

DLMSO

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES

I. This change to DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), September 2001, is published by direction of the Deputy Under Secretary of Defense (Logistics and Materiel Readiness) under the authority of Department of Defense (DoD) Directive 4140.1, Materiel Management Policy. Unless otherwise noted, revised text is identified by *red, bold, italicized* print.

II. This change includes revisions:

A. Published by Defense Logistics Management Standards Office (DLMSO) memorandum, February 2, 2006, Joint Approved MILS Change Letters (AMCL) 12 (MILSTRAP) and 43 Military Standard Requisitioning and Issue Procedures (MILSTRIP), Maintaining Accountability During Maintenance Actions (Defense Logistics Management System (DLMS) Supply/MILSTRIP/MILSTRAP). Joint AMCLs 12 and 43 were approved for staggered implementation and are implemented to varying degrees by the Components.

B. Published by DLMSO memorandum, December 19, 2005, Approved DLMS Change (ADC) 190, Visibility and Traceability for U.S. Weapons Purchased or Produced Under a DoD Contract and Shipped Directly to Security Assistance or Other Customers Outside of the DoD. ADC 190 was approved for immediate implementation.

C. Publishing administrative revisions to Appendices AP3.23 and AP3.29 to correct typographical errors, and to AP3.30 to correct the entry instructions for the record position 60-76 Shipment Unit Number.

III. Remove old pages listed below and insert revised pages:

<u>Remove Old</u>	<u>Insert New</u>
iii through xxxi	3 through 32
Chapter 3	Chapter 3
Chapter 4	Chapter 4
Chapter 5	Chapter 5
Chapter 11	Chapter 11
Chapter 12	Chapter 12
Appendix 2.1	Appendix 2.1
Appendix 2.6	Appendix 2.6
Appendix 3.23	Appendix 3.23
Appendix 3.29	Appendix 3.29

<u>Remove Old</u>	<u>Insert New</u>
Appendix 3.30	Appendix 3.30
Appendix 3.44	Appendix 3.44
Appendix 3.46	Appendix 3.46

IV. This change sheet is to be filed in front of the publication after making changes, for reference purposes. This change is available electronically from the DLMSO website at http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/MILSTRAP/formal_changes.asp. This change has been incorporated into the on-line MILSTRAP manual at <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/MILSTRAP/default.asp>.

BY ORDER OF THE DIRECTOR

/ signed /
PATRICK F. DULIN
Director
DLA Enterprise Support

TABLE OF CONTENTS

	<u>PAGE</u>
FOREWORD	1
TABLE OF CONTENTS	3
FIGURES	13
ABBREVIATIONS AND ACRONYMS	14
REFERENCES	20
DEFINITIONS AND TERMS	23
CHAPTER 1 - GENERAL INFORMATION	
C1.1	AUTHORITY C1-1
C1.2	PURPOSE C1-1
C1.3	APPLICABILITY C1-1
C1.4	EXCLUSIONS C1-2
C1.5	POLICY C1-2
C1.6	RESPONSIBILITIES C1-3
C1.7	PUBLICATION AND DISTRIBUTION OF THE MANUAL C1-7
C1.8	SYSTEM MAINTENANCE C1-7
C1.9	SUPPLY PROCESS REVIEW COMMITTEE (PRC) REPRESENTATIVES C1-11
C1.10	COMMUNICATIONS C1-12
CHAPTER 2 - MILSTRAP FEATURES	
C2.1	GENERAL C2-1
C2.2	RELATIONSHIP OF MILSTRAP TO MILSTRIP C2-1
C2.3	PRINCIPLES AND OBJECTIVES OF MILSTRAP C2-1
C2.4	INVENTORY SEGMENTATION CODES C2-3
C2.5	INVENTORY TRANSACTION CODING C2-4

		<u>PAGE</u>
CHAPTER 3 - ISSUE, BACKORDER, DEMAND, LOAN, AND SMCA FREEZE/UNFREEZE ACTIONS		
C3.1	GENERAL	C3-1
C3.2	ISSUE TRANSACTIONS	C3-1
C3.3	MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS	C3-1
C3.4	ISSUE TO DROMO OF SUPPLY CONDITION CODE (SCC) Q MATERIEL	C3- 3
C3.5	BACKORDER TRANSACTIONS	C3- 3
C3.5	DEMAND TRANSACTIONS	C3- 3
C3.7	LOAN TRANSACTIONS	C3-4
C3.8	SMCA FREEZE/UNFREEZE ACTIONS	C3-3
CHAPTER 4 - RECEIPT AND DUE-IN		
C4.1	GENERAL	C4-1
C4.2	DUE-IN TRANSACTIONS	C4-1
C4.3	CONTROL OF MATERIEL DUE-IN	C4-2
C4.4	MATERIEL RECEIPTS (PROCUREMENT INSTRUMENT SOURCE)	C4- 3
C4.5	MATERIEL RECEIPTS (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)	C4- 4
C4.6	TIME STANDARDS FOR PROCESSING RECEIPTS	C4- 5
C4.7	CONTROL OF RECEIPTS	C4- 5
C4.8	SUBMITTING REPORTS FOR DISCREPANT/DEFICIENT RECEIPTS	C4- 6
C4.9	PROCESSING DISCREPANT/DEFICIENT RECEIPTS	C4- 7
C4.10	FOLLOW-UP ON INTRANSIT DUES-IN	C4-1 7
C4.11	REPLY TO MATERIEL RECEIPT FOLLOW-UPS	C4-1 7
C4.12	MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS	C4-1 8
C4.13	RECLAIMED ITEMS	C4- 20
C4.14	LOAN TRANSACTIONS	C4- 20

PAGE

CHAPTER 5 - ADJUSTMENTS

C5.1	GENERAL	C5-1
C5.2	CHANGES IN CONDITION OF MATERIEL	C5-2
C5.3	OWNERSHIP GAINS AND LOSSES	C5-6
C5.4	PURPOSE TRANSFERS	C5-7
C5.5	INVENTORY GAINS AND LOSSES	C5-7
C5.6	MAINTAINING ACCOUNTABILITY DURING MAINTENANCE ACTIONS	C5-7
C5.7	REIDENTIFICATION OF STOCK, STOCK NUMBER CHANGES, AND UNIT OF ISSUE CHANGES	C5-9
C5.8	CONDITION CHANGES FOR ITEMS BEING REPORTED/TURNED IN TO REUTILIZATION AND MARKETING ACTIVITIES	C5-10

CHAPTER 6 - MATERIEL RECEIPT ACKNOWLEDGMENT

C6.1	PURPOSE	C6-1
C6.2	APPLICABILITY	C6-1
C6.3	EXCLUSIONS	C6-2
C6.4	COMMUNICATIONS	C6-2
C6.5	POLICY	C6-3
C6.6	PREPARING AND SENDING MATERIEL RECEIPT ACKNOWLEDGMENT	C6-5
C6.7	FOLLOW-UPS FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT	C6-6
C6.8	CORRECTING OR CANCELING MATERIEL RECEIPT ACKNOWLEDGMENT	C6-7
C6.9	QUALITY CONTROL	C6-7
C6.10	MANAGEMENT EVALUATION	C6-8

CHAPTER 7 - PHYSICAL INVENTORY CONTROL

C7.1	GENERAL	C7-1
C7.2	POLICY	C7-2
C7.3	PHYSICAL INVENTORY PROCEDURES	C7-8

		<u>PAGE</u>
C7.4	RESEARCH OF POTENTIAL OR ACTUAL PHYSICAL INVENTORY ADJUSTMENTS	C7-11
C7.5	REVERSAL OF INVENTORY ADJUSTMENTS	C7-14
C7.6	LOCATION AUDIT PROGRAM	C7-14
C7.7	RETENTION OF ACCOUNTABLE DOCUMENTATION	C7-19
C7.8	QUALITY CONTROL	C7-20
C7.9	PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT	C7-21
 CHAPTER 8 - ASSET STATUS REPORTING		
C8.1	GENERAL	C8-1
C8.2	ASSETS WITHIN THE DISTRIBUTION SYSTEM	C8-1
C8.3	ASSETS BELOW THE DISTRIBUTION SYSTEM	C8-1
 CHAPTER 9 - REJECTION AND ROUTING OF TRANSACTIONS		
C9.1	GENERAL	C9-1
C9.2	REJECTION OF TRANSACTIONS	C9-1
C9.3	ROUTING OF TRANSACTIONS	C9-2
 CHAPTER 10 - CORRECTION/CHANGE OF STORAGE ITEM RECORDS		
C10.1	GENERAL	C10-1
C10.2	ITEM CORRECTION/CHANGE NOTIFICATION	C10-1
C10.3	LOGISTICS REASSIGNMENT	C10-1
 CHAPTER 11 - LOGISTICS REASSIGNMENT		
C11.1	GENERAL	C11-1
C11.2	POLICY	C11-1
C11.3	REQUIREMENTS	C11-2
C11.4	PRE-ETD ACTIONS	C11-2
C11.5	ETD PERIOD ACTIONS	C11-10
C11.6	POST ETD ACTIONS	C11-10

		<u>PAGE</u>
C11.7	RECEIPT PROCESSING AFTER ETD	C11- 12
C11.8	FOLLOW-UP FOR ASSET DATA	C11- 15
C11.9	REPLY TO FOLLOW-UP FOR ASSET DATA	C11- 15
C11.10	FOLLOW-UP FOR DUE-IN DATA	C11- 15
C11.11	REPLY TO FOLLOW-UP FOR DUE-IN DATA	C11- 16
C11.12	DOD COMPONENT DUE-IN RECONCILIATION	C11- 16

CHAPTER 12 - SMALL ARMS SERIAL NUMBER REGISTRATION AND REPORTING

C12.1	SCOPE	C12-1
C12.2	GENERAL	C12-1
C12.3	OBJECTIVES	C12-2
C12.4	EXCLUSIONS	C12-3
C12.5	DELINEATION OF RESPONSIBILITIES	C12-3
C12.6	SAFEGUARDING AND PHYSICAL SECURITY OF ADP RECORDED DATA	C12-6
C12.7	OPERATING PROCEDURES	C12-6
C12.8	TIME STANDARDS FOR PROCESSING UPDATES AND FOLLOW-UPS FOR SHIPMENTS AND RECEIPTS	C12-10

CHAPTER 13 - SPECIAL PROGRAM REQUIREMENTS

C13.1	GENERAL	C13-1
C13.2	SPR SUBMISSION AND ROUTING	C13-2
C13.3	ICP PROCESSING OF SPR REQUESTS	C13-2
C13.4	FOLLOW-UP ON SPR REQUESTS	C13-3
C13.5	ICP ACTION ON SPR FOLLOW-UP	C13-3
C13.6	MODIFICATION OF SPR REQUESTS	C13-3
C13.7	RESPONSE TO SPR MODIFIER	C13-3
C13.8	CANCELLATION OF SPR REQUESTS	C13-3
C13.9	RESPONSE TO SPR CANCELLATION	C13-4

		<u>PAGE</u>
C13.10	ACCEPTANCE/REJECTION OF SUBSTITUTE ITEM	C13-4
C13.11	RESPONSE TO SUBSTITUTE ITEM REJECTION	C13-4
C13.12	RETENTION OF SPR REQUESTS	C13-4
C13.13	FOLLOW-ON STATUS	C13-4
C13.14	PREPARATION OF SPR REQUISITIONS	C13-5
C13.15	LOGISTICS REASSIGNMENTS	C13-5

CHAPTER 14 - LOGISTICS ASSET SUPPORT ESTIMATE

C14.1	GENERAL	C14-1
C14.2	SCOPE	C14-1
C14.3	ASSET SUPPORT REQUESTS	C14-1
C14.4	ASSET SUPPORT REPLIES	C14-2
C14.5	FOLLOW-UP ON ASSET SUPPORT REQUESTS	C14-2
C14.6	IMM ACTION ON ASSET SUPPORT REQUEST FOLLOW-UP	C14-3
C14.7	TRANSACTION REJECTS AND STATUS NOTIFICATIONS	C14-3
C14.8	ACTIVITIES AUTHORIZED TO SUBMIT ASSET SUPPORT REQUESTS	C14-4

CHAPTER 15 - WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES

C15.1	GENERAL	C15-1
C15.2	WAR MATERIEL REQUIREMENTS	C15-1
C15.3	SIMULATED MOBILIZATION EXERCISES	C15-2

APPENDIX 1 - FORMS

	INDEX	AP1-1
AP1.1	DD FORM 2338-1, "INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT (AMMUNITION)"	AP1.1-1

		<u>PAGE</u>
AP1.2	DD FORM 2338-2, "INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT (GENERAL SUPPLIES)"	AP1.2-1
APPENDIX 2 - CODES		
	Index	AP2-i
AP2.1	Document Identifier Codes	AP2.1-1
AP2.2	Type of Physical Inventory/Transaction History Codes	AP2.2-1
AP2.3	Ownership Codes	AP2.3-1
AP2.4	Purpose Codes	AP2.4-1
AP2.5	Federal Condition Codes	AP2.5-1
AP2.6	Management Codes	AP2.6-1
AP2.7	Correction/Change Codes for Storage Item Records	AP2.7-1
AP2.8	Reject Advice Codes	AP2.8-1
AP2.9	Asset Status/Transaction Reporting Codes	AP2.9-1
AP2.10	Asset Transfer Status Codes	AP2.10-1
AP2.11	Special Program Requirement Status Codes	AP2.11-1
AP2.12	Small Arms Transaction Codes	AP2.12-1
AP2.13	Small Arms Error Transaction Reject Codes	AP2.13-1
AP2.14	Request Codes (Asset Support Requests)	AP2.14-1
AP2.15	Type of Media Codes	AP2.15-1
AP2.16	Error Classification Codes	AP2.16-1
AP2.17	Discrepancy Indicator Codes	AP2.17-1
AP2.18	Type Inspection Codes	AP2.18-1
AP2.19	Review Period Indicator Codes	AP2.19-1
AP2.20	Competitive Characteristics Codes	AP2.20-1
AP2.21	Type of Contractor Codes	AP2.21-1
AP2.22	Type Due-In Indicator	AP2.22-1
AP2.23	Type Location Reconciliation Request	AP2.23-1

		<u>PAGE</u>
AP2.24	Other Codes	AP2.24-1

APPENDIX 3 - FORMATS

	<u>DI</u> <u>CODE</u>	<u>TITLE</u>	
		Index	AP3-i
		Introduction	AP3-1
AP3.1	D4_	Materiel Receipt - Procurement Instrument Source	AP3.1-1
AP3.2	D6_	Materiel Receipt - Other Than Procurement Instrument Source	AP3.2-1
AP3.3	D7_	Issue	AP3.3-1
AP3.4	D8_ D9_	Adjustment - Increase or Decrease	AP3.4-1
AP3.5	D8E/F D9E/F	Inventory Adjustment - Increase or Decrease (Logistics Transfer/ Capitalization/Decapitalization)	AP3.5-1
AP3.6	D8S D9S	Inventory Adjustment - Increase or Decrease (Ownership Transfer)	AP3.6-1
AP3.7	DA1 DA2	Single Managed Conventional Ammunition Freeze/ Unfreeze Action	AP3.7-1
AP3.8	DAC DAD	Inventory Adjustment - Dual (Condition/Purpose Transfer)	AP3.8-1
AP3.9	DAS	Inventory Adjustment - Dual (Ownership Transfer)	AP3.9-1
AP3.10	DD_	Due-In - Procurement Instrument Source	AP3.10-1
AP3.11	DEE DEF	Logistics Transfer/Decapitalization	AP3.11-1
AP3.12	DF_	Due-In - Other Than Procurement Instrument Source	AP3.12-1
AP3.13	DG_	Backorder	AP3.13-1
AP3.14	DHA	Demand	AP3.14-1
AP3.15	DJA	Physical Inventory Request	AP3.15-1
AP3.16	DLA	Logistics Transfer/Decapitalization Follow-Up	AP3.16-1
AP3.17	DLB	Reply To Logistics Transfer/Decapitalization Follow-Up	AP3.17-1
AP3.18	DLC	Logistics Reassignment Delinquent Due-In Follow-Up	AP3.18-1
AP3.19	DLD	Logistics Reassignment Delinquent Due-In Response	AP3.19-1
AP3.20	DLE	Logistics Reassignment Due-In Reconciliation Request	AP3.20-1
AP3.21	DLF	Logistics Reassignment Due-In Reconciliation Response	AP3.21-1

			<u>PAGE</u>
AP3.22	DLS	Logistics Reassignment General Management Data	AP3.22-1
AP3.23	DLT	Logistics Reassignment Backorder and Demand Data	AP3.23-1
AP3.24	DLU	Logistics Reassignment On-Hand Asset Data	AP3.24-1
AP3.25	DLV	Logistics Reassignment Due-In Asset Data	AP3.25-1
AP3.26	DLW	Logistics Reassignment Contract History Data	AP3.26-1
AP3.27	DLX	Logistics Reassignment Technical and Quality Data	AP3.27-1
AP3.28	DM_	War Materiel Requirements Data	AP3.28-1
AP3.29	DRA DRB	Materiel Receipt Acknowledgment	AP3.29-1
AP3.30	DRF	Follow-Up For Delinquent Materiel Receipt Acknowledgment	AP3.30-1
AP3.31	DSA	Small Arms Multi-Field Corrections	AP3.31-1
AP3.32	DSB	Small Arms Mass Stock Number Change	AP3.32-1
AP3.33	DSC	Small Arms Correction	AP3.33-1
AP3.34	DSD	Small Arms Receipt/Shipment Follow-Up	AP3.34-1
AP3.35	DSF	Small Arms Reconciliation/Reject Follow-Up	AP3.35-1
AP3.36	DSM	Weapon Serial Number Control	AP3.36-1
AP3.37	DSR	Small Arms Reconciliation/Reject	AP3.37-1
AP3.38	DTA	Asset Support Request	AP3.38-1
AP3.39	DTB	Asset Support Reply (Asset Data)	AP3.39-1
AP3.40	DTC	Asset Support Reply (Backorder Condition)	AP3.40-1
AP3.41	DTD	Asset Support Request Follow-Up	AP3.41-1
AP3.42	DU_	Pre-Positioned Materiel Receipt - Procurement Instrument Source	AP3.42-1
AP3.43	DW_	Pre-Positioned Materiel Receipt - Other Than Procurement Instrument Source	AP3.43-1
AP3.44	DXA	Materiel Receipt Follow-Up - Procurement Instrument Source	AP3.44-1
AP3.45	DXB	Materiel Receipt Follow-Up - Other Than Procurement Instrument Source	AP3.45-1
AP3.46	DXC	Reply To Materiel Receipt Follow-Up - Procurement Instrument Source	AP3.46-1
AP3.47	DXD	Reply To Materiel Receipt Follow-Up - Other Than Procurement Instrument Source	AP3.47-1

			<u>PAGE</u>
AP3.48	DYA DYB DYL DYM	Special Program Requirement Request	AP3.48-1
AP3.49	DYC	Special Program Requirement Cancellation	AP3.49-1
AP3.50	DYD	Special Program Requirement Modifier	AP3.50-1
AP3.51	DYG	Special Program Requirement Substitute Item Acceptance	AP3.51-1
AP3.52	DYH	Special Program Requirement Substitute Item Rejection	AP3.52-1
AP3.53	DYJ	Special Program Requirement Follow-Up	AP3.53-1
AP3.54	DYK	Special Program Requirement Status	AP3.54-1
AP3.55	DZ9	Status Notification Transaction	AP3.55-1
AP3.56	DZA	Asset Status	AP3.56-1
AP3.57	DZB	Storage Item Data Correction/Change	AP3.57-1
AP3.58	DZC	Logistics Reassignment Storage Information	AP3.58-1
AP3.59	DZD	Logistics Reassignment Storage Information Reply	AP3.59-1
AP3.60	DZE	Asset Status Reporting Request	AP3.60-1
AP3.61	DZF	Asset Status Reporting (Base, Post, Camp, and Station Level Use)	AP3.61-1
AP3.62	DZG	Transaction Reject	AP3.62-1
AP3.63	DZH	Location Reconciliation Request	AP3.63-1
AP3.64	DZJ	Transaction History Request	AP3.64-1
AP3.65	DZK	Transaction History Transmittal	AP3.65-1
AP3.66	DZM	End of Day Transaction Count	AP3.66-1
AP3.67	DZN	Location Reconciliation Notification	AP3.67-1
AP3.68	DZP	Location Reconciliation History Notification	AP3.68-1

APPENDIX 4 - TIME LIMITS

	Index	AP4-i
AP4.1	Materiel Receipt Acknowledgment Time Limits	AP4.1-1

FIGURES

<u>Figure</u>	<u>Title</u>	<u>Page</u>
7-1	Minimum Research Requirements for Potential or Actual Physical Inventory Adjustments	C7-28

ABBREVIATIONS AND ACRONYMS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
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

<u>Acronym or Abbreviation</u>	<u>Definition</u>
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
<i>DMISA</i>	<i>Depot Maintenance Inter-Service Support Agreement</i>
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 (<i>Logistics and Materiel Readiness</i>)

<u>Acronym or Abbreviation</u>	<u>Definition</u>
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

<u>Acronym or Abbreviation</u>	<u>Definition</u>
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
<i>MRP</i>	<i>Materiel Returns Program</i>
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

<u>Acronym or Abbreviation</u>	<u>Definition</u>
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

<u>Acronym or Abbreviation</u>	<u>Definition</u>
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

REFERENCES¹

References in this manual are linked to the authoritative sources from the DLMSO web site pages for the following publication categories at:

DoD Directives: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/directives.asp>.

DoD Instructions: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/instructions.asp>.

DoD Manuals/Regulations etc.: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/regulations.asp>.

DoD Component Joint: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/joint.asp>.

Military Standards: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/milstds.asp>.

Non-DoD: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/nondod.asp>.

DoD Component Regulations/Manuals etc.: <http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/other.asp>

Document

ACP 128(A), "Allied Telecommunications Record System (ALTERS) Operating Procedures.

AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22C, "Logistics Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items."

ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use"

Cataloging Handbook H4/H8 Entity Commercial and Government Entity (CAGE)

DLAR 4155.24/AR 702-7-2/SECNAVINST 4855.5A/AFR 74-6, "Product Quality Deficiency Report Program."

DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215, "Reporting of Supply Discrepancies."

DLAM 4140.2/AR 735-110/ NAVSANDA PUB 5003/MCO P4400.101, "Supply Operations Manual, Distribution System Procedures," Volume I.

DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C, "Engineering Support For Items Supplied by Defense Logistics Agency and General Services Administration (RCS DLA(A)(259))."

¹ Online sources are identified when known/available.

DLAR 4155.3/AR 30-12/NAVSUPINST 4355.3/AFR 74-5/MCO 10110.21F, "Inspection of Subsistence Supplies and Services."

DoD Directive 3110.6, War Reserve Materiel Policy."

DoD 4000.25-M, "Defense Logistics Management System (DLMS)."

DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)."

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 materials, 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.

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)

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. Requirements

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 V¹ 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

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. ISSUE TO DRMO OF SUPPLY CONDITION CODE (SCC) Q MATERIEL. 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 document 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 redistribution¹ 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.

¹A 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.

C4.7.2.2. 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 receipt². 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 reparable, 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.

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

¹Storage 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.

C5.2.2.4. 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 materiel 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. Requirements

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.

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; in transit 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 data 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.

AP2.1 APPENDIX 2.1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies:

- (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/dlms/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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
<i>D4G</i>	<i>Materiel Receipt - Procurement Instrument Source (Destructive Test/Evaluation)</i>	<i>Return to inventory of unused items originally issued to a commercial activity for destructive test/evaluation.</i>
<i>D4H</i>	<i>Materiel Receipt - Procurement Instrument Source (Furnished Materiel for Consumption)</i>	<i>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.</i>
<i>D4L</i>	<i>Materiel Receipt - Procurement Instrument Source (Assembly/Disassembly/Reclamation/Conversion/Modification)</i>	<i>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.</i>
D4M	Materiel Receipt - Procurement Instrument Source (Repair or Non-Destructive Test/ Evaluation)	<i>Return to inventory of items previously issued to a commercial activity for repair or nondestructive test/evaluation.</i>
<i>D4N</i>	<i>Materiel Receipt - Procurement Instrument Source (Loan)</i>	<i>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.</i>
D4S	Materiel Receipt -Procurement Instrument Source (Commercial)	To inventory as a result of purchase from commercial sources.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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)	<i>Return to inventory of unused items originally issued to a Government activity for destructive test/ evaluation.</i>

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D6H	Materiel Receipt - Other Than Procurement Instrument Source (Government-Furnished Materieln <i>for Consumption</i>)	<i>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.</i>
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)	<i>Return to inventory of materiel relocated between storage activities without change in ownership. Excludes receipts of repaired items.</i>
D6L	Materiel Receipt - Other Than Procurement Instrument Source (Assembly/Disassembly/ <i>Reclamation</i> /Conversion/Modification)	<i>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.</i>
D6M	Materiel Receipt - Other Than Procurement Instrument Source (Repair/ <i>or Non-destructive Test/Evalutaion</i>)	<i>Return to inventory of repaired or tested/evaluated items previously issued to a government activity for repair or nondestructive test/evaluation.</i>
D6N	Materiel Receipt - Other Than Procurement Instrument Source (Loan)	Return <i>to inventory</i> of materiel on loan from authorized <i>non-commercial</i> recipient. <i>Includes return of Government-owned equipment furnished to a non-commercial activity for use in performing a contract.</i>
D6Q	Materiel Receipt - Other Than Procurement Instrument Source (Removal Items)	Returns into inventory of designated principal item/weapon system.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D7G	Issue (<i>Destructive</i> Test/Evaluation)	Issue <i>from inventory for destructive test/evaluation when the item is not expected to be returned.</i>
D7H	Issue (<i>Furnished Materiel for Consumption</i>)	<i>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.</i>
D7J	Issue (Reutilization and Marketing)	Issue to property disposal from inventory.
D7K	Issue (Relocation)	Issue <i>for relocation between storage activities without change in ownership. Excludes issues of items for repair or test/evaluation.</i>
D7L	Issue (Assembly/Disassembly/ <i>Reclamation</i> /Conversion/Modification)	<i>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.</i>
D7M	Issue (Repair <i>or Nondestructive</i> Test/ <i>Evaluation</i>)	<i>Issue from inventory for repair or nondestructive test/evaluation and expected return of the same item.</i>
D7N	Issue (Loan)	Issue <i>from inventory for</i> loan to authorized recipients. <i>Includes Government-owned equipment furnished for use in performing a contract.</i>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.)

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.)

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
DZM	End of Day Transaction Count	From storage activity to owner/manager to 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

AP2.6 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:

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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 reentry 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.
V¹	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. 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

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.**

ARL Disposal Release Confirmations), and related release documentation (when applicable), as indicated below:

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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 reentry 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.

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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:

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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.

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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:

<u>CODE</u>	<u>APPLICABLE DI CODES</u>	<u>EXPLANATION</u>
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.

AP3.23 APPENDIX 3.23

LOGISTICS REASSIGNMENT BACKORDER

AND DEMAND DATA

RECORD 1

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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)

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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-position 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 4¹

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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 record **rd 4** should NOT revise their legacy systems to do so.

RECORD 4 (continued)

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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.

AP3.29 APPENDIX 3.29

MATERIEL RECEIPT ACKNOWLEDGEMENT

<u>FIELD LEGEND</u>	RECORD <u>POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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 <ol style="list-style-type: none"> 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.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Day of Year (Date Shipped)	57-59	Duplicate from the MRC or DI Code ASH Shipment Status. ⁴
Shipment Unit Number	60-76 ⁵	<i>Duplicate from the MRC or DI Code ASH Shipment Status.⁴</i>
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.***

AP3.44 APPENDIX 3.44

MATERIEL RECEIPT FOLLOW-UP

PROCUREMENT INSTRUMENT SOURCE

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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)	<u>Contract Line Item Number:</u> Enter the CLIN, preceding significant digits with zeros.
		<u>Exhibit Line Item Number:</u> 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.

AP3.46 APPENDIX 3.46

REPLY TO MATERIEL RECEIPT FOLLOW-UP

PROCUREMENT INSTRUMENT SOURCE

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
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.

<u>FIELD LEGEND</u>	<u>RECORD POSITION(S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	<u>Contract Line Item Number:</u> Enter the CIIN, preceding significant digits with zeros. <u>Exhibit Line Item Number:</u> 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.