-41	Enter quantity of the item on backorder, preceding significant digits with zeros.
Blank	42-66	When used between Components, leave blank. When used within a Component, enter data prescribed by that Component.
Routing Identifier (FROM)	67-69	Enter RI code of the ICP preparing the transaction.
Ownership/Purpose	70	When used between Components, enter ownership code of the item. When used within a Component, enter purpose code of the item.
Supply Condition	71	Enter supply condition code of the item.
Multiuse	72-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.57 APPENDIX 3.57

STORAGE ITEM DATA CORRECTION/CHANGE

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZB.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which this transaction is being forwarded.
Item Data Correction/Change	7	Enter the code from appendix AP2.7 which indicates the data field(s) affected by the change.
Stock or Part Number	8-24	Enter data as follows:
	(8-20)	Enter stock or part number reported in the storage activity transactions or affected by catalog/stock list change.
	(21-24)	Enter production equipment code, DoD identification code, or locally assigned number(s), as appropriate; otherwise, leave blank.
Unit of Issue	25-26	Perpetuate the UI reported in the storage activity transaction or affected by catalog/stock list change.
Stock or Part Number	27-43	Enter data as follows:
	(27-39)	Enter the new stock or part number when stock or part number is being changed; otherwise, leave blank.
	(40-43)	Enter production equipment code, DoD identification code, or locally assigned number(s), as appropriate; otherwise, leave blank.
Unit of Issue	44-45	Enter new UI when UI is being changed; otherwise, leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Unit of Issue Conversion Factor	46-50	Use only when the UI is being changed; otherwise, leave blank.
Decimal Locator	(46)	The following table identifies the position of the decimal in the multiplication factor: 0-whole number (no decimal) 1-decimal before record position 50 2-decimal before record position 49 3-decimal before record position 48 4-decimal before record position 47
Multiplication	(47-50)	Enter the factor by which the old Factor quantity must be multiplied to convert to the new unit of issue.
Shelf-Life	51	Enter the new shelf-life code if the shelf-life code is being changed; otherwise, leave blank.
Controlled Inventory Item	52	Enter the new controlled inventory item code if the code is being changed; otherwise, leave blank.
Demilitarization	53	Enter the new demilitarization code if code is being changed; otherwise, leave blank.
Special Action/ Information for Identifying Repairability, Reclamation, Recoverability, etc.	54-55	Reserved for future DoD standardization. Present use to accommodate individual Component assigned codes.
Routing Identifier (Manager)	56-58	Enter the RI code of the manager.
Date (Transaction)	59-62	Enter last digit of the calendar year and ordinal day of the calendar year this transaction was prepared.
Multiuse	63-66	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Routing Identifier (FROM)	67-69	Enter RI code of the activity preparing this transaction.
Dual Use	70-73	
Date	(70-73)	For inter-Component use, enter the effective date (last digit of the calendar year and ordinal day of the calendar year of the catalog/stock list change when applicable; otherwise, leave blank. (See chapter 10.)
or		
Multiuse	(70-73)	For intra-Component use, enter data prescribed by the Component; otherwise, leave blank.
Multiuse	74-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.58 APPENDIX 3.58

LOGISTICS REASSIGNMENT STORAGE INFORMATION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZC.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which this transaction is being forwarded.
Blank	7	Leave blank.
Stock or Part Number	8-22	Enter stock or part number of item being transferred.
Unit of Issue	23-24	Enter UI of item being transferred.
Quantity (Transfer)	25-29	Enter quantity being transferred to GIM; otherwise, enter zeros.[1 / 2]
Document Number	30-43	Perpetuate from the DEE/DEF transaction.
Suffix	44	Enter consecutive alpha code A through Z when assignment of suffix codes is necessary.[3]
Routing Identifier (Gaining)	45-47	Enter RI code of the GIM.
Multiuse	48-56	Enter data prescribed by the Component.
Project	57-59	Enter appropriate code if stocks are segregated and maintained by codes reflected in project code field: otherwise, leave blank.
Blank	60	Leave blank.

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Date (Effective Transfer)	61-64	Enter ordinal date on which LR is effective.
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of activity preparing document.
Ownership/Purpose	70	Enter ownership/purpose code if prescribed by Component; otherwise, leave blank.
Supply Condition	71	Enter supply condition code of balance affected.
Management	72	Enter management code as prescribed by Component; otherwise, leave blank.
Multiuse	73-75	Enter data prescribed by the Component.
Quantity (Retention)	76-80	Enter quantity being retained by the LIM.

AP3.59 APPENDIX 3.59

LOGISTICS REASSIGNMENT STORAGE INFORMATION REPLY

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZD.
Routing Identifier (TO)	4-6	Enter RI code from record positions 67-69 of DI Code DZC to which reply is being made of LIM RI code.
Follow-up Indicator	7	LIM storage activity not in receipt of a DI Code DZC, enter A (denoting follow-up) to provide available asset information to the LIM. Otherwise, leave blank.
Stock or Part Number	8-22	Perpetuate from DI Code DZC.
Unit of Issue	23-24	Perpetuate from DI Code DZC.
Quantity (Transfer)	25-29	Enter quantity which was available for transfer subject to the retention quantity contained in record positions 76-80 of DI Code DZC.[1 / 2]
Document Number	30-43	Perpetuate from DI Code DZC.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes are necessary.[3]
Routing Identifier (Gaining)	45-47	Perpetuate from DI Code DZC.
Multiuse	48-56	Enter data prescribed by the Component.
Project	57-59	Perpetuate from DI Code DZC.

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Blank	60	Leave blank.
Date (Effective Transfer)	61-64	Perpetuate from DI Code DZC.
Blank	65-66	Leave blank.
Routing Identifier	67-69	Enter RI code of storage activity from which reply is being made.
Ownership/Purpose	70	Perpetuate from DI Code DZC.
Supply Condition	71	Perpetuate from DI Code DZC.
Management	72	Perpetuate from DI Code DZC.
Multiuse	73-75	Enter data prescribed by the Component.
Quantity (Retention)	76-80	Enter the quantity being retained by the LIM.

AP3.60 APPENDIX 3.60

ASSET STATUS REPORTING REQUEST

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZE.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which the request is submitted (see chapter 8).
Reporting	7	Enter the appropriate code from appendix AP2.9.
Stock or Part Number	8-22	Enter the stock or part number of item to be reported.
Date	23-26	Enter the ordinal date when required by the reporting code in record position 7. Always reflect dates for commencing, or change of reporting, under codes ***C, D, H***, and J, as the first day of a month. Always reflect the date for termination of reporting (code E) as the last day of a month. When the code entered in record position 7 is ***M or P***. this field will be left blank. When the code entered in record position 7 is ***N or*** Z, enter the date by which the one-time asset status report is required.
Blank	27-66	Leave blank.
Routing Identifier	67-69	Enter the appropriate code of the activity to which the asset status reports are to be submitted.
Multiuse	70-80	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.

AP3.61 APPENDIX 3.61

ASSET STATUS REPORTING (BASE, POST, CAMP, AND STATION LEVEL USE)

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZF.
Routing Identifier (TO)	4-6	Enter the RI code of the activity to which this transaction is being forwarded.
Reporting	7	Enter code from appendix AP2.9 which indicates type of reporting being accomplished.
Stock or Part Number	8-22	Enter the stock or part number of item reported.
Unit of Issue	23-24	Enter the UI of item.
Multiuse	25-30	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Routing Identifier	31-33	When rp 7 = N, enter RI code of the owning activity to which any resulting MILSTRIP DI Code A4_ Lateral Redistribution Orders are to be sent; otherwise enter RI code of the activity preparing this transaction (FROM RI Code).
Routing Identifier (Storage Activity)	34-36	Enter the code of storage activity at which item is stored, if different from record positions 31-33; otherwise, leave blank.
Date	37-40	Enter last digit of the calendar year and ordinal day of the calendar year which reflects assets as of close of business.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity (Requisitioning Objective)	41-46	When rp 7 = N, enter total system RO for RI code in rp 31-33; if multiple transactions with the same rp 31-33 RI code are generated for the same NSN, each will reflect the same RO.[1] If rp 7 does not equal N***,*** enter requisitioning objective quantity established for item being reported, preceding significant digits with zeros; if quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity is not involved.
Quantity (Due-In)	47-52	Enter quantity of the item due-in, preceding significant digits with zeros. If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved. When rp 7 = N, this field may be left blank.
Multiuse	***53***	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Multiuse	***54***	For intra-Component use, enter data prescribed by the Component. For inter-Component use, ***enter the purpose code of quantity on hand reported in rps 56-61, if required based on Service/Agency agreement; otherwise leave blank.***
Supply Condition	55	Enter supply condition code of quantity on hand reported in record positions 56-61.

[1]For Air Force Secondary Inventory Control Activities (SICAs) which own their Services= wholesale and retail assets, only DI Code DZFs with the same RI code in rps 31-33 for the same NSN, and 01 entry in rps 79-80 will contain the same SICA total system RO. DI Code DZFs with the SICA RI code in rp 31-33 without a 01 entry in rps 79-80 will contain the RO for the RI code in rps 34-36.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Quantity (On Hand)	56-61	When rp 7 = N, enter the quantity on-hand for the activity at which the materiel is stored, i.e., the quantity on-hand for the RI code in rps 31-33 (if no RI code is present in rps 34-36) or the quantity on-hand for the RI code in rps 34-36 if both RI codes are present.[2] If rp 7 does not equal N, enter quantity on hand preceding significant digits with zeros. (Does not include reserved quantity entered in record positions 71-76.) If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved.
Multiuse	***62***	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Multiuse	***63***	For intra-Component use, enter data prescribed by the Component. For inter-Component use, ***enter the purpose code of quantity on hand reported in rps 65-70, if required by Service/Agency agreement; otherwise leave blank.***

[2] For all Service Secondary Inventory Control Activities (less Air Force): If both rps 31-33 and rps 34-36 contain RI codes, then the recipient must add the on-hand quantity on all the DI Code DZF transactions, for the reported NSN, that have the same RI code in rps 31-33. This aggregate on-hand quantity is then compared to the system RO in rps 41-46 when making MILSTRIP Lateral Redistribution Order decisions using DoD Total Asset Visibility business rules.

For Air Force Secondary Inventory Control Activities: Both rps 31-33 and rps 34-36 will contain RI codes. The recipient must add the quantity on-hand on all DZF transactions containing a "01" in rps 79-80, for the reported NSN, that have the same RI code in rps 31-33. This aggregate on-hand quantity is then compared to the system RO contained in rp 41-46 when making Lateral Redistribution Order decisions using DoD Total Asset Visibility business rules.

For DZFs with only one RI code (rps 31-33) and for Air Force Secondary Inventory Control Activity DZFs with two RI Codes and "blanks" in rps 79-80, the on-hand quantity and RO in the individual DZF are compared when making Lateral Redistribution Order decisions using DoD Total Asset Visibility business rules.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Supply Condition	64	Enter supply condition code of quantity on hand reported in record positions 65-70.
Quantity (On Hand)	65-70	Enter quantity on hand, preceding significant digits with zeros. (Does not include reserved quantity entered in record positions 71-76.) If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved.
Quantity (Reserved)	71-76	Enter quantity reserved for special projects/programs, preceding significant digits with zeros. If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved.
Blank	77-78	Leave blank.
Number of Transactions	79-80	Enter total number of transactions being submitted for item identified in record positions 8-22 (precede significant digit with zero, when applicable). **EXCEPTION:** when rp 7 = N, leave blank for all Service SICAs except Air Force; for Air Force SICAs, enter a SICA wholesale/retail indicator as follows: 01 for SICA wholesale Blank for SICA retail

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TRANSACTION REJECT

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZG.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which the transaction is being forwarded.
Other Fields	7-53	Perpetuate data from the incoming transaction being rejected.
Correct Manager's Routing Identifier	54-56	Enter RI code of correct manager, if known, when code AB is indicated in record positions 79-80; otherwise, leave blank.
Rejected Document Identification	57-59	Enter DI code from record positions 1-3 of the incoming transaction being rejected.
Other Fields	60-66	Perpetuate data from the incoming transaction being rejected.
Routing Identifier (FROM)	67-69	Enter RI code of the activity rejecting the document.
Other Fields	70-78	Perpetuate data from the incoming transaction being rejected.
Dual Use	79-80	
Reject Advice	(79-80)	Enter applicable advice code (see appendix AP2.8 of this manual).
or		
MILSTRIP Status	(79-80)	Enter applicable MILSTRIP status code (see MILSTRIP).

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LOCATION RECONCILIATION REQUEST

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZH.
Routing Identifier	4-6	Enter RI code of the ICP to which this transaction is being forwarded.
Type of Location Reconciliation Request	7	Enter type of location reconciliation request code which indicates the type of reporting being accomplished.
Stock or Part Number	8-22	Enter stock or part number of item being requested for reconciliation.
Unit of Issue	23-24	Enter UI of item.
Quantity	25-34	Enter quantity, preceding significant digits with zeros.
Multiuse	35	For intra-Component use, enter the data prescribed by the Component. For inter-Component use, leave blank.
Date Cutoff	36-39	Enter mutually agreed upon cutoff date (last digit of the calendar year and ordinal day of the calendar year; e.g., 6253 is 10 Sep 86) for location reconciliation.
Shelf-Life	40	Enter shelf-life code of the item.
Controlled Inventory Item	41	Enter controlled inventory item code applicable to the item.
Manager/Owner	42	Enter numeric 1 if activity in record Identifier positions 4-6 is the IMM or numeric 2 if the activity is an owner but not the IMM.[1]
Blank	43	Leave blank.

[1] May be used intra-Component or inter-Component when agreed to by the Components involved.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Transaction Lot/Number	44-46	Enter the lot/segment number of the Segment transactions being reconciled; otherwise, leave blank.
Blank	47-59	Leave blank.
Consecutive Transaction Number	60-66	Enter consecutive number beginning with 0000001 in the first trans- action to identify each transaction in the reconciliation.
Routing Identifier (FROM)	67-69	Enter RI code of the storage activity preparing the transaction.
Ownership/Purpose	70	Enter ownership or purpose code if assets are segregated physically or on the storage activity record; otherwise leave blank.[2]
Supply Condition	71	Enter supply condition code of item being reconciled.
Inventory Category	72	Enter inventory category code, if prescribed by Component managing the item; otherwise, leave blank.
Blank	73-75	Leave blank.
Multiuse	76-78	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
Dual Use	79-80	
Multiuse	(79-80)	For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.
or		
Subsistence Type of Pack	(79)	For Subsistence Items Only: Enter subsistence type of pack code (see MILSTRIP) for the item.
Blank	(80)	For Subsistence Items Only: Leave blank.

[2] See footnote 1 on page AP3.63-1

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TRANSACTION HISTORY REQUEST[1]

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZJ.
Routing Identifier (TO)	4-6	Enter RI code of the storage activity to which the request is being forwarded.
Type of Physical Inventory/Transaction History	7	Enter the applicable type of physical inventory/transaction history code.
Stock or Part Number	8-22	Enter stock or part number of the item for the history/balance being requested.
Unit of Issue	23-24	Enter UI of item.
Transaction History Timeframe	25-31	Enter data specifying the period timeframe for which transaction history is being requested.
	(25-28)	Enter transaction history start date.
	(29-31)	Enter the total number of prior days transaction history required.
Blank	32-53	Leave blank.
Distribution	54-56	Enter distribution code if stocks are segregated and maintained by codes reflected in distribution field; otherwise, leave blank.
Lot/Segment Number	57-59	Enter the lot/segment number for controlling the inventory/reconciliation; otherwise, leave blank.
Type of Media	60	Enter the code which identifies the transaction history transmission media (see appendix AP2.15); otherwise, leave blank.

[1] May be used intra-Component or inter-Component when agreed to by the Components involved.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Blank	61-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter RI code of the activity from which the request is being forwarded.
Ownership/Purpose	70	Enter applicable ownership/purpose code for the history/balance requested; otherwise, leave blank.
Supply Condition	71	Enter applicable supply condition code for the history/balance requested; otherwise, leave blank.
Blank	72	Leave blank.
Day of Year (Transaction)	73-76	Enter the ordinal date of the calendar year on which the transaction is prepared.
Blank	77-80	Leave blank.

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TRANSACTION HISTORY TRANSMITTAL[1]

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZK.
Routing Identifier (TO)	4-6	Enter RI code of the activity to which the transaction is being forwarded.
Type of Physical Inventory/Transaction History	7	Perpetuate from the DI Code DZJ Transaction History Request; otherwise, enter code W for automatic submission of transaction history.
Other Fields	8-29	Perpetuate from source document.[2]
Document Number	30-43	When record position 7 of the DI Code DZJ request is W and the storage activity has no transactions for the stock or part number requested for the dates specified in record positions 25-31, but transactions are available since the date of last location reconciliation, 8-fill this field; when no transactions are available for the dates specified or since the date of last reconciliation, 9-fill this field. When record position 7 is X and the storage activity has no transactions for the dates specified, 9-fill this field; otherwise, perpetuate from the source document.
Other Fields	44-50	Perpetuate from source document.
Blank	51	Leave blank.
Fund	52-53	Perpetuate from source document.
Source Document Identifier	54-56	Enter DI code from record positions 1-3 of the source document.

[1] May be used intra-Component or inter-Component when agreed to by the Components involved.

[2] All references to the source document relate to the document on the storage activity transaction history file; e.g., A5_, D4_, D6_, ***D7_, D8_, D9_,*** etc.

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Lot/Segment Number	57-59	Enter the lot/segment number for controlling the inventory/reconciliation; otherwise, leave blank.
Contract Shipment Number	60-66	Perpetuate from source document.
Routing Identifier (FROM)	67-69	Enter RI code of the activity from which the transaction is being forwarded.
Other Fields	70	Perpetuate from source document.
Supply Condition	71	When record positions 30-43 of the DI Code DZK are 8- or 9-filled, enter the applicable supply condition code; otherwise perpetuate from the source document.
Other fields	72	Perpetuate from the source document.
Ordinal Date	73-76	Enter the date on which the source document was entered on the storage activity record.
Blank	77-80	Leave blank.

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END OF DAY TRANSACTION COUNT

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZM.
Routing Identifier (TO)	4-6	Enter RI code identifying the owner/manager to which the transaction is being forwarded.
Type of Accountable Transaction Count	7	Enter 1 to identify the number of transactions included in this transmission. or Enter 2 to identify the individual balance affecting transaction.
Blank	8-27	Leave blank.
Accountable Transaction DI Code	28-29	Enter the first two positions of the balance affecting transactions (D4, D6, D7, D8, D9, DA, DZ). Leave blank if record position 7 is equal to 1.
Accountable Transaction Count	30	Enter the number of transactions included in this transmission. Leave blank if record position 7 is equal to 2.
Blank	31-37	Leave blank.
Number of Balance Affecting Transactions	38-43	Enter the daily volume of balance affecting transactions applicable to the reported DI code in record position 28-29. Leave blank if record position 7 is equal to 1.
Blank	44-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter the RI code identifying the storage activity preparing the transaction.
Date (Transaction)	70-73	Enter the ordinal day on which the transaction took place.
Blank	74-80	Leave blank.

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LOCATION RECONCILIATION NOTIFICATION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZN.
Routing Identifier (TO)	4-6	Enter RI code identifying the owner/manager to which the transaction is being forwarded.
Type of Location Reconciliation Request	7	Enter code from Appendix AP2.23 identifying Type of Location Reconciliation Request.
Number of DI Code DZH Transactions to be Transmitted	8-14	Actual number of DI Code DZH requests to be transmitted, e.g., 0000151.
Date (Cutoff)	15-18	Enter the date for location reconciliation. The last digit of the calendar is entered in record position 15 and the day of the year is entered in record positions 16-18; e.g., 2027 is Jan 27, 2002.
Routing Identifier (FROM)	19-21	Enter RI code identifying the storage activity preparing the transaction.
Type of Media	22	Enter type of media code from Appendix AP2.15 identifying medium used to transmit the transactions.
Blank	23-80	Leave blank.

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LOCATION RECONCILIATION HISTORY NOTIFICATION

FIELD LEGEND	RECORD POSITION(S)	ENTRY AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZP.
Routing Identifier (TO)	4-6	Enter the RI code identifying the owner/manager to which the transaction is being forwarded.
Type of Location Reconciliation Request	7	Enter code from Appendix AP2.23 identifying Type of Location Reconciliation Request.
Number of DI Code DZK Transactions to be Transmitted	8-14	Actual number of DI Code DZK requests to be transmitted, e.g., 0000151.
Date (Cutoff)	15-18	Enter the date for location reconciliation. The last digit of the calendar is entered in record position 15 and the day of the year is entered in record positions 16-18; e.g., 2029 is Jan 29, 2002.
Routing Identifier (FROM)	19-21	Enter the RI code identifying the storage activity preparing the transaction.
Type of Media	22	Enter type of media code from Appendix AP2.15 identifying medium used to transmit the transactions.
Blank	23-80	Leave blank.

AP4 APPENDIX 4

TIME LIMITS INDEX

APPENDIX	TITLE
AP4.1	Materiel Receipt Acknowledgment Time Limits

AP4.1 APPENDIX 4.1

MATERIEL RECEIPT ACKNOWLEDGMENT TIME LIMITS

AP4.1.1 Time Limits for Reporting Activities:[1]

ACTION	TIME LIMIT
U.S. Forces Send MRA	*5 calendar days from date materiel received, and: ❑ 30 calendar days from the DI Code AS_ date shipped field entry (CONUS destination) for nonreceipt; or ❑ 90 calendar days from the DI Code AS_ date shipped field entry (Overseas destination) for nonreceipt.
ILCOs Send MRA	* 120 calendar days from the DI Code ASH date shipped field entry for security assistance shipments.
Send MRA in Reply to Follow-Up	* 15 calendar days from transaction day in DI Code DRF follow-up.

* Means take the action **before** the time limit is reached.

❑ Means take the action **when** the time limit is reached.

[1] These requirements and timeframes are independent from prescribed shipment tracing and discrepancy/deficiency reporting requirements and timeframes to which the receiving facility must also adhere.

AP4.1.2 Time Limits for ICPs/DRMS:

ACTION	TIME LIMIT
Follow-Up for Delinquent MRA	* 45 calendar days from the date shipped field entry in the MRC or DI Code ASH Shipment Status for U.S. Forces shipments (CONUS destination). ❑ 105 calendar days from the date shipped field entry in the MRC or DI Code ASH Shipment Status for U.S. Forces shipments (Overseas destination). ❑ 135 calendar days from the date shipped field entry in the DI Code ASH Shipment Status for security assistance shipments.

* Means take the action **before** the time limit is reached.

❑ Means take the action **when** the time limit is reached.