# MILSTRAP

**MIL**itary

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**P**rocedures

**June 13, 2012**

DEPUTY ASSISTANT SECRETARY OF DEFENSE
(SUPPLY CHAIN INTEGRATION)

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25-2, December 19, 2013
Change 3

# MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES
# CHANGE 3

I. This change to DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), December 19, 2013, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text is identified by bold, italicized print. An exception is when the entire chapter or appendix is replaced or a new one added.

II. This change includes Approved Defense Logistics Management Standards (DLMS) Changes (ADC) published by DLA Logistics Management Standards Office memorandum:

A. ADC 1054 dated April 23, 2013. Intra-DLA Revisions to Procedures and DLMS 945A Materiel Release Advice, Denial Management Code for Credit to Commercial Venture (CV) Contract Associated with DLA Disposition Services under Reutilization Business Integration (RBI). Revises Appendix 2.6, Management Codes.

B. ADC 1034B dated July 5, 2013. Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration. Revises Appendix 2.6.

III. The list below identifies the chapters, appendices or other files from the manual that are replaced by this change:

| **Added or Replaced Files** | **Added or Replaced Files** |
|---|---|
| Change History Page | Appendix 2.6 |
| Table of Contents | |

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/formal_changes.asp

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25-2, June 25, 2013
Change 2

# MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES
# CHANGE 2

I. This change to DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced or a new one added.

II. This change includes the following revisions:

A. Administrative update to Acronyms and Abbreviations to correct the acronym for NIMS from National Inventory Management System to National Inventory Management Strategy.

B. Administrative updates throughout chapters 4 and 5 to change 'shall' to 'will' in accordance with current DOD guidance for DOD issuances. This update is not identified by bold italics.

C. Approved Defense Logistics Management System (DLMS) Changes (ADC) 372 published by DLA Logistics Management Standards Office memorandum dated May 21, 2010. Request for Discrepancy Indicator Code to Identify 527R Materiel Receipt Acknowledgement (MRA) Generated Based on "Virtual Receipt" to Support Navy BRAC SS&D/IMSP. Revises Appendix 2.17.

D. ADC 1022 dated October 19, 2012. Procedures for Processing Depot Returns (including Receipt, Supply Discrepancy Report, and Revision to Time Standard for Reclassification of Supply Condition Code J and K Assets). Revises Chapters 4 and 5.

E. ADC 1034 dated October 23, 2012. Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration. Revises Appendix 2.6.

III. The list below identifies the chapters, appendices or other files from the manual that are replaced by this change:

**Replaced Files**

Change History Page
Table of Contents
Acronyms and Abbreviations
Chapter 4
Chapter 5
Appendix 2.6
Appendix 2.17

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/formal_changes.asp

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LOGISTICS AND
MATERIEL READINESS

DLM 4000.25-2, December 7, 2012
Change 1

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES
CHANGE 1

I. This change to DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by ***bold, italicized*** print. The exception would be when the entire chapter or appendix is replaced or a new one added.

II. This change includes Approved Defense Logistics Management System (DLMS) Change (ADC) 449, published by DLA Logistics Management Standards Office memorandum dated November 21, 2011. ADC 449 addresses Intra-DLA Revisions to the DLMS 945A, Materiel Release Advice, Cancellation Reason Code, Management codes, and Associated Procedures under RBI. Revises, Appendix 2.6, Management Codes.

III. The list below identifies the chapters, appendices or other files from the manual that are replaced by this change:

**Replaced Files**

Change History Page
Table of Contents
Appendix 2.6

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/dlm_pubs.asp and the PDF file containing the entire set of change files is available at www.dla.mil/j-6/dlmso/eLibrary/Manuals/DLMS/formal_changes.asp

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# MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES

## FOREWORD

I. The Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) manual is reissued as Defense Logistics Manual (DLM) 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), under the authority of DoD Instruction (DoDI), 4140.01, DoD Supply Chain Materiel Management Policy. DLM 4000.25-2 prescribes uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to inventory control.

II. The provisions of this manual apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

III. This manual incorporates the Approved DLMS Changes (ADC) listed in the Process Change History immediately following this Foreword. ADCs are published electronically at www.dla.mil/j-6/dlmso/elibrary/changes/approved2.asp. Recommended revisions to this manual shall be proposed and incorporated under the Process Review Committee (PRC) forum for logistics functional areas. Submit all proposed change requests through your designated DoD Component PRC representatives. The procedures are in Chapter 1 of this manual and at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

IV. This manual is approved for public release and is available electronically at http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/dlm/dlm_pubs.asp. Use the comment form at www.dla.mil/j-6/dlmso/About/Comment/comment_form.php to contact DLA Logistics Management Standards.

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# MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTABILITY PROCEDURES (MILSTRAP)

## PROCESS CHANGE HISTORY

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 191 | 3/14/2006 | **Management Codes on Supply Status Transaction. This change establishes two new management codes for use on the Supply Status transaction**. Both new management codes are authorized for use in the DLMS. Revises Appendix (AP) 2.6., Management Codes, paragraph AP2.6.2. Issue Related Transactions. | 0 |
| 197 | 6/5/2006 | **Request for New Type of Physical Inventory/Transaction History Code and Add Code to Historical Transactions.** DLA identified a requirement to have a code to distinguish transaction history associated with annual reconciliation from other transaction history submittals. This change was approved for immediate DLA implementation. Implementation of this change by other DoD Components is optional, but they are encouraged to consider the requirement for their system modernization initiatives. Revises AP2.2. Type of Physical Inventory/Transaction History Codes, and Chapter 7, Physical Inventory Control. | 0 |
| 198 | 6/6/2006 | **Revise DLMS 846P to Provide Capability to Advise When No History is Available in Response to a Transaction History Request.** The capability to identify that no history is available in response to a request for transaction history exists in MILSTRAP, but was not incorporated in DLMS. Revises AP2.2. Type of Physical Inventory/Transaction History Codes. | 0 |
| 218 | 11/14/2006 | **Revise MILSTRAP Receipt Transactions to Document Use of Distribution Standard System Operations Control Number (OCN) and Additional Z4/Z6 Requirements. Pro**vides for Distribution Standard System (DSS) entry of the OCN in receipt transactions regardless of materiel owner, to support current use of OCN by Army, Navy, and Mapping. Revises AP3.1. DIC D4_, and AP3.2, DIC D6_. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 220 | 12/8/2008 | **ADC in Two Parts, Part I: Revise Definitions for Small Arms to Address Light Weapons, and Part II: Visibility and Traceability of Captured, Confiscated or Abandoned Enemy Small Arms and Light Weapons.** Revises Term and Definitions, Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting, and revises the following appendices to reflect Small Arms and Light Weapons (SA/LW) in place of Small Arms: AP2.1. DIC, AP2.12, Small Arms Transaction Codes, AP2.13, Small Arms Error Transaction Reject Codes; format appendices AP3.31 through AP3.37 (DICs DSA, DSB, DSC, DSD, DSF, DSM, and DSR). | 0 |
| 232 | 3/23/2007 | **Administrative Update to MILSTRAP and DLMS to Clarify Supply Condition Code (SCC) Q is authorized for Turn-in to Defense Reutilization Marketing (Supply).** This change revises guidance to support the turn-in of SCC Q materiel to DLA Disposition Services Field Office. This ADC revises AP2.5. Supply Condition Codes. | 0 |
| 234 | 4/9/2007 | **Identification of Intra-Army Data Requirements for DLMS 527R and 527D, and Administrative Update to Batch/Lot and UII Length.** This change incorporates data elements in DLMS required to accurately process intra-Army data for nonprocurement source receipts, dues-in, and advance receipt information (ARI) (prepositioned materiel receipt (PMR) under MILSTRAP). Revises AP3.2, DIC D6_, Materiel Receipt-Other Than Procurement Instrument Source, AP3.12, DIC DF_, Due-In – Other Than Procurement Instrument Source, and AP3.39. DIC DW_, Pre-Positioned Materiel Receipt. | 0 |
| 235 | 4/17/2007 | **Revise DLMS 867I and MILSTRAP Issue Transactions to Support Navy Issue On Request Code.** Revises DLMS 867I and DIC D7_ Issue transaction to add the Navy issue on request code in support of an existing Navy requirement. Navy uses the issue on request code when interfacing with DLA DSS. Revises AP3.3. DIC D7_, Issue. | 0 |
| 236 | 4/25/2007 | **Revise the Property Accountability Accuracy Goal for Controlled Inventory Items Not Subject to Annual Complete Physical Inventory.** Revises the property accountability records accuracy level, from 85 percent to 95 percent, for controlled inventory items that are not subject to an annual complete physical inventory. Revises Chapter 7, Physical Inventory Control. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 237 | 4/25/2007 | **Rename Location Audit Program to Record Reconciliation Program.** This change renames the Location Audit Program to the Record Reconciliation Program. Revises Terms and Definitions and chapter 7, Physical Inventory Control. | 0 |
| 240 | 6/13/2007 | **Transactions for Stock Screening Request/Reply and Web-Enhanced Stock Screening Requests and Storage Quality Control Reports and Update to MILSTRAP Appendix.** This change defines a requirement for new DLMS transactions to be used by supply chain owners/managers to request storage sites to perform stock screening actions and allow storage sites to reply to the owners/managers electronically. Revises AP2.18. Type Inspection Codes. | 0 |
| 244 | 5/10/2007 | **Definition for Reconciliation, Small Arms and Light Weapons (SA/LW) and Clarification of Procedure.** This change clarifies the SA/LW reconciliation procedures and revises SA/LW Transaction Code E to acknowledge that when a Service performs the reconciliation with a DLA Distribution Depot, the reconciliation is inter-Component. This ADC revises Chapter 12, SA/LW Serial Number Registration and Reporting, and AP2.12. SA/LW Transaction Reject codes. | 0 |
| 246 | 5/22/2007 | **Revise DS 527R and MILSTRAP Receipt Transactions to Document Use of Navy MTIS Indicator.** When sending DIC D6_ receipt to the Navy, DAAS will send MTIS indicator in position 7 of the D6_. This change incorporates the MTIS indicator in DIC D6_. | 0 |
| 250 | 7/30/2007 | **Revise DS 846I and MILSTRAP DZA Asset Status Transactions to Support Army Distribution Operations, and Revise DS 846I for Use of UTC and for Administrative Updates.** Incorporates changes to support Army requirements for Asset Status Report transaction (DLMS 846I and corresponding DIC DZA Asset Status), to accommodate recording the on hand quantity of assets being held in the DLA ownership at DLA Defense Depot, Kuwait. Revises Chapter 8, Asset Status Reporting, and AP3.52. DIC DZA, Asset Status. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 255 | 11/20/2007 | **Storage Activity Accountability to Service Materiel Owners.** Revises the chapter 7 procedures to require that the storage activity send the Inventory Owners a quarterly summary of the causative research results for each individual NIIN, for all adjustments of extended dollar value greater than $16K and any adjustment of an item with a controlled inventory item code that is Classified, Sensitive or Pilferable This change documents a mechanism for the storage activity to provide the materiel owner with insight for physical inventory adjustments (loss, gain, reversal or no conclusive findings) and loss, damage or destruction of property. Revises Chapter 7, Physical Inventory Control. | 0 |
| 259 | 11/9/2007 | **Revise DS 867I and MILSTRAP Issue Transactions to Support Navy Issue Reversal Code.** Revise DLMS 867I transaction to add a "Reason for Reversal Code" in support of an existing Navy legacy system requirement for an issue reversal code. Revises DLMS 867I Issue to add a "Reason for Reversal Code". Revises AP3.3, DIC D7_ Issue, to accommodate Navy's use of a Navy issue reversal code. | 0 |
| 267 | 1/30/2008 | **Interim Change for DLMS 527R Receipt to Support Intra-Army Direct Support/Reparable Exchange Decapitalization Transaction.** Documents and incorporates for temporary use, the DLSS requirements for intra-Army data elements, to support the Direct Support/Reparable Exchange receipt and follow-on triggers at the National level. Revises AP3.2. DIC D6_, Materiel Receipt – Other Than Procurement Instrument Source. | 0 |
| 272 | 3/4/2008 | **Revise DLMS 527R and MILSTRAP Receipt Transactions to Add Discrepancy Indicator Codes for use with Intra-Army Discrepancy Receipt Process.** Incorporate changes to DLMS 527R to support the existing Intra-Army Single Stock Fund (SSF) Discrepancy Receipt Process. Revises AP2.17, Discrepancy Indicator Codes, and AP3.2. DIC D6_, Materiel Receipt – Other Than Procurement Instrument Source. | 0 |
| 274 | 4/1/2008 | **DLMS and DLSS Changes to Support Army Exchange Pricing.** Documents and incorporates DLSS and DLMS requirements for intra-Army data elements to support Army's implementation of Exchange Pricing in order to comply with OSD guidance. Revises Chapter 4, Receipt and Due-In. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 287 | 6/24/2008 | **Special Program Requirements (SPR) Status and Corresponding DLMS Manual Procedures Administrative Update.** This change revises SPR procedures in the DLMS manual to bring the DLMS procedures in line with corresponding MILSTRAP procedural requirements and the existing SPR process. Administrative updates identify DIC functionality associated with the DLMS SPR and War Material Requirement transactions, and updates terminology in the DLMS 830R for consistency with the procedural language. Revises the MILSTRAP DIC Correlation Table. | 0 |
| 312 | 1/22/2009 | **Denial Management Code in a Supply Status Transaction.** This change requires that the denial management code approved by ADC 191 for use on a supply status transaction on an intra-Army basis, be established for DOD use. This ADC revises AP2.6., Management Codes, paragraph AP2.6.2. Issue Related Transactions. | 0 |
| 324 | 6/24/2009 | **DLMS Procedures for Materiel Returns from National Inventory Management Strategy (NIMS) Sites and Industrial Sites under Base Realignment and Closure (BRAC).** This change documents procedures for materiel returns to the DLA under the NIMS and in support of the 2005 BRAC decision. The change addresses communication between customer, the distribution depot, and the DLA ICP, and establishes new procedures for authorizing and processing customer credit for the returned materiel. Revises Chapter 4, Receipt and Due-in. | 0 |
| 333 | 6/24/2009 | **Revision to DLMS, Volume 2, Chapter for Logistics Asset Support Estimate (LASE); and Administrative Updates to DLMS 846L, 870L, LASE Request Codes and Reject Advice Codes.** This change made administrative updates to the DLMS LASE chapter to position it for movement to a combined DLMS/MILSTRAP DLM. ADC 333 is overcome by ADC 400 which eliminated the LASE process. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 338A | 8/24/2010 | **New Advice Code for Surge Requirements of Mission Support Material under Navy BRAC Inventory Management and Stock Positioning (IMSP).** This change republishes ADC 338 to replace the assigned advice code with a new management code for use on DLMS transactions associated with requisitioning to identify surge requirements for Mission Support Material under DLA-Navy BRAC IMSP. Use of a management code (in lieu of an advice code) to identify surge requirements will allow for continued independent use of applicable advice codes on the requisition. Revises AP2.6 Management Codes, paragraph AP2.6.6. Requisition Transactions. | 0 |
| 352 | 2/18/2010 | **Management Code for Product Quality Deficiency Report (PQDR) Replacement Requisitions.** This change authorizes the assignment of a new management code for use on DLMS MILSTRIP requisitions. The new code will indicate the materiel is being re-requisitioned upon determination that the originally requisitioned materiel was deficient and subsequent to submission of a PQDR. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions, and paragraph AP2.6.6., Requisition Transactions. | 0 |
| 355 | 2/5/2010 | **Revise DLMS 846I, Asset Status Report to Address Intra-Navy Use of Transaction Preparation Date in Multiuse Field of MILSTRAP DZA Transaction.** Navy modernized system will be DLMS compliant. This change maps DIC DZA data reflected in intra-Component multiuse field to the DLMS 846I. Revises AP3.52, DIC DZA, Asset Status. | 0 |
| 359 | 2/23/2010 | **Perpetuation of the Denial Management Code to the DLMS Requisition, and Modification of USAF BRAC IMSP SDR Procedures.** This change request authorizes the perpetuation of existing management codes on a DLMS requisitioning transaction to indicate a denial has occurred on a prior requested release of materiel purchased by the USAF from DLA under BRAC SS&D IMSP business rules. Revises AP2.6. Management Codes, paragraph AP2.6.6., Requisition Transactions. | 0 |
| 364 | 5/18/2010 | **Revise DoD Physical Inventory Requirements to Allow Annual Complete Inventories as Alternative to Statistical Sampling and Location Survey Requirement.** Revises Chapter 7, Physical Inventory Control. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 366 | 4/16/2010 | **New Special Program Requirement (SPR) Status Code to Reject US Air Force SPRs Submitted for Planning for DLA Managed Consumables (PDMC) Flight.** As a result of Air Force standing up the Air Force Global Logistics Support Center (AFGLSC) PDMC flight, SPR input will be superseded by Demand Data Exchange (DDE) for DLA managed assets. Any SPR input which DLA received would conflict with DDE forecasts, and thus need to be rejected back to origin with instruction to follow-up with the appropriate Air Force PDMC office. Revises AP2.11, SPR Status Codes. | 0 |
| 370 | 5/18/2010 | **Requisitioning for Off-Station Forward Site Support and New Non-Inventory Affecting Denial Management Code indicating Off-Station Materiel under Navy BRAC SS&D IMSP. T**his change provides procedures for storage and distribution of materiel associated with a forward (remote) maintenance site, while under DLA ownership. The materiel will be physically located at the forward site, but the accountability for the materiel will remain at the primary Distribution Depot, which is co-located with the responsible Navy industrial activity. This change assigns a new denial management code for use on the Materiel Release Denial indicating the denial is the result of materiel being physically located outside the physical confines of the storages site to which the MRO was directed. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions. | 0 |
| 372 | 5/21/2010 | **Request for Discrepancy Indicator Code to Identify 527R MRA Generated Based on "Virtual Receipt" to Support Navy BRAC SS&D/IMSP**. This change request is for the assignment of a new Discrepancy Indicator code for use on DLMS 527R standard transactions indicating the MRA is the result of a virtual receipt being posted in a Navy Maintenance system (Material Access Technology (MAT), or Material Resource Planning (MRP) II (MRPII)). This change allows 527R MRA transactions which are generated from the Navy 'virtual' receipt process to include an MRA Discrepancy Indicator code to facilitate recognition by external parties (e.g., logistics response time). Revises AP2.17, Discrepancy Indicator Codes.<br>This change was inadvertently omitted when the Manual was republished and is being added as part of Formal Change 2. | 0/2 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 375 | 9/15/2010 | **New Management Code for Navy Funded Non-Production Support Materiel Ordered under BRAC SS&D/IMSP.** This change request is for the assignment of a new Management Code for use on applicable DLMS transactions associated with requisitioning of Navy-funded non-production support materiel ordered under DLA-Navy BRAC IMSP. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions and paragraph AP2.6.6., Requisition Transactions. | 0 |
| 391 | 8/10/2010 | **New Denial Management Code to Support the New Protection Process at the Navy Shipyards when Protection Document Number/Job Order does not Match DSS Records under BRAC SS&D/IMSP.** This change request authorizes the use of a new management code on the DLMS 945A, Material Release Denial, indicating a denial has occurred on a request for a Navy Shipyard maintenance customer. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions. | 0 |
| 393 | 8/4/2010 | **Revise DLMS 846P, Response to Transaction History Request When No History Available, to Add a Second Iteration of Type Physical Inventory/Transaction History Code.** This change recognizes the requirement to carry 2 Type Physical Inventory/Transaction History Codes in 846P when it is used as a "Response to Transaction History Request (No History Available)". DLA requests an optional second iteration of the transaction history code to cite the code which appeared on the associated Transaction History Request, in addition to code value 8 or 9. Revises AP2.2., Type of Physical Inventory/Transaction History Codes. | 0 |
| 396 | 10/6/2010 | **Revised Procedures and Data Content for DLMS Materiel Release Order (940R) and Material Release Advice (945A) and New Denial Management Code for Marine Corps BRAC SDI.** This change proposes new procedures and updates the DLMS Material Release Order and Material Release Advice between the Marine Corps Maintenance Center and DLA Depots operating under the DSS. Revises AP2.6. Management Codes, paragraph AP2.6.2., Issue Related Transactions. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 398 | 10/20/2010 | **Revise DLMS 846A Asset Reclassification, 947I Inventory Adjustment, and Associated Procedures to Support Marine Corps BRAC Storage and Distribution Interface.** The DLMS 846A Asset Reclassification transaction will be used in support of Marine Corps and DLA re-identification of assets to support less than unit of issue functionality at the Marine Corps Maintenance Centers. Revises AP2.6 Management Codes. | 0 |
| 400 | 4/11/2012 | **Elimination of the DLMS-MILSTRAP Logistics Asset Support Estimate (LASE) Process no Longer Required by the DOD Components.** This change eliminates the DLMS-MILSTRAP LASE process as recommended by the DOD Components after staffing two separate PDCs from DLA and Army respectively. The PDCs documented that DLA and Army were not implementing LASE in their respective enterprise resource planning systems: DLA Enterprise Business System and Army Logistics Modernization Program. The remaining DOD Components agreed to DLA and Army's elimination of the LASE process. In response to the PDCs, Navy and Air Force stated they would not implement LASE in their modernized systems, and Marine Corps also concurred with the elimination of LASE. | 0 |
| 403 | 4/25/2011 | **Administrative Update to Identify MILSTRAP Transactions Authorized for Reversal.** This administrative change updates MILSTRAP to identify in a single list, all MILSTRAP transactions that are authorized for reversal. This change clearly identifies all transactions authorized for reversal in one place for easy reference and information. This change also incorporates portions of AMCL 13 in the AP3 Introduction, regarding the MILSTRAP reversal indicator used in place of the former "11-zone overpunch". Revises AP3 Formats Introduction. | 0 |
| 404 | 12/9/2010 | **Revision to Small Arms and Light Weapons Procedure to Address Reporting Foreign Weapon Serial Numbers and Definition Updates.** This change provides new procedures for assignment of serial numbers for foreign weapons with unrecognizable serial number character. This ADC revises Chapter 12, SA/LW Serial Number Registration and Reporting, to add new paragraph C12.2.11, and updates "Definitions and Terms." | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 414 | 3/28/2011 | **Revisions to DLMS and MILSTRAP Procedures to Address Owner/Manager Research of Inventory Adjustments (Accounting Error).** This change addresses owner/manager research requirements for 'Inventory Adjustments (Accounting Error)' by adding a section on "Research of Potential or Actual Inventory Adjustments (Accounting Errors) – DIC D8B/D9B". In addition, a distinct code list is being added to clearly identify the inventory adjustment 'error classification codes' that apply to the DIC D8B/D9B inventory adjustments (accounting error). Revises Chapter 7, Physical Inventory Control, and adds new Appendix 2.16, Inventory Adjustments - Accounting Error Classification Codes. | 0 |
| 415 | 11/29/2011 | **Revise the DOD Inventory Control Effectiveness (ICE) Report (General Supplies) and Revise Type Physical Inventory/Transaction History Code C and Add Code Z.** This change realigns the ICE Report information to enhance data analysis to provide meaningful performance data for the varied range of line items managed by the Components and the depth of inventories, including the Monetary Values related to Record Reconciliation and end of day processing. Revises Definitions, Chapter 7, Physical Inventory Control, as well as, AP2.2, Type of Physical Inventory/Transaction History Codes. | 0 |
| 423 | 9/29/2011 | **Revise DLMS 527D to Allow Use of Supply Condition Code (SCC) with Due-In (Procurement Instrument Source) and Specifically with Logistics Reassignment Memorandum Due-In.** Allow Use of SCC with Due-In (Procurement Instrument Source) transactions and specifically with Logistics Reassignment (LR) Memorandum Due-In (MILSTRAP DDX functionally). DLA uses SCC in LR Memorandum Due-In transactions (Procurement Instrument Source). Revises AP3.10, DIC DD_, Due-In Procurement Instrument Source. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 441 | 8/22/2011 | **Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.** This change proposes that DLA Transaction Services split large quantities for ammunition communicated via DLMS Transaction into two legacy 80-record position transactions without creating or changing the suffix code. The split into separate transactions is necessary because the legacy format restricts the allowable field length for quantities and does not accommodate residual quantities when using the "M" quantity multiplier described above. The Defense Automatic Addressing System conversion split from a single DLMS transaction into two separate 80-record position legacy transactions will result in the maximum allowable quantity on the first transaction and the residual quantity on the subsequent transaction produced with like document number/suffix. Revises AP3, Formats Introduction. | 0 |
| 444 | 12/1/2011 | **Revise Asset Status Report Transactions, DLMS 846I and MILSTRAP DZA, to Document Ammunition Systems Use by Agreement of Nine Digit Quantity On-Hand.** At the end of each day, Army Logistics Modernization Program (LMP) will send a DLMS 846I Asset Status Report to the Air Force, Marine Corps, and Navy to report asset balances for their owned assets stored in an LMP storage location. Revises Chapter 9, Rejection Routing; AP3, Formats Introduction; and AP3.52, DIC DZA, Asset Status. | 0 |
| 446 | 11/15/2011 | **New Supply Condition Code (SCC) T, Serviceable (Ammunition Suitable for Training Use Only).** This change established new SCC T for 'Serviceable (Ammunition Suitable for Training Use Only)', for use by agreement. SCC T is authorized for Intra-Service use and authorized for staggered implementation for inter-Service use by agreement of impacted trading partners. SCC T is scheduled for October 2012 implementation in the Ordnance Information System used by Navy, Marine Corps, and Coast Guard. For Army, further analysis is required to determine supportability of SCC T in Logistics Modernization Program. Air Force does not use SCC T. Revises AP2.5, Federal Condition Code. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 449 | 11/21/2011 | **Intra-DLA Revisions to the DLMS 945A, Materiel Release Advice, Cancellation Reason Code, Management codes, and Associated Procedures under RBI.** This change revises the DLA Disposition Services procedures in DLMS DLM, Volume 2, Chapter 16 (Changes reflected in DLM reissuance) and revises the definition for Management Code Q expanding applicability to DTID Number for DLA Disposition Services. (Change was missing in Version 0). Revises Appendix 2.6, Management Codes. | 1 |
| 461 | 12/1/2011 | **Revision for Commercial Asset Visibility-Organic Repairables Module (CAV-ORM) Estimated Completion Date on MILSTRAP DAC/DLMS 947I and Administrative Update to 527D, 527R, 856S, and 867I.** This change enables CAV-ORM to receive, store, and pass the initial estimated completion date to other systems. CAV-ORM can also accept updated estimated completion date. Revises AP3.8, DIC DAC/DAD, Inventory Adjustment - Dual (Condition/Purpose Transfer). | 0 |
| 458 | 12/12/2011 | **Documentation of Intra-Army Use of Army Data Elements for MILSTRAP DZA and DLMS 846I Asset Status Transactions. This change** updated the DIC DZA format multiuse fields to reflect Amy's use of Stockage List Code and Project Code; and that DLA Transaction Services mapping between MILSTRAP legacy DZA and DLMS 846I be updated accordingly. Revises AP3.52, DIC DZA, Asset Status. | 0 |
| 474 | 4/4/2012 | **New Materiel Receipt Acknowledgment (MRA) Discrepancy Indicator Code.** This change creates a new MRA discrepancy code for use with Navy ships to indicate that an MRA is being submitted in response to a follow-up request, but that there has not yet been an opportunity to pick-up/stow the order due to deployment or extended transit times. Revises Chapter 6, MRA. | 0 |
| 482 | 4/12/2012 | **Revision Documenting Changes to the Materiel Receipt Acknowledgment (MRA) Report.** Revises the manual to document the changes to the on-line MRA Management Information Report structure which were agreed to by the Supply Process Review Committee. Updates the report descriptions and provide additional information regarding the capability to save the reports to a spreadsheet for additional analysis. Revises Chapter 6, MRA. | 0 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 485 | 3/15/2012 | **DOD Physical Inventory Control Program (PICP), Chief Financial Officers Act (CFOA) of 1990, Statistical Sampling Requirements and Procedures.** In support of the CFOA of 1990 reporting requirements, DLA shall annually prepare and execute the DOD sampling plan using a mutually agreed upon stratified, hierarchical inventory sample for the purpose of accurately estimating the dollar value of the DOD inventory in DLA storage locations. DLA, as the common warehouse provider, stores the preponderance of the DOD on-hand inventories. The purpose of this sample is to estimate the dollar value of the non-fuel portion of the DOD on-hand inventory held in DLA storage. Revises Chapter 7, Physical Inventory Control, in support of the CFOA of 1990 reporting requirements. | 0 |
| 489 | 4/25/2012 | **Administrative Change to Maintain Inventory Control Effectiveness (ICE) Report Ammunition Procedures.** This change updates procedures for ICE Report Ammunition to provide explicit procedures specific to the Ammunition report (rather than using references to the ICE Report General Supply procedures). Revises Chapter 7, Physical Inventory Control. | 0 |
| 1022 | 10/19/2012 | **Procedures for Processing Depot Returns (including Receipt, Supply Discrepancy Report (SDR), and Revision to Time Standard for Reclassification of Supply Condition Code J and K Assets).** This change documents revises receipt, inventory and SDR procedures to support DLA Distribution Depot processing and automatic disposal of materiel categorized as Supply Condition Code H, Unserviceable (Condemned). This change also revises the dollar value associated with automatic disposal, and revises the time standard for providing disposition on materiel identified upon receipt in SCC J Suspended (In Stock) and K, Suspended (Returns). ADC 1022 also addresses administrative updates and revisions to MILSTRAP to clarify procedures for storage activity receipt of discrepant/unauthorized returns retrograde. Revises MILSTRAP Chapters 4, Receipt and Due-In, and 5, Adjustments. | 2 |

| ADC Number | Date | Change Description | Change Number |
|---|---|---|---|
| 1034 | 10/23/2012 | **Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration (RBI).** This change establishes a new Cancellation Reason Code YJ for use on the DLMS 945A Reply to Cancellation Request (Document Identifier Code (DIC) AG6) and a new Denial Management Code N for use on the DLMS 945A Disposal Release Denial (DIC A6J) for proper financial processing of Redistribution Orders (RDO) cancellations and denials within DLA Disposition Services systems under RBI. Revises Appendix 2.6, Management Codes. | 2 |
| 1034B | 7/5/2013 | **Intra-DLA Revision to Procedures to Support DLMS 945A, Materiel Release Advice, Cancellation Reason Code and Denial Management Code for Redistribution Orders Associated with DLA Disposition Services under Reutilization Business Integration.** This change establishes a new Cancellation Reason Code YJ for use on DLMS Implementation Convention (formerly DLMS Supplement) 945A (DIC AG6) and a new Denial Management Code N for use on the DLMS 945A (DIC A6_) for proper financial processing of Redistribution Orders (RDO) cancellations and denials within DLA Disposition Services systems under RBI. Replaces ADC 1034. Revises Appendix 2.6, Management Codes. | 3 |
| 1054 | 4/23/2013 | **Intra-DLA Revisions to Procedures and DLMS 945A Materiel Release Advice, Denial Management Code for Credit to Commercial Venture (CV) Contract Associated with DLA Disposition Services under Reutilization Business Integration (RBI).** A new Denial Management Code is added to DLMS 945A (MILSTRIP legacy DIC A6_, that represents a denial of an unauthorized Commercial Venture (CV) delivery order line item. Revises Appendix 2.6, Management Codes. | 3 |

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# ABBREVIATIONS AND ACRONYMS

| Acronym or Abbreviation | Definition |
|---|---|
| ADC | Approved DLMS Change |
| ADP | Automated Data Processing |
| ASD (L&MR) | Assistant Secretary of Defense for Logistics and Materiel Readiness) |
| AMCL | Approved MILSTRAP Change Letter |
| ANSI ASC | American National Standards Institute Accredited Standards Committee |
| BRAC | Base Realignment and Closure |
| CAO | Contract Administrative Office |
| CLIN | Contract Line Item Number |
| CLSSA | Cooperative Logistics Supply Support Arrangement |
| COMSEC | Communications Security |
| CONUS | Continental United States |
| CWT | Customer Wait Time |
| CSI | Critical Safety Item |
| DAAS | Defense Automated Addressing System |
| DD Form 1149 | Requisition and Invoice/Shipping Document |
| DD Form 1348-1A | Issue Release/Receipt Document |
| DoD Form 200 | Financial Liability Investigation of Property Loss |
| DD Form 2338-1 | Inventory Control Effectiveness (ICE) Report – Ammunition |

| **Acronym or Abbreviation** | **Definition** |
|---|---|
| DD Form 2338-2 | Inventory Control Effectiveness (ICE) Report -- General Supplies |
| DFAR | Defense Federal Acquisition Regulation |
| DIC | Document Identifier Code |
| DISN | Defense Information Systems Network |
| DLA | Defense Logistics Agency |
| DLAR | Defense Logistics Agency Regulation |
| DLM | Defense Logistics Manual |
| DLMS | Defense Logistics Management System |
| DLSS | Defense Logistics Standard System(s) |
| DMISA | Depot Maintenance Inter-Service Support Agreement |
| DoD | Department of Defense |
| DoDAAC | Department of Defense Activity Address Code |
| DoDI | Department of Defense Instruction |
| DTID | Disposal Turn-In Document |
| DTRA | Defense Threat Reduction Agency |
| DSS | Distribution Standard System |
| DVD | Direct Vendor Delivery |
| | |
| EBCDIC | Extended Binary Coded Decimal Interchange Code |
| EDI | Electronic Data Interchange |
| ETD | Effective Transfer Date |
| | |
| FAR | Federal Acquisition Regulation |
| FMS | Foreign Military Sales |
| FSC | Federal Supply Classification |

| **Acronym or Abbreviation** | **Definition** |
|---|---|
| FSCAP | Flight Safety Critical Aircraft Part |
| GFM | Government Furnished Materiel |
| GIM | Gaining Inventory Manager |
| GSA | General Services Administration |
| IA | Industrial Activity |
| ICP | Inventory Control Point |
| ILCO | International Logistics Control Office |
| ILP | International Logistics Program |
| IMM | Integrated Materiel Manager |
| IMSP | Inventory Management and Stock Positioning |
| JPIWG | Joint Physical Inventory Working Group |
| JSA/LWCG | Joint Small Arms and Light Weapons Coordinating Group |
| LCN | Local Control Number |
| LIM | Losing Inventory Manager |
| LMP | Army Logistics Modernization Program |
| LR | Logistics Reassignment |
| LRO | Lateral Redistribution Order |
| M&S | Media and Status |
| MCN | Management Control Number |
| MILSBILLS | Military Standard Billing System |
| MILSTRAP | Military Standard Transaction Reporting and Accountability Procedures |

| **Acronym or Abbreviation** | **Definition** |
|---|---|
| MILSTRIP | Military Standard Requisitioning and Issue Procedures |
| MRA | Materiel Receipt Acknowledgment |
| MRC | Materiel Release Confirmation |
| MRO | Materiel Release Order |
| MRP | Materiel Returns Program |
| | |
| NIIN | National Item Identification Number |
| NIMS | National Inventory Management ***Strategy*** |
| 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 |
| PICA | Primary Inventory Control Activity |
| PICD | Physical Inventory Cutoff 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 |

| **Acronym or Abbreviation** | **Definition** |
|---|---|
| RCS | Report Control Symbol |
| RDD | Required Delivery Date |
| RIC | Routing Identifier Code |
| RP | Record Position |
| SA/LW | Small Arms and Light Weapons |
| SCC | Supply Condition Code |
| SDD | Standard Delivery Date |
| SDR | Supply Discrepancy Report |
| SICA | Secondary Inventory Control Activity |
| SF 364 | Standard Form, Supply Discrepancy Report (SDR) |
| SF 368 | Product Quality Deficiency Report (PQDR) |
| SMCA | Single Manager for Conventional Ammunition |
| SMR | Source, Maintenance, and Recoverability |
| SN | Serial Number |
| SPR | Special Program Requirement |
| SSA | Supply Support Activity |
| SS&D | Supply, Storage and Distribution |
| TIPR | Total Item Property Record |
| TDR | Transportation Discrepancy Report |
| UI | Unit of Issue |
| UIC | Unit Identification Code |
| UMMIPS | Uniform Materiel Movement and Issue Priority System |

| **Acronym or Abbreviation** | **Definition** |
|---|---|
| U.S. | United States |
| USAF | United States Air Force |
| WMR | War Materiel Requirement |
| WSN | Weapon Serial Number |

# REFERENCES[1]

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DoD Directives: www.dla.mil/j-6/dlmso/eLibrary/Manuals/directives.asp

DoD Instructions: www.dla.mil/j-6/dlmso/eLibrary/Manuals/instructions.asp

DoD Manuals/Regulations etc.: www.dla.mil/j-6/dlmso/eLibrary/Manuals/regulations.asp

DoD Component Joint: www.dla.mil/j-6/dlmso/eLibrary/Manuals/joint.asp

Military Standards: www.dla.mil/j-6/dlmso/eLibrary/Manuals/milstds.asp

Non-DoD: www.dla.mil/j-6/dlmso/eLibrary/Manuals/nondod.asp

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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 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))," March 13, 1986

# DEFINITIONS AND TERMS

ACTIVE FILE (DoD Small Arms/Light Weapons Registry (SA/LW) and Components 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. (Joint Publication 1-02.)

ADJUSTMENTS, BOOK-TO-BOOK. Mismatches within the storage activity's management system between the quantity-by-location and the owner balances.

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. (OPNAVINST 4790.14A et al.)

CLASSIFIED ITEMS. (See Controlled Inventory Items.)

COMPONENT REGISTRY. Military Department or Agency, which maintains visibility of all small arms and light weapons (SA/LW) serial numbers within that Component and provides the DoD SA/LW Registry with small arms or light weapons status.

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

CONTRACT MAINTENANCE. Any depot level maintenance performed under contract by commercial organizations, including original manufacturer. (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, light weapons, 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). (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 SA/LW REGISTRY. DoD central repository for small arms and light weapons (SA/LW) serial numbers. The registry serves as the single point of access for inquires relating to the last known record of SA/LW serial numbers. Serial numbers are provided by the Component Registries on a scheduled and as required basis.

DoD SMALL ARMS/LIGHT WEAPONS REGISTRY AND COMPONENT REGISTRY FILES. (See Active File, Inactive File, History File.)

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.

HANDGUNS. Handguns are divided into one of two major groups depending upon the location of the chamber. Revolvers have a revolving chamber; pistols have a chamber integral with the barrel. Some handguns include single-shot pistols, revolvers, semi-automatic pistols, and fully automatic, or machine pistols.

HISTORY FILE (DoD Small Arms/Light Weapons Registry and Component 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 (DoD Small Arms/Light Weapons Registry and Component 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. (Joint Publication 1-02.)

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, pre-procurement, 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.

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. (Joint Publication 1-02.) 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.

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. (OPNAVINST 4790.14A et al.).

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

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

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

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

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

PILFERABLE ITEMS. (See Controlled Inventory Items.)

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

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

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

PREINVENTORY PLANNING. Pre-inventory 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 un-binned/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. (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. (DLAI 4155.24, et al.)

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

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

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

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

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

RECORD RECONCILIATION PROGRAM. The record reconciliation 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. Record reconciliation 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.

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 C7.F1.)

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 non extendable 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 AND LIGHT WEAPONS. For the purpose of small arms and light weapons reporting, small arms and light weapons are defined as man-portable weapons made or modified to military specifications for use as lethal instruments of war that expel a shot, bullet or projectile by action of an explosive. Small Arms are broadly categorized as those weapons intended for use by individual members of armed or security forces. They include handguns; rifles and carbines; sub-machine guns; and light machine guns. Light weapons are broadly categorized as those weapons designed for use by two or three members of armed or security forces serving as a crew, although some may be used by a single person. They include heavy machine guns; hand-held under-barrel and mounted grenade launchers; portable anti-aircraft guns; portable anti-tank guns; recoilless rifles; man-portable launchers of missile and rocket systems; and mortars.

SMALL ARMS/LIGHT WEAPONS SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm or light weapons.

SMALL ARMS/LIGHT WEAPONS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms or light weapons serial numbers' status within any Component Registry and the DoD Small Arms/Light Weapons 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 DLM 4000.25, Vol 2, Chapter 17. 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.

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 non-extendable 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 or light weapons 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 SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS

C3.1. GENERAL

C3.1.1. This chapter provides a standard procedure for processing issue transaction information to an inventory control point (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, follow-ups and cancellations, irrespective of format or transmission method, 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 DLM 4000.25-1, “Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual,” 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 Integraged Materiel Manager (IMM). Issue transactions are identified by document identifier codes (DIC) in the D7 series that 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 (Appendix AP2.6). See appendix AP3.3 for transaction formats.

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 Supply Condition Code (SCC) M are covered under Chapter 5, 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 DIC D7K Issue Transaction or the MILSTRIP transaction coded to indicate a relocation between storage activities without change in ownership. The due-in and Pre-Positioned Materiel Receipt (PMR) for controlling such relocations, which are processed under the Chapter 4 procedures, may include Management Code V 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.[1]

C3.3.2.2. When materiel is scheduled for organic maintenance by Depot Maintenance Inter-Service Support Agreement (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, C5.2.

C3.3.2.3. Each DoD Component shall ensure that:

C3.3.2.3.1 Owned inventory 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 C7.2.3. and C7.2.4.) of this manual and, for commercial maintenance, the provisions of the Federal Acquisition Regulation (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).)

[1] Proposed DLMS Change (PDC) 449 proposes deletion of Management Code V.

C3.3.2.3.2. Total item property records for materiel released to maintenance activities are maintained and adjusted based on the quantity of returned materiel and will support the DoD 7000.14-R, "Department of Defense Financial Management Regulations" 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 "Military Standard Transaction Reporting and Accounting Procedures" (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 DIC 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 SUPPLY CONDITION CODE Q MATERIEL TO DLA DISPOSITION SERVICES FIELD OFFICE. When an inspection or technical/engineering analysis reveals a product quality deficiency that prohibits further DoD use of the materiel, the ICP will direct the transfer of the materiel to the DLA Disposition Services Field Office in SCC Q. Disposal release orders and related issue transactions for this materiel must cite either Management Code O (alpha) to identify deficient materiel that does not require mutilation or Management Code S to identify deficient materiel that requires mutilation. DLA Disposition Services will perform mutilation in accordance with existing guidance for the national stock number (NSN)/type of materiel. The ICP/IMM should identify to DLA Disposition Services any unique instructions for disposal requiring specific methods or information regarding hazardous contents contained in the item.

C3.5. BACKORDER TRANSACTIONS. Backorder transactions may be used to report establishment or cancellation of a backorder to ICPs[2]. Backorder transactions are identified by document identifiers in the DIC DG series transactions. See Appendix AP3.13 for format.

[2] Backorder transactions were eliminated from DLMS by intent after coordination with the DoD Supply Process review Committee.

C3.6. DEMAND TRANSACTIONS. Demand transactions, DIC 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, the Issue (Loan) Transaction (DIC D7N) shall be used to loan materiel from depot inventory to authorized recipients. Some centralized systems do not use the DIC D7 series transactions for effecting issues; however, the applied method 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. SINGLE MANAGER FOR CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTIONS

C3.8.1. Processing of MILSTRAP and MILSTRIP transactions such as mismatched Location Reconciliation Request transactions (DIC DZH) or Materiel Release Denials (DIC 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 freeze or unfreeze actions are taken based on C3.9.1, the SMCA shall provide SMCA freeze/unfreeze action (DIC 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.

# C1. CHAPTER 1

## GENERAL INFORMATION

C1.1. AUTHORITY. DoD Instruction 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011 prescribes the publication and use of this manual.

C1.2. PURPOSE

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

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

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

C1.3. APPLICABILITY. This manual applies to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies (hereafter referred to collectively as "DoD Components"), and in part (Chapter 11 and Appendix AP2.5), to the General Services Administration (GSA). The manual applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than the Department of Defense; (c) foreign national government; and (d) international government organizations.

C1.4. EXCLUSIONS

C1.4.1. Excluded are supply transactions below the inventory control point (ICP) and storage activity level in the distribution system (i.e., transactions at post, camp, station, base (or equivalent) level or between post, camp, station, base (or equivalent) and using organizations), unless a DoD Component establishes an internal requirement for use at this level. As provided in Chapter 6, materiel receipt acknowledgment is required below the wholesale level and is not excluded. As provided in Chapter 8, asset status reporting is required below the wholesale level and is also not excluded. MILSTRAP further excludes:

C1.4.1.1. Bulk petroleum and packaged fuel products.

C1.4.1.2. Forms and publications.

C1.4.1.3. Industrial plant equipment.

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

C1.4.1.5. Aircraft and missile propulsion units.

C1.4.1.6. Nuclear ordnance items designated by Defense Threat Reduction Agency (DTRA) for unique item tracking control.

C1.4.1.7. Coal and coke.

C1.4.1.8. National Defense Stockpile assets.

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

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

C1.5. POLICY

C1.5.1. DoD 4140.01-R, “DoD Supply Chain Material Management Regulation”, May 23, 2003 provides the primary DoD policies governing procedures in this manual.

C1.5.2. DoD Directive 8190.1, "DoD Logistics Use of Electronic Data Interchange Standards,” May 5, 2000, states: (1) DoD-unique logistics data exchange standards shall be replaced with the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 standard, and (2) ASC X12 shall be used in all new and planned logistics business processes to include major modifications to existing legacy systems. The logistics electronic business transactions, data, and business rules prescribed in the DLM 4000.25, “Defense Logistics Management System (DLMS)”, implements the above policy. The DLMS transactions were developed to replace the DoD unique transactions and requirements prescribed by this manual and other legacy 80 record position format Defense Logistics Standard System (DLSS) manuals. DLMS, rather than the legacy format DLSS transactions,

must be incorporated into DoD logistics systems as part of the ongoing modernization programs.[1]

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

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

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

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

C1.5.5. Forward recommended changes to these procedures through the DoD Component Supply Process Review Committee (PRC) representative to the MILSTRAP Administrator for review and coordination with all DoD Components in accordance with section C1.8. of this manual. Implementation dates for approved changes shall be coordinated with DoD Components or as directed by the ASD(L&MR).

C1.6. RESPONSIBILITIES

C1.6.1. The responsibilities of the Office of the Assistant Secretary of Defense for Supply Chain Integration (ODASD(SCI)) under the ASD(L&MR), as they apply to the DLMS and DLSS, are contained in DoD 4140.1-R.

C1.6.2. The DoD MILSTRAP Administrator is assigned as the DoD Focal Point responsible for administering MILSTRAP in accordance with the policy guidance of the ODASD(SCI). The administrator shall:

C1.6.2.1. Perform analysis and design functions in coordination with the DoD Components to implement guidance and instructions provided by the ODASD(SCI) and to ensure the involvement of telecommunications planning in an integrated system design.

C1.6.2.2. Recommend system improvements and additional policy, as required, during the development of procedures.

C1.6.2.3. Develop, publish, and maintain this manual in a current status consistent with DoDI 4140.01. This includes the responsibility to:

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[1] Legacy format MILSTRAP transactions will be deactivated with the DoD-wide implementation of DLMS. Relevant legacy MILSTRAP procedures and policies have been incorporated into DLMS. The MILSTRAP term is now considered the reference to the process rather than specific formats (legacy 80 record position or DLMS). For additional information regarding DoD logistics migration to commercial EDI standards see www.dla.mil/j-6/dlmso/eLibrary/TransFormats/formats.asp

C1.6.2.3.1. Evaluate and coordinate proposed changes with the DoD Components, and participating organizations, and furnish a copy of all change proposals to the ODASD(SCI).

C1.6.2.3.2. Resolve issues concerning procedural matters, normally within 90 calendar days after receipt of all comments from the DoD Components. Issues affecting resources or policy shall be referred, together with comments of the DoD Components and a recommendation of the MILSTRAP Administrator, to the ODASD(SCI) for decision.

C1.6.2.3.3. Make available to the ODASD(SCI), and to the DoD Components, a status review of all change proposals that have not yet been approved for publication or, if approved, have not been implemented. (Report Control Symbol (RCS) DD-AT&L(AR)1419 applies.) The status review is updated periodically and is available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp.

C1.6.2.3.4. Ensure compatibility of assigned systems. Coordinate, when appropriate, among DLMS PRC functional areas, with the designated administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the DoD Components.

C1.6.2.4. Ensure uniform implementation of MILSTRAP, consistent with DoD policies and procedures, by taking action to:

C1.6.2.4.1. Review MILSTRAP implementation plans and implementation dates of DoD Components and make recommendations for improvements.

C1.6.2.4.2. Conduct periodic reviews of selected DLMS/MILSTRAP operational areas to determine conformance with, and evaluate the effectiveness of, DLMS/MILSTRAP requirements and to interpret or provide procedural clarification.

C1.6.2.4.3. Report to the ODASD(SCI) the findings and recommendations of evaluations and reviews, along with comments of the DoD Components concerned.

C1.6.2.4.4. Secure from the DoD Components the status of implementation of approved DLMS/MILSTRAP system revisions. (RCS DD-AT&L(AR)1419 applies.)

C1.6.2.5. Participate as a primary element of Supply PRC composed of representatives from the DoD Components and participating organizations. DLA Logistics Management Standards shall conduct PRC meetings in accordance with the procedures in DLM 4000.25, Volume 1, “Concepts and Procedures,”

C1.6.2.6. Review, evaluate, and recommend improvements to the curricula of DoD training schools offering MILSTRAP related courses.

C1.6.2.7. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the MILSTRAP Administrator. Unresolved problems and continued violations shall be referred to the ODASD(SCI) for resolution or corrective action.

C1.6.2.8. Review and coordinate with the DoD Components, and participating organizations all requests for systems deviations and exemptions and make appropriate

recommendations to the ODASD(SCI) based on fact-finding studies or analysis of accompanying justification.

C1.6.3. Heads of DoD Components and other participating organizations shall:

C1.6.3.1. Designate an office of primary responsibility for MILSTRAP to serve as the system focal point and identify by name, to DLA Logistics Management Standards, primary and alternate representatives for MILSTRAP/Supply PRC to:

C1.6.3.1.1. Participate in Supply PRC meetings, provide the DoD Component or participating organization position, and make decisions regarding procedural aspects. The decisions reached at the committee meetings represent the Component positions unless otherwise agreed by the attendees.

C1.6.3.1.2. Ensure continuous liaison with the DoD MILSTRAP Administrator, the Supply PRC, and other DoD Components.

C1.6.3.1.3. Develop and submit recommended change proposals to the MILSTRAP Administrator in accordance with C.1.8.2. Perform the initial evaluation of proposed changes that originate within the Component and return such proposals with the evaluation results.

C1.6.3.1.4. Evaluate all beneficial suggestions to MILSTRAP/DLMS that originate within the representative's Component. If the MILSTRAP Administrator receives a suggestion directly for evaluation, the MILSTRAP Administrator shall forward the suggestion to the appropriate Component PRC representative for review and evaluation. If the Component PRC representative considers the suggestion worthy of adoption, the PRC representative shall submit an official change proposal to DLA Logistics Management Standards in accordance with C1.8.2, for processing in the normal manner. Beneficial suggestion awards are determined by the focal points using existing Component procedures.

C1.6.3.1.5. Develop and submit to DLA Logistics Management Standards a single, coordinated DoD Component position on all DLMS/MILSTRAP change proposals within the time limit specified by the MILSTRAP Administrator.

C1.6.3.1.6. Participate in periodic reviews of selected DLMS/MILSTRAP operational areas in coordination with the MILSTRAP Administrator.

C1.6.3.1.7. Review the Materiel Receipt Acknowledgement (MRA) Management Information report for their reporting activities and initiate action to assure proper supply accountability and accounting control over in-transit wholesale stock and compliance with the Chapter 6 MRA requirements.

C1.6.3.2. Provide DLA Logistics Management Standards with implementation status of approved MILSTRAP/DLMS changes to include full and partial implementation. (RCS DD-AT&L(AR)1419 applies.) Prior coordination is required when the DoD Components are unable to meet established implementation dates.

C1.6.3.3. Conduct internal training to assure timely and effective implementation and continued operation of approved systems.

C1.6.3.4. Provide representation to joint system design and development efforts and evaluations of MILSTRAP in coordination with the MILSTRAP Administrator.

C1.6.3.5. Review internal procedures continually with the objective of eliminating and preventing duplication of functions covered by MILSTRAP.

C1.6.3.6. Ensure that operating activities under their jurisdiction that support a MILSTRAP function comply with these procedures.

C1.6.3.7. Furnish to the MILSTRAP Administrator copies of supplemental and internal procedures, and changes thereto, related to MILSTRAP. Review all such supplemental procedures to ensure continuing conformance of revisions to MILSTRAP.

C1.6.3.8. Report to the MILSTRAP Administrator problems, violations, and deviations that arise during system operations.

C1.7. PUBLICATION OF THE MANUAL. This manual is published electronically at www.dla.mil/j-6/dlmso/elibrary/Manuals/dlm/milstrap_pubs.asp .

C1.8. CHANGE MANAGEMENT

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

C1.8.2. Submitting Proposed Changes to MILSTRAP

C1.8.2.1. DoD Component Supply PRC representatives (authorized in C1.9.) and the heads of DoD logistics task groups may submit proposed critical changes to MILSTRAP in accordance with the Change Management instructions in DLM 4000.25, Volume 1, Chapter 3.

C1.8.2.2. The format and instructions for change proposal submission appear at www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp

C1.8.2.3. The proposal and all related correspondence should be electronically forwarded to the MILSTRAP Administrator.

C1.8.3. MILSTRAP Administrator Evaluation of Proposed Changes

C1.8.3.1. The MILSTRAP Administrator shall review all proposed changes to determine their completeness and shall return incomplete proposed changes to the submitter.

C1.8.3.2. The MILSTRAP Administrator shall evaluate all proposed changes prior to formal staffing with the DoD Components. The evaluation of the proposed revision(s) shall include, but not be limited to, the accuracy, validity, necessity, and urgency of the change(s).

C1.8.3.3. The MILSTRAP Administrator shall return to the submitting focal point any requested change that is not deemed critical and does not demonstrate significant inter-Service and/or inter-Agency benefit. For changes deemed critical or significantly beneficial, the MILSTRAP Administrator shall formalize the request as a proposed DLMS change for staffing

with the DoD Components and with the administrators of other DoD logistics systems impacted by the proposed change.

C1.8.4. Processing Proposed Changes

C1.8.4.1. DLA Logistics Management Standards shall consecutively number Proposed DLMS Changes and will normally request that DoD Components respond within 30-45 calendar days.

C1.8.4.2. PRC representatives shall provide a single coordinated DoD Component position on all proposed changes, to include their implementation strategy and timeline.

C1.8.4.3. For responses not received within the specified timeframe, the MILSTRAP Administrator shall follow up with the delinquent DoD Component. When a DoD Component fails to respond, the MILSTRAP Administrator may refer the matter to the ODASD(SCI).

C1.8.5. Review and Evaluation of Responses

C1.8.5.1. The MILSTRAP Administrator shall, when necessary, schedule proposed changes not receiving complete DoD Component concurrence for discussion and resolution at a meeting of the Supply PRC.

C1.8.5.2. The MILSTRAP Administrator shall attempt to resolve issues that involve procedural matters within 90 calendar days after receipt of all comments from the participating DoD Components.

C1.8.5.3. The MILSTRAP Administrator shall refer unresolved matters affecting policy, together with the DoD Component comments and a recommendation of the MILSTRAP Administrator, to the ODASD(SCI) for resolution.

C1.8.6. Establishment of Implementation Dates

C1.8.6.1. During the PDC adjudication process and based on DoD Component responses, the Supply PRC chair will seek to establish a joint DoD implementation date.

C1.8.6.2. When one DoD Component provides an extended implementation date that would delay implementation by the other DoD Components, the DoD MILSTRAP administrator shall attempt to resolve the issue with the appropriate DoD Component or seek a methodology that permits a phased or staggered implementation. When a satisfactory implementation date cannot be jointly agreed, the DoD MILSTRAP administrator may refer the matter to ODASD(SCI) for resolution.

C1.8.7. Announcement of Approved Changes/Implementation Dates

C1.8.7.1. Following receipt and evaluation of the Component's preferred implementation dates, a DOD implementation date shall be selected and announced by the DoD MILSTRAP Administrator through dissemination of an Approved DLMS Change (ADC). ADCs shall be consecutively numbered across DLMS functional areas.

C1.8.7.2. Approved changes are planning documents provided to assist the DoD Components in the system/program design efforts that may be necessary to implement the

change. To prevent degradation of this publication, approved changes should be maintained separately from the manual.

C1.8.7.3. The MILSTRAP Administrator shall incorporate each approved change into a periodic formal change to this publication.

C1.8.7.4. After release of the ADC, implementation status may be reported to the MILSTRAP Administrator at any time, to include full and partial implementation or required deviation. When Components are unable to meet established implementation dates, prior coordination with the PRC Chair is required. Additionally, the PRC members shall provide the MILSTRAP Administrator a semiannual status report on implementation of approved changes (RCS DD-A&T(Q&SA)1419 applies) per the guidance in the DoD 4140.1-R, Appendix 13.1.3.3. The semiannual reporting of implementation status is due June 15 and December 15.

C1.8.8. Preparation and Distribution of Formal Changes. The MILSTRAP Administrator shall publish formal changes. Formal changes shall incorporate, and identify therein, all approved changes. Formal changes shall be numbered in sequence (e.g., CH 1, CH 2) and shall be formally incorporated into this manual electronically at www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/milstrap_pubs.asp. Text changes shall be identified by bold, red, and italicized print unless otherwise noted.

C1.9. SUPPLY PROCESS REVIEW COMMITTEE REPRESENTATIVES. The Supply PRC representatives' names, phone numbers, and email addresses are available on the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/programs/committees/supply/supplyprc.asp.

C1.10. COMMUNICATIONS

C1.10.1. General. The DLA Transaction Services' Defense Automatic Addressing System (DAAS) shall be used in the supply and distribution systems of all Components and, by agreement, in the GSA system. The DLA Transaction Services supports a variety of communications methods for exchanging computer readable DoD logistics transactions. Refer to DLM 4000.25-4, "Defense Automatic Addressing System", for the DLA Transaction Services methodologies for data exchange.

C1.10.1.2. MILSTRAP is designed for use of electronically transmitted computer readable transactions. All DoD Activities (non-DoD activities by agreement) having the capability to send computer readable transactions shall use DLA Transaction Services methodologies for data exchange in the MILSTRAP process. Activities lacking the ability to prepare and or electronically transmit computer-readable transactions shall arrange for preparation and/or transmission of such transactions by a facility having such capability.

C1.10.1.3. Whenever it is necessary to send classified data relating to MILSTRAP documentation by any means of communication, establish controls commensurate with the security classification of the data being sent. In accordance with DLM 4000.25-4, data pattern classified messages shall be addressed directly to the intended recipient and not routed to or through DLA Transaction Services.

C1.10.1.4. DLA Transaction Services routing procedures for specific MILSTRAP transactions appear in Chapter 9 of this manual.

C1.10.2. Electronic Communications. DLA Transaction Services is connected to the Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET), which supports data exchange. The DISN/NIPRNET are worldwide DoD computerized general purpose communications networks transmitting narrative and data pattern (computer-readable) traffic.

C1.10.3. Communications Precedence. Assign an appropriate communications precedence to all electronic transmissions. Communications precedence applies to EDI, data pattern messages, and narrative messages. It applies to speed of transmission and handling in the communications system. Precedence assignment is the responsibility of the message originator as determined by the subject matter and time factors. The communications precedence for all MILSTRAP transactions is “Routine”

# C2. CHAPTER 2

## MILSTRAP FEATURES

C2.1. GENERAL

C2.1.1. This chapter discusses the relationship of DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), to DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), the principles and objectives of the system; and the inventory management data codified by this manual around which the system is designed.

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

C2.2. RELATIONSHIP OF MILSTRAP TO MILSTRIP

C2.2.1. MILSTRIP provides standardized transaction formats and coding used for the basic function of requisitioning and related documentation in DoD supply and distribution systems. Though MILSTRIP did not extend its uniform procedures beyond the requisitioning process, it recognized the fundamental need within any supply distribution system for communicating data pertinent to the inventory accountability and reporting process. Consequently, its design took into account the eventual development of a complementary system standardizing transaction formats and coding for receipts, issues, inventory adjustments, and allied management actions.

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

C2.3. MILSTRAP PRINCIPLES AND OBJECTIVES

C2.3.1. MILSTRAP holds to the principle that the structure of the system provides essential information to inventory control points (ICPs) for the exercise of supply and financial management without encumbering the system with details peculiar to differing types of materiel. A standard system of this design imparts uniformity without limiting the ICP's internal management options for the items of supply it controls.

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

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

C2.3.2.2. Uniformity in the interchange of inventory accountability information within and between the DoD Components.

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

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

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

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

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

## C2.4. INVENTORY SEGMENTATION CODES

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

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

### C2.4.2.1. OWNERSHIP/PURPOSE CODES

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

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

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

C2.4.2.2. SUPPLY CONDITION CODES. Supply Condition Codes (SCCs) are part of the Federal Condition Code (Appendix AP2.5). SCCs segment and identify,

on the inventory control record, the physical state of the materiel or actions underway to change the status of the materiel.

C2.4.2.3. LOCATION CODES

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

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

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

C2.5. INVENTORY TRANSACTION CODING

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

C2.5.2. Standard document identifier codes (DIC) in the A_ series identify inventory transactions related to the requisitioning and issuing process and are documented in MILSTRIP. For identification of inventory transactions pertinent to the inventory accountability and reporting process, standard DICs in the D_ series are provided. The D_ series DICs are listed in Appendix AP2.1.

# 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 inventory control points (ICP) 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.

C4.1.3. 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 document identifier codes (DIC) 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 CodeSCC (SCC) Q in the disposition instructions to the returning activity. ICPs will 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 pre-positioned materiel receipts (PMR) for the returns to receiving storage activities, under C4.3, citing the due-in document number and SCC.

C4.2.3. Due-in records will be established to maintain property accountability or visibility of materiel due-in to inventory, as required under Chapter 7, (C7.2.3. and C7.2.4).

C4.2.4. Due-in records will 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 will be established when due-in quantities are deleted or reversed and all due-in deletions and reversals will 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 will be initiated to correct receiving storage activity PMR records under C4.3.

C4.2.6. Components will establish the necessary interface between the supply and financial operations/functions to account for materiel intransit as required under DoD 7000.14-R, “DoD Financial Management Regulations”.

C4.2.7. Owners will monitor due-in records and follow up to storage activities for intransit dues-in under the procedures in C4.10.

C4.3. PRE-POSITIONING DOCUMENTS FOR RECEIPTS

C4.3.1. Owners/Managers will transmit advance notification of scheduled materiel receipts to maintenance and storage activities. Use PMRs, prepared in the appendix AP3.38 or AP3.39 format and identified by DICs 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 DICs 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 national stock numbers (NSN) 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 DIC A2_ Redistribution Order transaction. When assets are available to push, DIC DWK PMR will be sent to the NIMS site using standard PMR procedures. Optionally, the DoD Component agreements may authorize the use of DIC DWK for the IMM to notify the NIMS site that materiel to support a NIMS site requirements is delayed[1]. In this instance, the DIC DWK will contain the quantity not available for push replenishment, the delay notification status code "BD" and estimated shipping date. If at the time push replenishment is required only a partial quantity is available, then two DWKs will be generated; one for the quantity pushed and one for quantity delayed. These two DWKs will have different documents numbers and the delayed one will have the "BD" notification. Subsequently, if only a partial amount of the quantity previously delayed becomes available to push, two DWKs will be generated. The one for the quantity pushed will maintain the document number of the original delayed notification with the "BD" indicator eliminated. The DWK for the quantity still delayed will be assigned a new document number and a "BD" delayed indicator. If the total quantity is initially delayed and subsequently the total quantity is shipped, the DWK will have the same document number throughout the process. The IMM will update/replace the DWK delayed notification any time either the replenishment quantity or the estimated shipping date changes. New delayed notification will maintain the same document number unless a partial push occurs. Replacement delayed notification under the same or new document number will not require the reversal of the previous DWK. Reversal logic for DWKs indicating that a push shipment has been initiated will follow the requirement in C.4.3.3 above.

C4.3.5. PMR for Materiel Returns under NIMS and Base Realignment and Closure (BRAC) Retail Supply, Storage and Distribution (SS&D)/Inventory Management and Stock Positioning (IMSP). The PMR is used in a variation of the materiel returns program for processing DLA-managed materiel returns to DLA from selected sites in support of the BRAC SS&D/IMSP and NIMS. The returning activity will be responsible for submission of a PMR to the storage site identifying the Military Service activity to which the receipt will be reported for these returns of DLA-managed items. Because the Military Service sites will no longer retain retail stock balances under these programs, DLA will assume ownership of all materials regardless of asset position. Upon notification of receipt by the storage activity by a Defense Logistics Management System (DLMS) 527R (D6A), the Military Service activity will determine if there is a need for the material by another maintenance user (backorder). If so, an issue document will be forwarded to the storage activity for action. If not, a materiel release order will be initiated, directing shipment-in-place (citing the ship-to/supplemental address of the storage activity), authorizing a change of ownership to DLA. The receipt of the returned materiel from the Military Service ownership to DLA will be accomplished with a receipt (DIC D6B).

[1] See ADC 135.

## 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 DIC 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 the procedures in C4.8 for reporting receipts of discrepant/deficient shipments.) DICs 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 Federal Acquisition Regulation (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 in-check 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, Shelf-Life Management Manual, May 5, 2003. Mark materiel, as appropriate, for shelf-life code and SCC 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 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 DIC 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 the procedures in C4.8. for reporting receipts of discrepant/deficient shipments.) DICs to report nonprocurement receipts for depot inventory are assigned and explained in Appendix AP2.1.

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

## C4.6. TIME STANDARDS FOR PROCESSING RECEIPTS

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

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

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

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

C4.6.2.1. Receipts from new procurement and redistribution[2] 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 will be accomplished within 24 hours (holidays and weekends excepted). The accounting and finance office will 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, (C7.11.2.2.1.). 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.

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

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

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

C7.7.2.2. Prepare and transmit the materiel receipt transaction to the ICP within the prescribed timeframe (see 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. Supply Discrepancy Reporting (SDR) per DLM 4000.25, DLMS, Volume 2, Chapter 17.

C4.8.1.2. Transportation Discrepancy Report (TDR) per DTR 4500.9-R, “Defense Transportation Regulation”, 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 C4.6. The procedures for reporting receipt of discrepant/deficient shipments to the ICP are prescribed by C4.9.

## 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 procedures in C4.8 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 procedures in C4.8 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. Management Codes S and U are entered only for DIC 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 requirements in C4.8 to submit a discrepancy report.

C4.9.1.1.4. Never enter the discrepant receipt management code in transactions for discrepant receipts if the procedures in C4.8 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. ***Contract information available via the Electronic Document Access (EDA) Website reference archive.***

***C4.9.1.2.7. Federal Logistics Information System (FLIS) or WebFLIS data.***

***C4.9.1.2.8. The Item Unique Identification (IUID) Registry for serially managed assets.***

C4.9.1.2.***9***. Advice provided by the ICP upon request of the storage activity if receipt documentation cannot otherwise be developed.

C4.9.1.2.***10***. Advice provided by the shipper upon request of the storage activity if receipt documentation cannot otherwise be developed.

C4.9.1.2.***11***. 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 DIC 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 DIC 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 C4.9.3.3.11.

C4.9.1.4. If unusual circumstances prevent normal receipt reporting of discrepant shipments, the storage activity will communicate with the ICP or the contract administrative office (CAO)/Purchasing Office (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 the procedures in Chapter 11, Logistic Reassignments.

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 the procedures in Chapter 11, Logistic Reassignments, 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 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. 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. <u>Receipt Reporting For Discrepant Shipments From Procurement Instrument Sources</u>

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/packagingand 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 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 C.4.9.1.7., 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 DIC D4 series, Materiel Receipt transaction, citing SCC L and Management Code R (discrepant receipt management code). The disposal action will then be reported using a DIC DAC, Dual Inventory Adjustment transaction citing SCC 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 the sources identified in C4.9.1.2. 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 DIC D4 series Materiel Receipt transaction, the NSN of the item received, and the applicable ownership/purpose code (normally taken from the DIC DU series PMR). In receipt transactions for discrepant quantities, cite SCC 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 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 SCC 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. Documentation. Absence of the ***shipping*** documentation should not preclude receipt processing and reporting or subsequent issue of the materiel. Storage activities will research in accordance with C4.9.1.2. to report the receipt. The discrepancy reporting requirements in C4.8 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 DIC 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 procedures in C4.9.3.4. 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 SCC 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 DIC D4 series transaction (see 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 SCC 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 contract administrative office (CAO)/purchasing office (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 C4.10.

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 SCC L receipt, and identify and describe the specific technical data discrepancy in the ***SDR*** 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 SCC 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 SCC 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 SCC Q receipt[3]. The ICP or CAO/PO will determine if litigation or informal action with the procurement instrument source should be initiated. The ICP will initiate action to transfer the assets under 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., 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 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. Discrepancies in IUID Data. Report discrepancies involving IUID under DoD IUID supply policy, including but not limited to DoD Unique Item Tracking (UIT) programs, or as contractually required. IUID discrepancies may be related to the packaging label, including automated information technology (AIT) readable content; the item marking, including AIT readable marks; supply documentation; the due-in record; and/or a mismatch between the item and any of these. Discrepancies identified during receipt of new procurement materiel must be reported prior to acceptance (if not accepted at origin). Discrepant materiel may be placed in a suspended condition pending resolution. Discrepancies that resulted in incorrect information within the IUID registry must be reported and corrective action taken.***

C4.9.2.5.1***3***. 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 the storage and accountability requirements in C4.9.1.4.

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 procedures in C4.9.1.2. 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

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

materiel directly to ***DLA Disposition Services*** 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 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 DLA Disposition Services, 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 DIC D6 series Materiel Receipt, the NSN of the item received, and the applicable ownership/purpose code (normally from the DIC DW series PMR). In receipt transactions for discrepant quantities, cite the SCC which most accurately describes the condition of the materiel. Classify and report the materiel in SCC 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 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. <u>Condition of Materiel</u>

C4.9.3.3.1.1. When inspection of inter-Service/Agency receipts reveals materiel to be SCC H and no PMR is recorded, storage activities will automatically ship discrepant materiel valued at less than ***$500*** per item direct to the property disposal activity ***except as specified in these procedures*** 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 SCC 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.

***C4.9.3.3.1.1.1. GSA Managed materiel and Non-Army Managed (NAMI) (Routing Identifier Code (RIC) AJ2 ) owned materiel will not be subject to the dollar value threshold for disposal eligibility, but will be subject to all other automatic disposal screening criteria.***

***C4.9.3.3.1.1.2. Automatic disposal does not apply to the following:***

***C4.9.3.3.1.1.2.1. Materiel that is identified as requiring DEMIL or containing radioactive, classified, or NWRM properties will not be subject to automatic disposal. This includes:***

- ***DEMIL Codes: B, C, D, E, F, G, or P0***
- ***CIIC: A-H, K, L, O, Q, R, S, T, 5, 6, 8, 9***
- ***Radioactive Water Type Cargo Codes: A and 4***

***C4.9.3.3.1.1.2.2. Materiel owned by U.S. Army Aviation and Missile Command (AMCOM) (RIC B17), will not be subject to automatic disposal.***

***C4.9.3.3.1.1.2.3. Unidentified materiel will not be subject to automatic disposal. Follow procedures in paragraph C4.9.3.1.***

***C4.9.3.3.1.1.3. Upon receipt, or subsequent storage activity determination, that materiel is in SCC H, where the above criteria prohibit automatic disposal, an SDR will be prepared clarifying why automatic disposal is not possible and requesting specific disposition instructions. Where applicable the SDR remarks will inform the action activity that the materiel cannot be shipped to the local DLA Disposition Services Field Office and must be sent to an approved DEMIL/destruction center via MILSTRIP DIC A5J generated by the owner/manager.***

C4.9.3.3.1.2. Report discrepant quantities other than those mentioned above citing the applicable SCC, 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. Documentation. Absence of the ***shipping*** documentation should not preclude receipt processing and reporting or subsequent issue of the materiel. Storage activities will research in accordance with C4.9.1.2. to report the receipt. The discrepancy reporting requirements in C4.8 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 transaction.

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/***marking/ labeling*** 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 C4.10.

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 SCC D receipt. Identify and describe the specific technical data discrepancy in the ***SDR*** 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 SCC 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, 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 materiel returns program (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 will establish internal procedures for processing the receipts from the depot for these assets for subsequent issue, excess

reporting under MILSTRIP MRP, or release for DLA Disposition Services. 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 will receipt the assets to the local Base Operating Supply System 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.[4]

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 DIC D6A. Do not include a discrepant receipt management code in the transaction. For materiel shipped between wholesale storage activities, report the receipt using DIC D6K. ICPs receiving transactions reporting returns not-due-in of phase I reparables, for which they are not the IMM, will 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. ***Discrepancies in IUID Data. Report discrepancies involving IUID under DoD IUID supply policy, including but not limited to DoD UITprograms, or as contractually required. IUID discrepancies may be related to the packaging label, including AIT readable content; the item marking, including AIT readable marks; supply documentation; the due-in record; and/or a mismatch between the item and any of these. Discrepancies identified during receipt of new procurement materiel must be reported prior to acceptance (if not accepted at origin). Discrepant materiel may be placed in a suspended condition pending resolution. Discrepancies that resulted in incorrect information within the IUID registry must be reported and corrective action taken.***

C4.9.3.3.1***3***. 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 the storage and accountability requirements in C4.9.1.4.

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.

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

C4.9.3.4.2. 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 ***shortages***/overages, ***wrong item, IUID mismatches,*** and vendor caused misdirected shipments, ***and other discrepancies impacting cost or customer satisfaction*** 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 DUE-INS

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 will 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 DIC DXA. Prepare follow-ups on receipts due from nonprocurement sources using DIC DXB.

C4.10.3. When the storage activity reply indicates that the materiel has not been received (DIC DXC or DXD), any required shipment tracer and/or discrepancy reports are to be initiated under the procedures cited in C4.8. 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-UP

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 DIC 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 DIC DXA Materiel Receipt Follow-Ups (Procurement Instrument Source) in the Appendix AP3.42 format citing DIC DXC.

C4.11.2.2. Prepare replies to DIC DXB Materiel Receipt Follow-Ups (Other Than Procurement Instrument Source) in the Appendix AP3.43 format citing DIC 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 will 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 Depot Maintenance Inter-Service Support Agreement (DMISA)) will establish a DIC 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 DIC 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 C3.3.), they will establish a DIC DFK due-in for the intransit materiel and provide a DIC DWK PMR to the receiving storage activity following the procedures in C4.2. and C4.3. .

C4.12.2.3. Storage activities will 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 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 will specify the materiel control requirements. The agreement will 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 C5.6.

C4.12.2.5. Each DoD Component will 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 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 will 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 will establish dues-in for expected returns from commercial and Government maintenance activities using the appropriate Appendix AP2.1 MILSTRAP DICs in the DD or DF series. Provide PMRs to storage activities to receive the materiel under C4.3. using the corresponding DICs in the DU or DW series. Storage activities will report receipts under C4.4 or C4.5 and C4.9., using the corresponding DICs 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 SCC R (Suspended Reclaimed Items Awaiting Condition Determination). When receiving storage activities determine that immediate classification of such SCC R assets is not possible, they will ensure that the assets are checked/tested and classified to actual condition within established parameters under C5.2.3.

C4.13.2. When reclamation activities cite an actual SCC (i.e., other than R) for returned materiel, storage activities will cite that SCC 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 SCC K if the actual condition cannot be determined. Materiel reported in SCC K must be classified to actual condition within established parameters under 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 Purpose Code L to denote loan) or as a DIC 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. DIC 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 AP3.39.

C4.14.3. Receiving activities will inspect loaned materiel upon receipt. Submit DIC 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, (e.g., 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.

C4.15. ARMY EXCHANGE PRICING PROCESS

C4.15.1. The Army Exchange Price interim approach is a multi system functionality implementation. Exchange Price employs a dual pricing system for repairable NSN items based upon Standard Price (latest acquisition cost plus cost recovery rate) and Exchange Price (latest repair cost plus cost recovery rate) and a “buy one – return one” relationship with the customer. That is, a qualified exchange pricing customer buys at the Exchange Price and pays a penalty if a reparable is not turned-in within a specified period of time from the issue date. This process is applicable to the Army customers and Army-managed material only; other Services will continue to pay Standard Price and receive 65 percent credit exchange upon receipt of carcass by the Army PICA.

C4.15.2. Once an item of supply is identified for a national repair program and the national item identification number (NIIN) has an established Exchange Price, all requisitions for the item will be priced at the Exchange Price if the customer is an authorized EP customer.

C4.15.3. When a requisition submitted to the Supply Support Activity (SSA) is processed by the Standard Army Retail Supply System, The Standard Army Retail Supply System will determine if both the customer DODAAC is an Exchange Price customer, and the NIIN has an established Exchange Price. If the customer is an Exchange Price customer the requisition will be updated to include the Exchange Price Indicator. As this transaction is processed through the Army supply system, middleware, Funds Control Module (including Exchange Price Tracking) Defense Automatic Address System (DAAS), Commodity Control Supply System (CCSS), and Army Logistics Modernization Program (LMP), the Exchange Price Indicator will be used to identify the transaction as Exchange Price related. All the legacy systems will continue processing the MILS transactions, LMP will process DLMS transactions that are converted by DLA Transaction Services.

C.4.15.4. All related supply transactions prepared by the Army will carry and perpetuate the Exchange Price Indicator. As a result of the Exchange Price implementation the following transactions will be impacted, requisition, requisition modifier, requisition follow-up, material release order and supply status. The returns process will also process Exchange Price related transactions. The material receipt transaction will be generated by the Standard Army Retail Supply System for all returns of Exchange Price NIINs, and will include an Exchange Price Type of Credit indicator for Unserviceable credit when applicable, as well as an Exchange Price Conversion Indicator to identify the need to provide credit according the pre-Exchange Price credit policy, which will last for 60 days following the implementation of Exchange Pricing.

C.4.15.5. If the return is in an un-repairable condition code or the item is not returned within the established timeframe (Delta Delay Days), the National Level systems (LMP, CCSS) will create an obligation adjustment based on the receipt from

Middleware Funds Control Module of a material returns supply status (Delta Bill Trigger) transaction. As a result of processing the delta bill trigger the national systems will create the logistics/interfund bill transaction with an Exchange Price Indicator and Type Bill code to identify the specific type of Exchange Pricing bill to the Army financial systems.

# 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 supply 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 that use individual increase or decrease adjustment actions against the accountable and owner records. Document identifier codes (DICs) in the D8 or D9 series, prepared as outlined in Appendix AP3.4, apply to these transactions. When processing DICs D8S and D9S, see Appendix AP3.6 for format.

C5.1.2.2. The dual adjustment method provides for offsetting adjustments to supply condition or purpose code in a single adjustment transaction. This is possible by using the FROM and TO data fields in the transaction. DIC DAC or DAD, prepared as outlined in Appendix AP3.8, applies to these transactions. When processing DIC DAS, see Appendix AP3.9 for format.

C5.1.2.3. When DoD Component practice prescribes the use of single transactions in the DIC D8 and D9 series internally for condition or purpose transfer, make provisions to accept and process DIC 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, DIC DAS, and corresponding single adjustments, D8S/D9S, to effect ownership gain/loss under the SMCA concept per section C5.3.

C5.1.4. Accomplish changes in project or distribution codes maintained on the owner record by using individual increase or decrease materiel adjustment transactions containing appropriate DICs in the D8 and D9 series (other than D8A/D9A).

C5.1.5. Submit Inventory adjustments resulting from clerical or automated information system errors that cannot be corrected by reversing the original transaction, or from reconciliation between the storage activity and owner using DIC D8B if the adjustment is an increase and DIC D9B if the adjustment is a decrease.

C5.1.6. Inventory adjustments for which a specific DIC is not otherwise provided, will use DIC D8Z when the adjustment is an increase and DIC 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 use DIC D9G. Losses resulting from major disasters, fire, enemy action, acts of God, etc., will use DIC D9H.

C5.1.8. DICs in the DIC DB series (for gains) and DIC DC series (for losses) will be used for financial adjustments and the transactions will be prepared in accordance with the regulatory procedures prescribed by the DoD Components. These transactions are for use as prescribed by the DoD Components and no formats are prescribed in the MILSTRAP manual. There are no DLMS equivalent transactions by intent. Requiring DoD Components must submit a proposed DLMS change if they require DIC DB_/DC_ functionality in DLMS.

C5.2. CHANGES IN SUPPLY CONDITION OF MATERIEL

C5.2.1. Supply Condition Reclassification of Assets in Storage

C5.2.1.1. When inspection of stocks on hand reveals that a supply condition code (SCC) reclassification is required, storage activities will report the variance to the owner within 3 calendar days using a DIC DAC Inventory Adjustment--Dual. Enter the new 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]

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 ***explosive and inert*** ammunition, complete the reclassification ***of materiel reported in SCC J*** within ***80*** calendar days after reporting the original transfer to the owner. ***Owner/managers will provide timely disposition instructions for materiel in a suspended condition to promote rapid reclassification of materiel (with a maximum of 50 days for provision of owner/manager disposition instructions and 30 days for storage activity reclassification).*** Complete the reclassification of ***explosive and inert*** ammunition within 270 calendar days after reporting the original transfer.

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

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 SCC Q (Suspended) Product Quality Deficiency Related Materiel

C5.2.2.1. Storage activities will report discrepant receipts in SCC Q as prescribed in Chapter 4, (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 the procedures identified in C5.2.1.1.

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

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

C.5.2.2.4. If the deficiency does not prohibit further DoD use (e.g., the defect is minor or the item meets specification for another national stock sumber (NSN)), owners will direct storage activities to re-identify and/or transfer the suspended SCC 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 DIC DAC Inventory Adjustment – Dual, using the same document number originally used to report the materiel in SCC 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 procedures in C5.7.

C5.2.2.5. If the deficiency prohibits further DoD use, the materiel willl remain in SCC Q and owners will direct transfer of the materiel to DLA Disposition Services Field Offices following the procedures in Chapter 3. Improperly documented, unauthorized source, defective, non-repairable, and time-expired Aviation critical safety item (CSI)/flight safety critical aircraft part (FSCAP) materiel that is not mutilated by the holding activity will be directed to the DLA Disposition Services Field Office in SCC Q with Management Code S. All such material will be mutilated. When turning such Aviation CSI/FSCAP in to a DLA Disposition Services Field Office, the turn-in document must clearly note that the part is defective, non-repairable, time-expired, or otherwise deficient and that mutilation is required.

C5.2.3. Reclassification of SCC 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 receipt processing procedures in Chapter 4. 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 procedures in C5.2.1.1.

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 will 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 DIC DAC Inventory Adjustment--Dual using the same document number 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 SCC K and R Receipts

C5.2.4.1. In accordance with the receipt processing procedures in Chapter 4, 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 that 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 paragraphs. When materiel has been reclassified to its correct SCC, the storage activity will submit a DIC 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, ***complete the reclassification of*** materiel reported in SCC K within ***80*** calendar days after reporting the ***discrepant*** receipt ***via SDR. Owner/managers will provide timely disposition instructions for materiel in a suspended condition to promote rapid reclassification of materiel (with a maximum of 50 days for provision of owner/manager disposition instructions and 30 days for storage activity reclassification).*** Reclassify ***explosive and inert*** 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 in to 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. ***Refer to C4.9.3.3.1. for exclusions from automatic disposal.***

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 C5.2.2. of this chapter 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, “Single Manager for conventional Ammunition,” August 1, 2008, 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 DoD Components to have an audit trail when their inventory/ financial records are affected.

C5.3.2. The DIC DAS transaction (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 DIC 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(FSG) 13.

C5.3.3. The DIC D8S and D9S transactions (see Appendix AP3.6) are designed for use as a single transaction limited to effecting paybacks of SMCAs 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 DIC 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 FSG 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, DICs D8D and D9D (Appendix AP3.4), or the dual inventory adjustment transaction, DIC DAD (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 will 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 records 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 Depot Maintenance Interservice Support Agreement (DMISA) or other inter-DoD Component agreement, the agreement will 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, C4.12.

C5.6.2.2. Each DoD Component will ensure that:

C5.6.2.2.1. Owned inventory that 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 C7.2.3. and C7.2.4.) of this manual and, for commercial maintenance, the provisions of the Federal Acquisition Regulation (FAR). This includes returns from field activities for repair and reissue as wholesale inventory. DoD Components will 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, "Department of Defense Financial Management Regulations," 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 ensure 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 will report the following actions, as indicated, to the owner of the materiel. In DoD Component systems that do not use dual adjustment transactions, use the corresponding DIC D8_ and D9_ single adjustment transactions. Follow the Appendix AP3.8 format for preparing DIC DAC transactions or the Appendix AP3.4 format for preparing DIC D8/D9_ transactions.

C5.6.2.3.1. When materiel is inducted for maintenance (repair/modification, assembly, etc.), process a DIC 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 DIC 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 that 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, DIC 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, DIC 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 DIC D8J adjustment transaction for each newly identified stock number will be prepared and transmitted. The additional DIC 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, DIC D9K (Decrease - Catalog Data Change), and Suffix Code A. The second transaction will contain the same document number as the first transaction, DIC 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, DIC 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, DIC 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, DIC 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, DIC D8K (Increase–Catalog Data Change), and Suffix Code B.

C5.8. CONDITION CHANGES FOR ITEMS BEING REPORTED/TURNED IN TO DLA DISPOSITION SERVICES

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 DLA Disposition Services Field Offices. Otherwise, only materiel recorded in SCCs A through H and Q will be reported or turned in to the DLA Disposition Services Field Office.

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. The materiel reclassification procedures are contained in C5.2.

C5.8.3. Activities not reporting or turning in materiel to DLA Disposition Services Field Offices in an appropriate SCC will risk having the materiel rejected/returned by the DLA Disposition Services Field Office for proper classification.

C5.8.4. DLA Disposition Services Field Offices 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. DLA Disposition Services Field Offices will record both the supply and the disposal condition code for the materiel and will reflect both codes as management data for DLA Disposition Services screening and review. Within the DLA Disposition Services

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 DLA Disposition Services Field Offices to materiel with or without NSN identification.

# C6. CHAPTER 6.

# MATERIEL RECEIPT ACKNOWLEDGMENT

## C6.1. PURPOSE

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

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

## C6.2. APPLICABILITY[1]

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

C6.2.2. These procedures, therefore, apply to:

C6.2.2.1. All DoD wholesale inventory control points (ICP) and the DLA Disposition Services.

C6.2.2.2. Recipients of DoD and GSA wholesale stocks and DLA Disposition Services stock–including DoD intermediate/retail level and end use activities; contractors which receive Government furnished materiel, and defined under DoD 4140.1-R, “DoD Supply Chain Materiel Management Regulation”, May 23, 2003, implemented in MILSTRIP; DoD ICPs which requisition materiel from GSA, DLA Disposition Services, or other DoD ICPs; and DoD maintenance facilities which receive items for maintenance when the maintenance activity accountable office assumes property accountability for the inducted items–hereafter called reporting activities.

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[1] For the purpose of this chapter, DLA Disposition Services is the DoD ICP for shipments from disposition service.

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

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

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

C6.3.2. Shipments to foreign military sales and grant aid customers except when the shipment concerns an unconfirmed materiel release order (MRO) as described in MILSTRIP, Chapter 3 (Processing Follow-Ups).

C6.3.3. Inter-Component lateral redistributions of retail stock not directed by the integrated materiel manager.

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

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

C6.3.6. Shipments to disposition services which are covered under the MILSTRIP procedures for intransit control of shipments to DLA Disposition Services Field Offices.

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

C6.3.8. Shipments to Army/Air Force Exchange Service (DoDAACs HX1_, HX2_, HX3_, and HX4_).

C6.4. COMMUNICATIONS

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

C6.4.2. Reporting activities shall direct MRAs to the managing ICP, as identified from the instructions in Appendix AP3.29. The Defense Automatic Addressing System (DAAS) shall pass the MRA to the designated ICP and provide images to other designated activities based upon DoD Component rules.

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

C6.5. POLICY

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

C6.5.2. Reporting Activities, excluding ILCOs, shall:

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

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

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

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

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

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

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

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

C6.5.4. ICPs shall:

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

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

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

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

C6.5.4.5. Consider MRA data in the supply discrepancy report (SDR) validation process.

C6.5.5. DoD Components:

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

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

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

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

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

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

## C6.6. PREPARING AND SENDING MATERIEL RECEIPT ACKNOWLEDGMENT

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

C6.6.1.1. Within 5 calendar days of materiel receipt.

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

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

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

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

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

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

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

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

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

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

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

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

C6.7. FOLLOW-UPS FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGMENT

C6.7.1. When materiel shipment is confirmed or when the requisition involves an unconfirmed MRO as described in MILSTRIP Chapter 3, the ICP shall monitor for receipt of MRA(s). MRA must be received for the total quantity shipped within 45 calendar days from the date released to carrier for shipments to CONUS activities, within 105 calendar days from the

date released to carrier for shipments to overseas activities, or within 135 days from the DIC ASH pseudo shipment status release date for security assistance requisitions. Otherwise, the ICP shall send a DIC DRF follow-up, prepared in the Appendix AP3.30 format.

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

C6.7.3. In the event that materiel has not been received because a Navy ship has not yet had the opportunity to physically pick it up (it is awaiting pick up at a Navy Local Logistics Support Center or the Material Processing Center), the Navy ship reporting activity shall respond with a DIC DRB containing Discrepancy Indicator Code G in record position 63. This will signal the ICP to keep the record open and continue to monitor for receipt of MRA(s), and send another DIC DRF after another 45 calendar days have elapsed (which may be responded to with an additional DIC DRB with Discrepancy Indicator Code G if the ship is unable to pick up their materiel from the Navy Local Logistics Support Center or the Material Processing Center). The Navy ship reporting activity may send up to six MRA transactions in response to follow-up, using DIC DRB with Discrepancy Indicator Code G. The Navy ship reporting activity shall send an MRA, using DIC DRB, without the Discrepancy Indicator Code G, once the materiel is received (e.g., picked-up or otherwise delivered directly to the ship), which may include the use of other discrepancy codes as appropriate. If a reply is not received within 45 calendar days from the sixth DRB with Discrepancy Indicator Code G, the ICP shall include the delinquency information in the management evaluation report (C6.10). Also, if the requisition involves an unconfirmed MRO (see MILSTRIP, Chapter 3, (Processing Follow-Ups)), then the ICP shall resolve the record as described in MILSTRIP, Chapter 3, (Force Closed Materiel Release Confirmation).

C6.7.4. Except as noted in C6.7.3., if a reply is not received within 30 calendar days from the follow-up transaction date, the ICP shall include the delinquency information in the management evaluation report (C6.10). Also, if the requisition involves an unconfirmed MRO (see MILSTRIP, Chapter 3, (Processing Follow-Ups)), then the ICP shall resolve the record as described in MILSTRIP, Chapter 3, (Force Closed Materiel Release Confirmation).

## C6.8. CORRECTING OR CANCELING MATERIEL RECEIPT ACKNOWLEDGMENT

### C6.8.1. MRA Errors

C6.8.1.1. Activities which acknowledge a materiel receipt in error, other than an invalid quantity or blank unit of issue which could not be processed to a DLMS trading partner as noted below, shall not correct the MRA. However to ensure validation of any SDR for the shipment, the reporting activity must identify the erroneous MRA information in the SDR remarks. MRAs with an invalid quantity field or blank unit of issue shall be processed and corrected as addressed in C6.8.1.2.

C6.8.1.2. MRAs with an invalid quantity or blank unit of issue cannot be processed by DLMS trading partners due to syntax errors. Accordingly, when DLA Transaction Services must convert DIC DRA/DRB to a DLMS 527R MRA transaction for a DLMS trading partner, and the DRA/DRB contained an invalid quantity or blank unit of issue, DLA Transaction Services shall reject the transaction using narrative message rejects as follows:

C6.8.1.2.1. Invalid Quantity. (Quantity field is blank or contains alphas or special characters):

C6.8.1.2.1.1 DLA Transaction Services shall reject MRA transactions (DICs DRA/DRB) received with an invalid quantity field (record position 25-29) to the reporting activity with a narrative message reject stating: Correct and resubmit. The quantity in record position 25-29 is invalid.

C6.8.1.2.1.2. Reporting activities which acknowledged receipt using an invalid quantity are to correct and resubmit the MRA upon receipt of the narrative message reject.

C6.8.1.2.2. Blank Unit of Issue

C6.8.1.2.2.1. DLA Transaction Services shall reject MRA transactions (DICs DRA/DRB) received with a blank unit of issue (record position 23-24) to the reporting activity with a narrative message reject stating: Unit of Issue contains blanks or special characters.

C6.8.1.2.2.2. Reporting activities which acknowledged receipt using a blank unit of issue are to correct and resubmit the MRA upon receipt of the narrative message reject.

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

C6.9. QUALITY CONTROL

C6.9.1. To comply with the requirements of Chapter 7, ICPs and reporting activities shall include the evaluation of internal MRA processing in their quality control programs. The following work processes shall be included: accuracy of MRA initiation of follow-up, submission timeliness, and investigative research to determine and correct processing errors.

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

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

C6.10. MANAGEMENT EVALUATION

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

C6.10.2. The program shall provide for:

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

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

C6.10.2.2.1. General MRA Management Report Criteria. Documentation of nonresponses for a reporting period to include: the number of qualifying shipments made to an activity (by "ship to" DoDAAC); the number of MRA responses received from that activity; the number of nonresponses. The following sections identify a common report description, how to do additional analysis of the data, and the types of breakdown to be available for MRA responses/non-responses for several different categories and whether detail by individual DoDAAC is available.

C6.10.2.2.2. Capability to do Additional MRA Report Analysis. Most of the MRA reports contain a "Save" link above the report title. Clicking the "Save" link will launch the applicable MRA report content in a spreadsheet format for additional analysis.

C6.10.2.2.3. Common Text for Report Descriptions. In general, for each report category, the count of qualified shipments requiring an MRA is matched against MRAs received/not received within the allotted timeframe and a percentage is computed. The reports shows results for Shipments Requiring MRA and MRA Not Received. Some of the reports include a column for MRA Received. Where the report is broken out by Service, click on the Service line hyperlink to show the specific report category MRA Service/Agency Detail Report showing all DoDAACs making up the totals within each Service. The detail report shows results for shipments requiring an MRA and MRA received. Some of the detail reports include a column for MRA received. Selecting a DoDAAC from the detail report shall show all document numbers associated with that DoDAAC total. Clicking on an individual document number shall launch WEBVLIPS for further analysis of the selected document number. Differences from this standard report description are noted in the following descriptions of each specific MRA report type:

C6.10.2.2.3.1. MRA Service/Agency Summary. This summary shows shipments for DoD Components/Participating Agencies and all categories by area of the ship-to-DoDAAC and customer. Detail report is available. Summary and Detail Reports include an extra column for MRA received.

C6.10.2.2.3.2. Direct Vendor Delivery (DVD) (Non Stock) MRA Summary. This summary shows DVD (Non Stock) shipments for DoD Components/Participating Agencies and all categories by Area and Customer. Detail report is available.

C6.10.2.2.3.3. Stock Shipment Summary, MRA Not Received. This summary shows Stock Shipments by area of the ship-to-DoDAAC and DoD Components/ Participating Agencies. Detail report is available.

C6.10.2.2.3.4. Direct Vendor Delivery (DVD) and Stock Shipment Summary, MRA Not Received. This summary shows DVD and Stock Shipments for all DoD Components/Participating Agencies and all categories by Ship-to DoDAAC. Detail report is available.

C6.10.2.2.3.5. Shipment Discrepancy Report by Depot. This report shows the number of shipments by qualified depot or DVD shipper and the count and percentage of MRAs received from reporting activities with an MRA discrepancy indicator code from the qualifying depots or DVD shippers.

C6.10.2.2.4. Specific Category Reports. The MRA Management Information report provides the capability to access information by specific categories. For these specific category reports, the detail report reflects the same layout as the summary report:

C6.10.2.2.4.1. Ammunition Percent of Delinquents Summary. This summary shows shipments for ammunition by area of the ship-to-DoDAAC and DoD Component/Agency. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.

C6.10.2.2.4.2. Contractor Percent of Delinquents Summary. This summary shows contractor shipments by area of the ship-to-DoDAAC and DoD Component/Agency. Detail report is available. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.

C6.10.2.2.4.3. Army Total Package Fielding (TPF), Percent of Delinquents Summary. This summary shows Army TPF shipments by area of the ship-to-DoDAAC. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown.

C6.10.2.2.4.4. Percent of Delinquents General Summary. This summary shows general shipments by area of the ship-to-DoDAAC and DoD Component. The report shows results for Shipments Requiring an MRA, where an MRA was received within the allotted timeframe and where an MRA was not received within the allotted timeframe. Only the percentage of qualified shipments that received an MRA is shown. The report excludes the categories for Ammunition, Contractor, and Army Total Package Fielding.

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

# C7. CHAPTER 7

## PHYSICAL INVENTORY CONTROL

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

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

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

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

C7.1.1.2.1. principal items,

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

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

C4.1.1.2.4. ammunition,

C7.1.1.2.5. forms and publications, and

C7.1.1.2.6. subsistence.

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

C7.1.2. Exclusions

C7.1.2.1. These procedures are not applicable to bulk petroleum; complete ships, aircraft, ballistic missiles, nuclear weapons, space vehicles; assets located at contractor-owned and/or contractor-operated facilities that are not maintained on the DoD wholesale property accountability records; Industrial Plant Equipment reportable to the Defense Industrial Plant Equipment Center; National Security Agency/Central Security Service assets; and National Defense Stock Pile assets. Loaned and in-transit materiel and materiel shall be accounted for in accordance with chapter 4 of this manual and DoD Component procedures.

C7.1.2.2. Physical inventory control procedures for bulk petroleum are contained in DoD 4140.25-M, “DoD Management of Bulk Petroleum Products, Natural Gas, and Coal.”

C7.1.2.3. Nuclear weapons for which the Department of Defense has custodial responsibility.

C7.2. POLICY. DoD policy is contained in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation".

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

C7.2.1.1. Ensure materiel accountability is properly executed within the Department of Defense;

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

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

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

C7.2.2. Philosophy And Guiding Policy.

C7.2.2.1. Inventory systems shall support perpetual inventories where current item record balances are maintained by posting all balance affecting events such as the recording receipts, shipments, inventory adjustments and changes to condition, ownership, or location as they occur. If a system can't currently support perpetual balances, efforts shall be made to bring the system into compliance.

C7.2.2.2. The dynamic nature of the physical inventory control function and the cost of counting and reconciling records require that the approach be more selective than the "100 percent wall-to-wall total item count" concept. Available inventory resources shall be directed toward potential and actual discrepancies, controlled inventory items, and weapon system critical items for which maximum returns are derived from applied resources.

C7.2.2.3. A fundamental requirement of inventory integrity is to implement the technical capability that provides for the total item property record that includes a single shared asset balance maintained by the storage activity.

C7.2.2.4. Storage activities shall make use of any one or a combination of the following three inventory counting approaches, as appropriate to the physical inventory item policy requirements, storage facility physical constraints, physical inventory support system capabilities, types of items, and inventory accuracy conditions..

C7.2.2.4.1. Cycle counting, where a portion of the inventory is counted either daily, weekly, or monthly until the entire inventory has been counted within the time period specified. If a system can't support perpetual balances, the cycle counting approach shall not be selected.

C7.2.2.4.2. Statistical sample counts that are statistically significant and representative of the total inventory item population are an efficient approach to quickly determine the accuracy of the inventory with minimal operational disruption. When statistical sample counts are allowed and the resultant count is within required tolerances, the inventory is considered complete. If the statistical count is outside the allowed accuracy tolerance, then the entire results of the statistical sampling must be voided. This requires scheduling another physical inventory via another sample count, cycle count, or wall-to-wall count as appropriate to the accuracy conditions determined by the first sample count. If another sample count is used, it shall not be the same sample or a sub-set of the same sample selected earlier.

C7.2.2.4.3. Wall-to-wall inventories, where the entire count is made at a point in time and they are conducted only when:

C7.2.2.4.3.1 It is essential to strike a point in time balance for inventory;

C7.2.2.4.3.2 The storage and inventory density are small enough that there is no detrimental impact to supply support operations; or

C.7.2.2.4.3.3 When safety and security of assets and access to such assets (such as munitions and explosives) are generally more restrictive and controlled.

C7.2.2.5. All physical counts shall be blind counts; that is, personnel conducting physical counts shall have no prior knowledge or access to the on-hand quantity balance in the inventory records. In those rare instances where segregation of duty controls cannot guarantee blind counts, other local effective risk mitigation techniques shall be applied such as increased supervision and two member count teams.

C.7.2.2.6. Personnel performing physical counts shall be are provided tools to perform the count including the part number, description, condition, location, number of requisite counts, etc., to ensure the correct item and location and count guidance is provided to inventory personnel conducting the inventories. The count the record shall not be provided to the counters.

C.7.2.2.7. The implementing procedures for the DoD Components are to:

C.7.2.2.7.1. Provide management priority and resources for the execution of PICP functions. Managers shall by direct or indirect supervision ensure that physical inventory teams are identified, properly staffed, trained, have the necessary instructions, tools, problem resolution assistance, and that duties are segregated to ensure accurate and timely physical counts, research, and records balance corrections.

C.7.2.2.7.2. Ensure that assets are protected against waste, loss, negligence, unauthorized use, misappropriation, and compromise in the case of controlled inventory item materiel.

C.7.2.2.7.3. Ensure that sufficient emphasis is placed on materiel accountability and inventory accuracy to promote improved performance of individuals directly responsible for the care, security, and management of DoD supply system materiel, as well as those responsible for making reports on the status of that inventory.

C.7.2.2.7.4. Ensure that duties such as receiving, posting transactions to records, and issuing are divided among the work force so that no single individual can adversely affect the accuracy and integrity of the inventory. Although multi-skilled personnel may conduct physical counts, the inventory organization must enter counts, apply in-float controls, and conduct pre-adjustment research. When adequate segregation of duties is not practical or cost-effective, other local risk mitigating controls shall be put in place to the maximum extent possible, such as increased supervision and two man count teams.

C.7.2.2.7.5. Conduct functional reviews of the PICP to ensure compliance with DoD and Component policy and procedures and establish physical inventory control as a mandatory element to be addressed in the annual internal management control assessments required by DoD Instruction 5010.40, “Managers' Internal Control Program (MICP) Procedures”.

C.7.2.2.7.6. Ensure that training is provided to supply system personnel who perform functions affecting physical inventory control and that training courses are updated to teach current DoD policies, procedures, and performance goals. Training shall ensure familiarity of physical inventory staff with the items to facilitate item recognition and unit of measure peculiarities, the required count processes, research methods/tools available, and the count recording and records correction processes.

C.7.2.2.7.7. Separate dedicated physical count teams shall be established providing a knowledgeable and well trained work force to conduct physical inventory counts. An increased level of supervision is required for the less experience count team members. The exception to the forgoing is those isolated cases where the size of the storage activity is such that separate count personnel would be inefficient.

C.7.2.2.7.8. Performance goals shall be established within Government or Contractor personnel performance standards and evaluations for those individuals performing and managing physical inventory program functions on Department of Defense materiel. Feedback mechanisms for all personnel involved in the physical inventory function shall be established to compare and report actual results against standards and corrective plans of action shall be put in place when the performance does not meet the standard.

C7.2.3. Security of Materiel. Security is the first line of defense for physical inventory control; therefore, DoD Components shall pay special attention to the safeguarding of inventory items. This shall include analysis of loss rates through inventories, financial liability investigation of property loss reports (DD Form 200), and criminal incident reports, to establish whether repetitive losses indicate criminal or negligent activity. Physical security procedures for supply system materiel are contained in DoD 5200.08-R, “Physical Security Program”.

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

C7.2.5. Maintaining Property Accountability/Responsibility. The property accountability responsibility for total item property record segments may be delegated to, but not shared by, one or more organizational entities. However, asset balance information for a particular

segment (such as the storage activity balance for an item) shall be shared; duplicative records shall not be maintained.

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

C7.2.5.2. The owning DoD Component shall assume or assign the accountability for materiel not in the physical custody of a storage activity (e.g., materiel inducted for organic repair, test assembly/disassembly, conversion, modification, or reclamation; materiel in a contractor's hands (in accordance with provisions of the Federal Acquisition Regulation); in-transit materiel; on-loan materiel).

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

C7.2.6. End of the Day Processing. Use the following end of the day processing procedures pending the establishment of single shared asset balances (see paragraphs C7.2.2. and C7.2.4. above). End of the day processing shall be performed as follows:

C7.2.6.1. Owners/managers and storage activities shall match all active record (e.g., stock numbers that had any transactions affecting record balances) on-hand balances daily. The storage activity shall submit the daily closing on-hand balance to each affected owner/manager using Document Identifier Code (DIC) DZH, Location Reconciliation Request prepared in the Appendix AP3.59 format, citing Type of Location Reconciliation Request Code 1 in record position 7.

C7.2.6.2. Storage activities shall prepare location reconciliation request transactions by line item (stock number + supply condition code (SCC) = line item), and type of pack, for each record experiencing transactions affecting the balance (including zero balance) and for no physical inventory adjustment required (DIC D8A with zero quantity) transactions. The storage activity shall also submit DIC DZM, End of Day Accountable Transaction Count prepared in the Appendix AP3.62 format to advise the owner/manager of the number of balance affecting transactions that were forwarded during the daily course of business. This transaction is compared to the actual number of transactions received by the owner/manager to identify missing transactions and aid in unreconciled balance (URB) research.

C7.2.6.3. Owners shall match the storage activity location reconciliation requests to the affected records. Imbalances shall be programmatically researched to assure consideration of in-float documents, delayed transactions, and duplicate transactions. For unresolved mismatched quantities, the owner/manager shall update the affected record on-hand balance with the storage activity's closing on-hand balance. The mismatched quantity (gains and

losses) shall be adjusted with a DIC D8B/D9B, Inventory Adjustment Increase/Decrease (Accounting Error) transaction.

C7.2.6.4. Owner/managers shall refer to section C7.6 for guidance on research of potential or actual Inventory Adjustments (Accounting Error) (D8B/D9B).

C7.2.6.5. Owners/managers shall request assistance from the storage activity to isolate causes of record imbalances to maintain transaction level integrity. The storage activity assistance should focus on data transmission (e.g., lost transactions). Owners/managers shall input DIC DZJ, Transaction History Request to the storage activity for data transmission (e.g., lost transactions).

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

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

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

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

C7.2.10.1. Inventory Sampling

C7.2.10.1.1. Annual Record Accuracy Statistical Sample. A stratified, hierarchal inventory sample shall be accomplished at least once annually for the purpose of validating the accuracy of the accountable records. The results of this sample report on the percent of records that match the physical count exactly or are within the allowed tolerance. The annual record accuracy statistical sample provides a barometer of performance and improvement opportunities for local storage activity managers. The results of the sample shall be reported in accordance with the item categorizations stratification and tolerances cited in paragraph C7.2.12.5. When the physical count of an item is completed, the physical count and record quantity are compared; it the two are within the specified tolerance for Categories B and C the accuracy of that record is considered correct, if the tolerance is exceeded the record is counted as inaccurate. Items in Categories A and D have a zero tolerance; therefore, any difference between the physical count and the record quantity is counted as an inaccurate record.

C7.2.10.1.2. Annual Chief Financial Officer's (CFO) Statistical Sample Inventory. The Chief Financial Officer's Act (CFOA) of 1990 requires that the Department of Defense, the Military Services, and Defense Agencies submit financial statements to the Congress. One of the financial statement elements is the dollar value of on-hand supply

inventory. The purpose of the Annual CFO Statistical Sample Inventory is enable the Components to estimate the dollar value of the non-fuel portion of the DoD on-hand inventory held in storage for annual financial statement reporting. The Components shall conduct a stratified, hierarchal statistical sample inventory for the purpose of accurately estimating the true dollar value of their respective on-hand supply inventories. The initial implementation shall be for materiel in Defense Logistics Agency (DLA) storage sites managed by the Distribution Standard System (DSS), regardless of the materiel's ownership. The requirement to conduct the CFO Annual Statistical Sample Physical Inventory may be expanded to include inventories beyond that maintained by DSS. The following are the guidelines to conduct and report the results of the annual CFO Inventory sample.

C7.2.10.1.2.1. Annual CFO Statistical Sample Inventory Schedule. The annual CFO statistical sample inventory shall be scheduled as close to the end of the fiscal year as possible allowing sufficient lead time to conduct the sample inventory, perform analyses, and report results to support the end of fiscal year financial reports.

C7.2.10.1.2.2. Annual CFO Statistical Sample Inventory Guidelines.

C7.2.10.1.2.2.1. The items in storage shall be stratified into dollar value categories to minimize the number of items requiring inventory while yielding results with the confidence level and precision required below. The dollar value stratifications used for sample shall be included in the CFO Inventory Value Sample Plan for that year.

C7.2.10.1.2.2.2. Every item stored, regardless of owner/manager, within the extended dollar value strata identified in the Annual CFO Sample Plan for that year shall have an equal probability of being selected in the sample and inventoried.

C7.2.10.1.2.2.3. The sample results shall have a 95% confidence level and a level of precision within + (plus) or – (minus) 2.5%C7.2.10.1.1.3.

C7.2.10.1.2.2.4. DoD CFO Statistical Sample Inventory Plan. Each year's DOD CFO Annual Statistical Sample Plan shall be provided to the Joint Physical Inventory Working Group (JPIWG) Chair for posting to the JPIWG Web Page at: www.dla.mil/j-6/dlmso/Programs/Committees/JPIWG/JPIWG.asp

C7.2.10.1.2.2.5. DoD CFO Statistical Sample Inventory Results. The Components shall use the results of the CFO Inventory Sample to valuate materiel under their respective ownership and report those values to the DoD Chief Financial Officer for use in the preparation of their respective financial statement reporting. Note that the results of the CFO Inventory Sample shall include all adjustments and documentation that supports the physical completion of the inventory process.

C7.2.10.1.3. Annual Complete Physical Inventory. Annual complete (100%) physical inventories can be performed as an alternative to statistical sampling.

C7.2.10.2. Complete Inventories. Complete inventories shall be performed as follows:

C7.2.10.2.1. Controlled Inventory Items. The following controlled inventory items (identified in DoD 4100.39-M, Federal Logistics Information System (FLIS) Procedures

Manual") require complete physical inventory and do not qualify for use of a random statistical sampling approach:

C7.2.10.2.1.1. Top secret.

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

C7.2.10.2.1.3. Category I non-nuclear missiles and rockets (semiannually in accordance with DoDM 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives."

C7.2.10.2.1.4. Precious metals.

C7.2.10.2.1.5. Small arms.

C7.2.10.2.1.6. Radioactive items.

C7.2.10.2.1.7. Inert nuclear ordnance materiel.

C7.2.10.2.1.8. Other items that may be designated by the Office of the Secretary of Defense (OSD) or the DoD Component.

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

C7.2.10.2.3. Controlled inventory items not subject to annual complete physical inventory must be subjected to annual random statistical sampling. Acceptable statistical sampling techniques are widely prescribed and may be used so long as every item included in the population has an equal probability of being selected in the sample. At minimum, the statistical sampling technique must provide reasonable assurance that the property accountability records are accurate with a 95 percent level of confidence, accuracy level of 95 percent, and a maximum margin of error of two percent. If the sample inventory results do not satisfy the above criteria, complete physical inventory of the population from which the sample was selected shall be performed.

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

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

C7.2.10.3.2. Location reconciliation variances,

C7.2.10.3.3. Location survey errors,

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

C7.2.10.3.5. Owners may select items for inventory based on the owner physical inventory prioritization methodology or model which considers characteristics identified by each Service based on Service priorities, readiness drivers; etc. The owner and depot shall negotiate projected workload at least once annually (prior to each Fiscal Year). The owner

would provide the prioritization methodology/model results to the distribution depot annually by submission of a DIC DJA transaction with a Type Physical Inventory Code I.[1] Items selected for inventory based on the owner priority selection system shall not be given priority over items in subparagraphs C7.2.10.1., C7.2.10.2, C7.2.10.3.1, C7.2.10.3.2, and C7.2.10.3.3.

C7.2.11. Potential Discrepancies. Potential discrepancies between the actual physical count of materiel and the property accountability record on-hand balance shall be researched and resolved in accordance with Table C7.T3. by:

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

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

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

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

C7.2.12.2. Receipt Processing Performance Goal: 90 percent stored and posted within Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), Chapter 4 time standards.

C7.2.12.3. Record Reconciliation Program Goal:

C7.2.12.3.1. Location Survey Accuracy:

C7.2.12.3.1.1. General Supplies: 97 percent.

C7.2.12.3.1.2. Ammunition: 98 percent.

C7.2.12.3.2. Location Reconciliation Accuracy:

C7.2.12.3.2.1. General Supplies: 97 percent.

C7.2.12.3.2.2. Ammunition: 98 percent.

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

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

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[1] The Distribution Standard System is capable of accepting DIC DJA with Type of Physical Inventory/Transaction History Code I, however the Services have not yet implemented this capability. Service Supply PRC representatives are to notify DLA Logistics Management Standards when implementation date is known per Approved DLMS Change (ADC) 33 (available at www.dla.mil/j-6/dlmso/eLibrary/Changes/approved4.asp.)

[2]Within 30 days after the end of the 4th quarter each fiscal year, Components must submit record accuracy goals information to DASD SCI. Data may be obtained throughout the year.

Table C7.T1. General Supplies Record Accuracy Goals
Stratification Sub-Populations And Associated Goals And Tolerance Levels

| CATEGORY | SUB-POPULATION | GOAL (PERCENT) | TOLERANCE (PERCENT) |
|---|---|---|---|
| A | UNIT PRICE > $1,000 | 99 | 0 |
| B | UNITS OF ISSUE THAT MAY BE NONDEFINITIVE OR DIFFICULT TO MEASURE[3]<br><br>OR<br><br>(ON-HAND BAL > 50 AND EXTENDED VALUE < $50,000)<br><br>OR<br><br>NSN ACTIVITY (# transactions affecting balance in one year) > 50 | 95 | 10 |
| C | DATE OF LAST INVENTORY > 24 MONTHS<br><br>AND<br><br>ON-HAND BALANCE < 50 | 95 | 5 |
| D | ALL OTHER MATERIEL NOT MEETING ABOVE CRITERIA | 95 | 0 |
| 95 percent Confidence Level<br><br>+4 percent Bound applicable to each category | | | |

C7.3. PHYSICAL INVENTORY PROCEDURES

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

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

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

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

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

C7.3.3. Scheduled Inventories

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

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

C7.3.3.3. Storage activities shall initiate the scheduled random statistical sample inventory to meet the Departments' requirement to validate the accuracy of the supply records with DIC DJA requests using Type of Physical Inventory/Transaction History Code N.

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

C7.3.3.5. Storage activities shall initiate the scheduled annual stratified random statistical sample inventory to meet the Department's requirements to conduct the Annual CFO Statistical Sample Inventory identified in paragraph C7.2.10.1.2. with a Physical Inventory Request Transaction using Type Physical Inventory/Transaction History Code L.

C7.3.4. Unscheduled Inventories

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

special inventories may be waived when the inventory manager has recorded backorders for the item.

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

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

C7.3.4.4. Storage activities systemically initiate special inventories for a specific SCC as a result of quantity mismatches between the quantity-by-location and owner balance records using Type Physical Inventory/Transaction History Code Z.[4]

C7.3.4.5. Storage activities may initiate unscheduled inventories as a result of on-hand balance mismatches between the locator and property accountability records with DIC DJA, using Type of Physical Inventory/Transaction History Code M.

C7.3.4.6. Storage activities shall initiate special inventories (for all SCCs) in support of inventory accuracy improvement initiatives, using Type Physical Inventory/Transaction History C.[5]

C7.3.5. Canceling Inventories

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

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

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

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

C7.3.6.1. Physical inventory procedures at storage activities shall provide the required asset-to-record accuracy with positive control of materiel and documentation that are in

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[4] Refer to ADC 415
[5] ibid

float (e.g., including materiel release orders, receipts, condition transfers, catalog, and other data changes).

C7.3.6.2. The storage activity may reduce the volume of in-float accountable documents during the period required for an item count by suspending the issue of low priority materiel release transactions from items undergoing inventory. However, materiel shall be released for items undergoing inventory when such release is necessary to meet the order/ship timeframes prescribed by DoD 4140.1-R, to include the recognition of the required delivery date. The storage activity may also reduce the volume of in-float accountable documents by deferring routine SCC changes, providing that it complies with the Chapter 5 control requirements.

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

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

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

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

C7.3.6.7. When the storage activity record reflects more than one owner for commingled materiel, the storage activity shall apply all gains and losses to the wholesale manager. The storage activity shall prorate any losses that cannot be applied to the wholesale manager among all owners having balances. Storage activities shall not consider foreign owner balances in the prorating process. Foreign owner and Special Defense Acquisition Fund balances shall not be altered unless they are the only remaining balances for reporting a loss. Resolution of these losses shall be in accordance with DoD Security Assistance Program policy.

C7.3.6.8. The storage activity shall process DIC D8A/D9A adjustments by line item and type of pack for subsistence to update the storage activity quantitative balance record and each owner/manager record.

C7.3.7. Reconciling Manual Records for Controlled Items. When manual records are maintained for control of assets in secured storage, the storage activity shall at minimum reconcile these records at the time of inventory with the corresponding storage activity records and physical materiel counts.

C7.3.8. Unscheduled Physical Inventory Follow-up

C7.3.8.1. When the owner/manager has requested an unscheduled inventory and no adjustment or completion transaction has been received within 40 calendar days of the date of the request, the owner/manager shall follow up using a DIC DJA request, which cites

Management Code X in record position 72 and duplicates the remaining data from the DIC DJA transaction that established the inventory.

C7.3.8.2. The storage activity shall respond to the owner/manager follow-up within 5 calendar days by providing the appropriate adjustment, completion, or cancellation transaction. If an adjustment or completion transaction was previously submitted and a follow-up is received, the storage activity shall reply by submitting a DIC DJA with Management Code Y to the owner/manager and Transaction History Transmittal (DIC DZK) reflecting the actual physical inventory adjustment.

C7.3.8.3. If the storage activity does not have a record of the original owner/manager DIC DJA request, the storage activity shall process the DIC DJA with Management Code X as an original DIC DJA.

C7.4. RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY) – DOCUMENT IDENTIFIER CODE D8A/D9A

C7.4.1. Policy. DoD Components shall ensure that potential or actual adjustments are researched in accordance with the value of the adjustment and type of item. The DoD criteria for this research are set forth in Table C7.T32. and shall be used as the basis for selective research for supply system materiel. A reduction of the volume of erroneous adjustments can only be achieved by conducting specified degrees of research before posting the adjustment transaction. More stringent research requirements may be imposed by DoD Components based upon the limits of available resources and upon specific asset control problems. However, in no case shall adjustments be processed against items without required preadjustment research having been performed (see Table C7.T3.).

C7.4.2. Objectives. Analysis of inventory adjustments is vital to:

C7.4.2.1. Identify failures in the control systems so improvements can be made.

C7.4.2.2. Reduce similar discrepancies in the future.

C7.4.2.3. Ensure that the proper adjustment was made.

C7.4.2.4. Evaluate indicators of trends or system problems for corrective action.

C7.4.2.5. Detect negligence, abuse, or theft of materiel. Known or suspected negligence, abuse, or theft shall be researched in accordance with DoD 7000.14-R and Table C7.T3.

C7.4.3. Timeliness of Research. Timely completion of the research of potential adjustments is essential. Delay increases the complexities of adequate research and reduces the probability of conclusive findings.

C7.4.3.1. Storage activity preadjustment research must be completed and the physical inventory adjustment/completion action posted to the owner/manager record within 30 calendar days from the PICD for scheduled inventories and 15 calendar days from the PICD for unscheduled inventories.

C7.4.3.2. The storage activity must complete mandatory causative research within 45 calendar days from the date the adjustment transaction was posted. If sample causative research is used as allowed by Table C7.T3, Minimum Research Requirements, the sample causative research must be completed within 45 calendar days from the date the sample causative research listing is created.

C7.4.4. Transaction History Requests. For intra-Component (or inter-Component, based on agreement of the involved DoD Components) reconciliation, the owner/manager may request transaction history for analyzing inventory discrepancies.

C7.4.4.1. The owner/manager shall request the history using a DIC DZJ Transaction History/Custodial Balance Request, prepared in the Appendix AP3.60 format, citing in record position 7 the appropriate type of physical inventory/transaction history code from Appendix AP2.2. Transaction history shall consist of all transactions affecting the balance for the requested timeframe.

C7.4.4.2. The storage activity shall provide the transaction history data using the DIC DZK, Transaction History Transmittal, prepared in the Appendix AP3.61 format. Transmit the history using the media specified by the type of media code (see Appendix AP2.14) entered in record position 60 of the DIC DZJ request.

C7.4.5. Error Classification Coding for Physical Inventory Adjustments. Causes of potential/actual inventory adjustments are determined by research. Causes shall be classified, analyzed, and evaluated so that action may be taken to correct situations that are causing the errors. Inventory Adjustment (Physical Inventory) Error classification codes shall be entered in positions 63-65 of DIC D8A/D9A Inventory Adjustment (Physical Inventory) Transactions.[6] For analysis and evaluation, physical inventory adjustment error conditions shall be associated with the operation in which they occurred (e.g., receiving, issue) and classified by type within each operation. For reporting purposes, each operation and each error type have been identified by an alphabetic or numeric code as shown in Appendix AP2.15. The error classification system is structured to provide the DoD Components the latitude to amplify the DoD defined error classifications; however, DoD Components shall summarize internally defined error classifications to the appropriate DoD classification for all reports provided to higher authorities, auditors, etc.

C7.4.6. Error Cause Feedback and Correction

C7.4.6.1. Causative History Summary. Storage activities shall send a quarterly summary of the causative research results for each individual National Item Identification Number (NIIN) to the Inventory Owners (or the service International Logistics Control activity in the case of Foreign Military Sales (FMS)-owned materiel). The summary information shall be provided for all adjustments of extended dollar value greater than $16K and any adjustment of an item with a Controlled Inventory Item Code (CIIC) that is Classified, Sensitive or Pilferable. At minimum, the provided summary shall include, for each NIIN: SCC, DIC D8_ or D9_, quantity adjusted, Routing Identifier Code (RIC)of the storage activity making the adjustment,

[6] The owner/manager may use AP2.16 Inventory Adjustment (Accounting Error) Error Classification Codes in record positions 63-65 in DICs D8B/D9B Inventory Adjustment Transactions (Accounting Errors) pending the establishment of single shared asset balances (see Paragraphs C7.2.2. and C7.2.4.).

error classification code, controlled inventory item code, date created, date completed, and total adjusted dollar value.

C7.4.6.2. Error Correction

C7.4.6.2.1. Storage Activity Commanders. Commanders at the storage activities shall use this information to identify and correct recurring errors in their operations (e.g., through established depot training programs, quality control checks, and other actions as required).

C7.4.6.2.2. Inventory Owners. Inventory Owners shall use this information as a means to gain insight into the adjustments and subsequent actions taken to resolve the error and to evaluate whether changes in procurement practices, cataloging data or other actions may be taken to prevent potential distribution errors. A single point of contact shall be designated at the owner level to request information from DLA.

C7.4.7. Controlled Inventory Item Adjustments. Unresolved physical inventory adjustments for all classified and sensitive items regardless of value, and for pilferable items when the adjustment is in excess of $2,500, as prescribed by DoD 7000.14-R, shall be referred to security officials of the storage activity at which the adjustment occurred to determine whether there is culpability or when fraud, waste, or abuse is suspected (see Table C7.T3).

C7.4.8. Materiel Release Denials. DLM 4000.25-1 (Military Standard Requisitioning and issue Procedures (MILSTRIP)) prescribes DoD standard document formats, data codes, and criteria for the preparation and processing of materiel release denials at storage activities and by owners/managers.

C7.4.8.1. Upon initiation of a materiel release denial citing Management Code 1, 2, 3 (applies to subsistence only), or 4 (applies to subsistence and ammunition only), storage activities shall:

C7.4.8.1.1. Reverse the issue, adjust the storage activity record on-hand quantitative balance to zero, and transmit a DIC D9A for the adjusted quantity to the owner/manager attempting to issue the materiel, citing denial Management Code 1, 2, 3, or 4, and a DIC D9A to any other owners affected by the denial loss, citing denial Management Code Q.

C7.4.8.1.2. Initiate a spot inventory as required under subparagraph C7.3.4.2 of this chapter.

C7.4.8.2. If an inventory can be accomplished without delaying the processing of the Materiel Release Order beyond the prescribed Uniform Materiel Movement and Issue Priority (UMMIPS) timeframes (see DoD 4140.1-R), it may be conducted prior to processing a denial transaction.

C7.5. REVERSAL OF INVENTORY ADJUSTMENTS (PHYSICAL INVENTORY)- DOCUMENT IDENTIFIER CODE D8A/D9A. Storage activity reversal of DIC D8A/D9A. Inventory Adjustments (Physical Inventory) transactions is a required capability, which must be implemented with proper controls and supported by proper documentation. (See Appendix AP3, Introduction, Paragraph AP3.3.2., for processing adjustment reversals.) At minimum, procedures for reversing adjustments shall contain the following control features:

C7.5.1. Posted/Unposted Source Documents. Regardless of age, reversals required to correct inventory records when posting previously unposted or incorrectly posted supply transactions (e.g., receipts, issues) are limited to those transactions that can be properly documented to reference the specific transaction document number(s) that shall be processed to offset the reversal.

C7.5.2. Inventory Adjustment Corrections. Reversals required to correct physical inventory adjustments that were made based on incorrect/incomplete information are limited to two years from the date of the original adjustment unless the requirements of Paragraph C7.5.1. are met. All reversals must be properly documented.

C7.5.3. Limitations. Reversals shall not be processed solely on the basis of a previous offsetting physical inventory adjustment.

C7.5.4. Performance Assessment. Reversals after causative research allow for the proper posting of the correct supply transactions and audit trails. The number of inventory adjustments and related monetary values shall be separated and identified as follows:[7]

C7.5.4.1. Absolute adjustment rates shall include all gain and loss reversals from reporting and prior quarters' adjustment transactions.

C7.5.4.2. Initial adjustment rates shall not include gain and loss reversals from reporting or prior quarters' adjustments.

## C7.6. RESEARCH OF POTENTIAL OR ACTUAL INVENTORY ADJUSTMENTS (ACCOUNTING ERRORS) – DOCUMENT IDENTIFIER CODE D8B/D9B[8]

C7.6.1. Policy. DoD Components shall ensure that potential or actual Inventory Adjustments (Accounting Errors) D8B/D9B are researched in accordance with the value of the adjustment and type of item. The DoD criteria for this research are set forth in Table C7.T3. and shall be used as the basis for selective research for supply system materiel. More stringent research requirements may be imposed by DoD Components based upon the limits of available resources and upon specific asset control problems. Though physical inventory adjustments are based on physical counts, accounting adjustments are based on the reconciliation of inventory records as part of End-of-Day or Location Reconciliation business processes. When differences exist between the 'systems,' an accounting adjustment (gain/loss) (DIC D8B/D9B) shall be created to adjust the owner/manager's total item property record inventory balance to agree with the storage activity's closing end of day balance. As such, the causes of accounting adjustments are driven by the handling of 'transaction data' versus the physical handling of materiel. Therefore, research requirements shall focus on events/processes that cause the databases (between the storage activity and total item property record) to be out of sync. DoD Components shall research transaction histories and violation files to locate 'missing' supply transactions, clear exceptions, process the appropriate 'supply' transaction, and reverse the accounting adjustment to resolve the original mismatch condition.

C7.6.1.1. When subsequent research finds that the accounting adjustment was caused by an unposted, duplicate, or otherwise improperly posted transaction, a reversal of the

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[7] Refer to ADC 415.
[8] Refer to ADC 414

accounting adjustment and (as appropriate) the incorrectly posted 'supply' transaction is required. The owner/manager shall ensure that proper audit trails are maintained to reflect the posting of the correct supply transaction.

C7.6.1.2. Owners/managers shall request assistance from the storage activity to isolate supply transaction processing errors and focus on data transmission and validation of system logic to resolve causes of database mismatches.

C7.6.2. Objectives. Analysis of Inventory Adjustments (Accounting Errors) is vital to:

C7.6.2.1. Identify failures in the control systems so improvements can be made.

C7.6.2.2. Reduce similar discrepancies in the future.

C7.6.2.3. Ensure that the proper adjustment was made.

C7.6.2.4. Evaluate indicators of trends or system problems for corrective action.

C7.6.3. Timeliness of Research. Timely completion of the research of potential or actual Inventory Adjustments (Accounting Error) is essential. Delay increases the complexities of adequate research and reduces the probability of conclusive findings.

C7.6.3.1. Mandatory Causative Research. The owners/managers must complete mandatory causative research within 45 calendar days from the date the adjustment transaction was posted.

C7.6.3.2. Sample Causative Research. If sample causative research is used as allowed by Table C7.T3, Minimum Research Requirements, owners/managers must complete the sample causative research within 45 calendar days from the date the sample causative research listing is created.

C7.6.4. Inventory Adjustment (Accounting Error) Error Classification Coding. Causes of potential/actual Inventory Adjustments (Accounting Error) are determined by research. Causes shall be classified, analyzed, and evaluated so action may be taken to correct situations that are causing the errors[9]. For analysis and evaluation, error conditions shall be identified and classified by type. For reporting purposes, each error type is identified by an alphabetic or numeric code as shown in Appendix AP2.16. The error classification system is structured to provide the DoD Components the latitude to amplify the DoD defined error classifications; however, DoD Components shall summarize internally defined error classifications to the appropriate DoD classification for all reports provided to higher authorities, auditors, etc.

C7.6.5. Error Classification Feedback and Correction

[9] The owner/manager may use the AP2.16 Inventory Adjustment (Accounting Error) Error Classification Codes in record positions 63-65 in DI Codes D8B/D9B Inventory Adjustment (Accounting Error) Transactions pending the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

C7.6.5.1. Causative History Summary. Owners/managers shall prepare a quarterly summary of causative research results for inventory Adjustments (Accounting Error) (DIC D8B/D9B) and provide feedback to the appropriate owners/managers officials.

C7.6.5.2. Error Correction. Inventory Owners shall use this information as a means to gain insight into the inventory accounting adjustments and subsequent actions taken to resolve the error and to evaluate whether changes in supply transaction 'edits', cataloging data or other actions may be taken to prevent potential inventory accounting errors. A single point of contact shall be designated at the owner level to request information from DLA.

C7.6.6. Controlled Inventory Item Accounting Adjustments. Unresolved Inventory Adjustments (Accounting Error) for all classified and sensitive items regardless of value, and for pilferable items when the adjustment is in excess of $2,500, as prescribed by DoD 7000.14-R, shall be referred to security officials of the storage activity at which the adjustment occurred to determine whether there is culpability or when fraud, waste, or abuse is suspected (see Table C7.T3.).

C7.7. REVERSAL OF INVENTORY ADJUSTMENT (ACCOUNTING ERRORS) TRANSACTIONS. Reversal of DIC D8B/D9B inventory accounting adjustments is a required capability that must be implemented with proper controls and supported by proper documentation. (From Appendix AP3, Introduction, Paragraph AP3.3.2, "When reversal or cancellation of the original transaction is required, enter a reversal indicator in record position 25.") At minimum, procedures for reversing adjustments shall contain the following control features:

C7.7.1. Posted/Unposted Source Documents. Regardless of age, reversals required to correct inventory accounting records when posting previously unposted or incorrectly posted supply transactions (e.g., receipts, issues) are limited to transactions that can be properly documented to reference the specific transaction document number(s) that shall be processed to offset the reversal.

C7.7.2. Inventory Accounting Adjustment Corrections. Reversals required to correct inventory accounting adjustments that were made based on incorrect/incomplete information are limited to two years from the date of the original adjustment unless the requirements of Paragraph C7.5.1. are met. All reversals must be properly documented.

C7.7.3. Limitations. Reversals shall not be processed solely on the basis of a previous offsetting inventory accounting adjustment.

C7.7.4. Performance Assessment. Reversals against transactions processed within the adjustment period shall be separated and identified as follows:

C7.7.4.1. Gross inventory accounting adjustment during the current period,

C7.7.4.2. Reversal of prior quarters' inventory accounting adjustment transactions,

C7.7.4.3. Reversal of current quarters' inventory accounting adjustment transactions, and

C7.7.4.4. Total value of net inventory accounting adjustments during the current period (i.e., value of net gains added to value of net losses).

C7.8. RECORD RECONCILIATION PROGRAM. Each DoD Component shall implement a location record reconciliation program that shall consist of both a location survey and a location reconciliation.[10] The DoD acceptable accuracy goals are provided in paragraph C7.2.12.3. The DoD Components may impose more stringent standards internally. The record reconciliation program is subject to the quality control checks delineated in section C7.10., Quality Control. Errors shall be subject to validation and research before they are counted as errors. DoD Components shall collect and analyze all type III errors (see paragraphs C7.8.1.8.3. and C7.8.2.2.3.) by element.

C7.8.1. Location Survey

C7.8.1.1. Location survey requires a physical verification other than actual count between physical assets and recorded location data to ensure that all assets are properly recorded. When a discrepancy is identified during the location survey program (type I or type II error (see paragraphs C7.8.1.8.1. and C7.8.1.8.2.)), the storage activity shall conduct prompt research and assess the need for a special inventory (DIC DJA request with Type of Physical Inventory/Transaction History Code K). In some instances, location survey and physical inventory shall be conducted concurrently for ammunition and subsistence .

C7.8.1.2. Location survey shall be accomplished at each storage activity not less than once each fiscal year, by (1) performing complete location survey of all locations; (2) using a statistical sampling methodology that ensures all locations are included in the population and have a probability of selection; or (3) a combination of complete and statistical sampling.

C7.8.1.3. A location survey shall be conducted in both the gaining and losing storage areas following the completion of re-warehousing projects. A location survey conducted as a result of rewarehousing projects may be considered to have satisfied the annual survey requirement for the area surveyed.

C7.8.1.4. The proper sequence for operating a location survey requires the comparing of assets in storage locations with locator records. This sequence of operation is important to detect assets in unrecorded locations.

C7.8.1.5. As an objective, it is desirable to associate items with location survey lots or segments. Lots/segments shall be of a manageable size (number of items) to permit location survey in a minimum time period, to ensure maximum uninterrupted service to customers, and to obtain the greatest degree of accuracy from the location survey.

C7.8.1.6. Items within a lot/segment that have been subject to a complete item inventory shall be considered to have satisfied the annual survey requirement when the entire lot/segment is located in a clearly designated, coterminous warehouse space. These inventoried lots/segments may be excluded from the complete survey for the fiscal year in which they were counted. Sites that perform complete physical inventories including empty locations have satisfied the location survey requirement. These sites shall not be required to collect location survey metrics.

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[10] The location reconciliation process shall not be required with the establishment of single shared asset balances (see paragraphs C7.2.2. and C7.2.4.).

C7.8.1.7. When permanent locations are reserved for items, recorded locations that are unoccupied shall be identified and/or verified during the location survey.

C7.8.1.8. To measure the accuracy of the results of the location survey, discrepancies shall be classified in one of the three categories listed below. Only one error per stock number per location is charged when locator delete, locator establish, or locator record correction is required for the same location. When the stock number and actual assets differ, the discrepancy shall be classified as a locator establish action only.

C7.8.1.8.1. Locator Record Deleted. The removal or change of a locator record when there is a recorded location but there are no physical assets -- unless the location is being held open for new receipts. (Type I location survey error.).

C7.8.1.8.2. Locator Record Established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded stock number disagrees with the materiel in the location. (Type II location survey error.).

C7.8.1.8.3. Locator Record Corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements (Type III location survey error):

C7.8.1.8.3.1. Unit of issue.

C7.8.1.8.3.2. SCC.

C7.8.1.8.3.3. Controlled inventory item code (see DoD 4100.39-M, Volume 10, Table 61). Verification of the code shall consist of ensuring that assets are stored in areas providing the degree of security commensurate with the assigned code.

C7.8.1.8.3.4. Type of pack code (for subsistence only). (See MILSTRIP).

C7.8.1.8.3.5. Lot number or serial number (for ammunition only).

C7.8.1.8.3.6. Completeness and accuracy of magazine data card (for ammunition only).

C7.8.1.8.3.7. To ensure accuracy of property accountability records, special inventories shall be performed when assets are found in an erroneous or unrecorded location or when there are mismatches in the unit of issue that may result in a quantity variance.

C7.8.2. Location Reconciliation[11]

C7.8.2.1. Location reconciliation requires a match between storage activity records and owner/manager records to identify and to correct situations when there is: (1) an owner/manager record with no corresponding storage activity record, (2) a storage activity record with no corresponding owner/manager record, (3) common elements of data that do not

[11]The location reconciliation process will not be required with the establishment of single shared asset balances (see Paragraphs C7.2.2. and C7.2.4.).

match, and/or (4) quantity discrepancies. Mismatches shall be researched and special inventories conducted when required to effect corrective action.

C7.8.2.2. To measure the accuracy of the results of the location reconciliation program, discrepancies shall be classified in one of the four categories listed below (report only one error per location reconciliation request or unmatched accountable error):

C7.8.2.2.1. Owner/manager record reflects balance for storage activity; no location reconciliation transaction received. (Type I location reconciliation error.)

C7.8.2.2.2. Location reconciliation transaction received from storage activity; no corresponding owner/manager record. (Type II location reconciliation error.)

C7.8.2.2.3. Mismatch on any of the following data elements (Type III location reconciliation error):

C7.8.2.2.3.1. Unit of issue.

C7.8.2.2.3.2. Ownership/manager identifier.

C7.8.2.2.3.3. Controlled inventory item code (see DoD 4100.39-M, Volume 10, Table 61).

C7.8.2.2.3.4. Type of pack code (subsistence only).

C7.8.2.2.3.5. Shelf-life code.

C7.8.2.2.4. Quantity discrepancy. (Type IV location reconciliation error.).

C7.8.2.3. The DoD Components shall perform location reconciliation in accordance with the following guidance:

C7.8.2.3.1. Owners/managers and storage activities shall reconcile all records annually. The reconciliation shall be performed prior to the Chief Financial Officer inventories in September. The annual reconciliation shall be performed in accordance with paragraph C7.8.2.3.3.

C7.8.2.3.2. Storage activities shall prepare location reconciliation request transactions by line item, and by type of pack, for each stock number regardless of the balance (including zero balances). Location reconciliation requests shall be identified by DIC DZH, prepared in the Appendix AP3.59 format, using Type of Location Reconciliation Request Code 2 in record position 7 and transmitted to the owner/manager. Storage activities preparing DIC DZH requests shall assure that consecutive transaction numbers by RIC are assigned to location reconciliation requests for control purposes.

C7.8.2.3.3. All owner/manager and storage activity records (active and inactive records, including zero balances) shall be reconciled not less than once each fiscal year. Storage activities and Components may negotiate agreements for conducting annual location reconciliation any time during the fiscal year. When no such agreement exists, location reconciliation requests shall be prepared on the second Tuesday of the month indicated in the schedule in Table C7.T2 below:

Table C7.T2. Location Reconciliation Preparation Schedule When No Other Schedule Agreement Exists

| Service or Agency | Preparation Date<br><br>Second Tuesday in: |
|---|---|
| Army | January |
| Navy | March |
| Marine Corps | May |
| Air Force | July |
| Defense Logistics Agency | July |

C7.8.2.3.4. Storage activities and owners/managers shall establish the following provisions for controlling location reconciliation:

C7.8.2.3.4.1. Storage activities shall advise intended recipients (owners/managers) of the number of transactions being forwarded, transmission date, and the medium (e.g., DDN) using DIC DZN Location Reconciliation Notification transaction (Appendix AP3.63).

C7.8.2.3.4.2. Location Reconciliation Transaction History

C7.8.2.3.4.2.1. When transaction history (DIC DZK Transaction History Transmittal) is required to accompany DIC DZH, the storage activity shall advise intended recipients (owners/managers) of the number of DIC DZK transactions being forwarded, the cutoff date, and the medium (e.g., DDN) using DIC DZP Location Reconciliation History Notification transaction (Appendix AP3.64).

C7.8.2.3.4.2.2. For transaction history associated with annual reconciliation, the owner/manager may cite Type of Physical Inventory/Transaction History Code Y in the DIC DZJ Request for History. DLA owner/managers shall use code Y for automatic submissions of history requests for the Annual (Total) Reconciliation, and code W for automatic submissions of transaction history requests for their weekly process.

C7.8.2.3.4.3. Owners/managers shall use the DIC DZN and DIC DZP transactions to determine receipt of all DIC DZH and DIC DZK transactions. Where the number of DIC DZH or DIC DZK transactions to be transmitted does not match what was actually received, the owner/manager may reject the DIC DZN or DIC DZP transaction using DIC DZG Transaction Reject with Reject Advice Code AY.

C7.8.2.3.5. In processing location reconciliation requests, owners/managers shall match the requests to the owner/manager records. When a mismatch is programmatically unresolved, DIC D8B/D9B shall be processed to adjust the owner/manager records. All Type I, II, and IV mismatches meeting the criteria for causative research (see Table C7.T3.) shall be resolved as follows:

C7.8.2.3.5.1. Research of owner/manager active and historical records.

C7.8.2.3.5.2. Research of storage activity active/historical record (DIC DZJ, Transaction History Request, citing Type of Physical Inventory/Transaction History Code X).

C7.8.2.3.5.3. Request physical inventory (DIC DJA, using Type of Physical Inventory/Transaction History Code J).

C7.8.2.3.5.4. If the above actions fail to resolve the mismatch, the DIC D8B/D9B transaction shall remain on the owner/manager records.

C7.8.2.3.6. A physical inventory is not required under the following conditions, except when the mismatch involves classified, sensitive, or pilferable items when the extended dollar value of the variance is greater than $100.

C7.8.2.3.6.1. The owner/manager record may be adjusted without special inventory when the extended value of the variance is $5,000 or less and 10 percent or less of the beginning value of the variant owner/manager record for Type IV errors (see Paragraph C7.6.2.2.4.).

C7.8.2.3.6.2. The owner/manager record may be adjusted without special inventory when the extended value of the variance is $5,000 or less for Type I and Type II errors (see Paragraph C7.8.2.2.1. and C7.8.2.2.2.).

C7.8.2.3.7. When a discrepancy is identified during the location reconciliation program, transmit the following transactions, as appropriate, to the submitting activity:

C7.8.2.3.7.1. DIC DZG Transaction Reject, as prescribed in Chapter 9, prepared in the Appendix AP3.58 format.

C7.8.2.3.7.2. DIC DZB Storage Item Data Correction, as prescribed in Chapter 10, prepared in the Appendix AP3.53 format.

C7.9. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data and completion of the research effort. The following retention criteria shall apply:

C7.9.1. Source Documents. Retain original source documents or facsimiles(e.g., microform (microfilm, microfiche), Compact Disk-Read Only Memory (CD-ROM)) for at least two years. Where source documents are produced, these include only accountability change documents such as receipts, issues, shipments, transfers, SCC changes, and inventory and financial adjustments. Retain source documents providing evidence of shipment to FMS recipients for two years from date of materiel shipment.

C7.9.2. Transaction Histories. Retain registers, records, files, tapes, and data for at least two years in a format useful for audit trail purposes. Automated inventory control systems shall be designed to facilitate the printout of transaction histories that indicate the date the last physical inventory was conducted for each item.

C7.9.3. Adjustment Research. Retain backup documentation that directly pertains to individual cases of physical inventory adjustment research efforts for at least two years.

C7.9.4. Annual Statistical Sample. Retain the annual statistical sample inventory line item detail data for at least two years.

C7.10. QUALITY CONTROL

C7.10.1. Goals and Objectives. DoD Components shall establish a quality control program at each owner/manager and storage activity. Portions of the program can be accomplished during ongoing practices within inventory processes. Quality control results will assist management in identifying human, procedural, or system errors that adversely affect record accuracy and in achieving better control over physical materiel and warehousing practices. Within the scope of this quality control program, work processes directly related to the control of physical materiel shall be monitored for attained quality levels, and performance evaluated on improvements, not numerical goals. Accordingly, all quality control programs shall include reviews to assess the accuracy/quality of the following work processes:

C7.10.1.1. Warehousing practices -- to include checks of storage practices, stock rotation, shelf-life management, identification of materiel in store, mixed stock, location accuracy and rewarehousing projects.

C7.10.1.2. Receiving practices -- to include checks of documentation, materiel identity, quantity, and SCC; checks for processing timeliness; and verification of daily input data to the location system.

C7.10.1.3. Issuing practices -- to include checks of legibility of issue documents; accuracy of stock selection as to identity, quantity, unit of issue, shelf life, SCC, and type of pack (subsistence only); marking of outgoing shipments; and release to carriers.

C7.10.1.4. Validity of automated data -- to include checks of receipt, issue, and adjustment transaction data entries against input documentation.

C7.10.1.5. Inventory practices -- to include checks of inventory counts, location surveys, location reconciliation corrective actions, causative research, and adjustments at both the owner/manager and storage activities.

C7.10.1.6. Catalog practices -- to include checks of catalog change processing, accuracy, and timeliness, using the affected recorded locations as the universe.

C7.10.1.7. Locator file updates -- to include checking the accuracy of changes posted to the locator file (e.g., all additions, deletions, and changes of unit of issue, SCC, shelf life).

C7.10.1.8. Report of discrepancy processing -- to include checks for processing timeliness and checking the accuracy of Supply Discrepancy Report initiation, follow up and reply, investigative research including identification and correction of supply errors, adjustment of accountable and financial records, and preparation of financial liability investigation of property loss reports (DD Form 200).

C7.10.1.9. Logistics reassignment processing -- checks to determine whether the logistic reassignment actions were completed (e.g., Losing Item Manager (LIM)/Gaining Item Manager (GIM) records were changed to reflect decapitalization/transfer, LIM directed the storage activity to change the decapitalized/transferred assets to GIM ownership, the storage

activity effected and advised the LIM of the change, and the LIM initiated action to resolve any quantity variances).

C7.10.1.10. Suspended asset processing -- to include checks of the timeliness in reclassifying suspended (SCCs J, K, L, Q, and R) materiel.

C7.10.2. Assignment of Responsibility. Whenever possible, quality control checks of these work processes shall include identification of the individual performing the tasks. This shall facilitate the placement of responsibility for appraising and improving quality with each manager within the chain of command.

C7.10.3. Command Emphasis. Continued command management emphasis and performance review of are essential for the success of the quality control program. Command managers must ensure effective organizational interrelationships among the functional elements concerned with the PICP such as: comptroller, data systems, transportation, warehousing, maintenance, quality control, and supply management. The quality control program shall include provisions for initiation of corrective action when acceptable quality levels are not met.

## C7.11. PHYSICAL INVENTORY CONTROL PROGRAM PERFORMANCE ASSESSMENT

C7.11.1. General. Each DoD Component shall collect and maintain performance standards and management data prescribed in sections C7.11.2. and C7.11.3. for all materiel for which the Component maintains the property accountability record. This includes all DoD wholesale supply system assets of principal and secondary items, including package fuels, less all materiel exclusions listed in DoD 4140.1-R. When required to report this information to higher authorities, Report Control Symbol DD-AT&L(AR) 935, Inventory Control Effectiveness (ICE) Report applies. DD Form 2338-1 (Inventory Control Effectiveness Report Ammunition) and DD Form 2338-2 (Inventory Control Effectiveness Report General Supplies) are provided at Appendices AP1.1 and AP1.2 respectively, for intra-Component use, when required by a Component.

C7.11.2. General Supplies Performance Standards and Data[12]

C7.11.2.1. General Supplies Inventory Adjustment Report Data -- Part I. Parentheses with each paragraph number refer to data shown on DD Form 2338-2, General Supplies.

C7.11.2.1.1. (Line 1.) Number of Physical Inventories and Variance Rate[13]

C7.11.2.1.1.1. (Line 1.A.) Number of Inventories Completed. The total number of line items inventoried (scheduled and unscheduled). Each SCC for a stock number at each storage activity is a line item.

C7.11.2.1.1.2. (Line 1.B.) Number of Inventories with Adjustments. The total number of line items inventoried (scheduled and unscheduled) that had an

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[12] Refer to ADC 415 available at: www.dla.mil/j-6/dlmso/eLibrary/changes/processchanges.asp
[13] Book-to-Book Adjustments are not included in Section 1 of DD Form 2338-2.

inventory variance.

C7.11.2.1.1.3. (Line 1.C.) Inventory Variance Rate. Reflects the percentage of the line items inventoried that had an inventory variance. Compute this figure by dividing the lines with an Inventory Variance by the total line items inventoried and multiplying by 100. ((1B/1A) x 100).

C7.11.2.1.1.4. (Line 1.D.) Number of Inventory Adjustments Equal to or Greater Than (≥) Causative Research Criteria. The total number of line items inventoried (scheduled and unscheduled) that had an inventory variance (overage or shortage equal to or greater than Causative Research threshold) (dollar value of the variance is ≥ $16,000 for uncontrolled item, $2500 for a pilferable item, and all adjustments of a sensitive/classified items).

C7.11.2.1.1.5. (Line 1.E.) Causative Research Variance Rate. The percentage of the total number of line items inventoried (scheduled and unscheduled) that had an inventory variance that met the Causative Research threshold. Compute this figure by dividing the lines that met Causative Research Criteria by the total line items inventoried and multiplying by 100. ((1D/1A) x 100).

C7.11.2.1.2. (Line 2.) Number of Adjustments [14]

C7.11.2.1.2.1. (Line 2.A.) Number of Adjustment Gains (D8A). The total number of inventory gain adjustments.

C7.11.2.1.2.2. (Line 2.B.) Number of Adjustment Losses (D9A). The total number of inventory loss adjustments.

C7.11.2.1.2.3. (Line 2.C.) Number of Gain Reversals (D8A Reversal). The total number of gain reversals of inventory adjustments (from reporting and prior quarters).

C7.11.2.1.2.4. (Line 2.D.) Number of Loss Reversals (D9A Reversal). The total number of loss reversals of inventory adjustments (from reporting and prior quarters).

C7.11.2.1.2.5. (Line 2.E.) Total Number of Inventory Adjustments. The total number of inventory gain or loss adjustments including the number of gain and loss reversals (from reporting and prior quarters) processed during the report period. (2A + 2B + 2C + 2D).

C7.11.2.1.2.6. (Line 2.F.) Number of Issues and Receipts (Transactions). The total number of Issues and Receipts posted during the report period.

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[14] Book-to-Book Adjustments are included in Section 2 of DD Form 2338-2.

C7.11.2.1.2.7. (Line 2.G.) Number of Adjustments, Gains, and Losses including Book-to- Book Adjustments. The total number of Adjustments, Gains, and Losses including Book-to- Book adjustments posted during the reported period.

C7.11.2.1.2.8. (Line 2.H.) Transaction Adjustment Rate. The total number of Adjustments, Gains, and Losses including Book-to- Book adjustments posted during the reported period compared to the total number of Issues and receipts posted during the report period. Compute this figure by dividing the total number of Adjustments, Gains, and Losses including Book-to- Book adjustments by the total number of Issues and receipts. (2G/2F).

C7.11.2.1.3. (Line 3) Monetary Value of Adjustments[15]

C7.11.2.1.3.1. (Line 3.A.) Value of Adjustment Gains (D8A). Monetary value of gain adjustments excluding the monetary value of gain reversals processed during the report period.

C7.11.2.1.3.2. (Line 3.B.) Value of Adjustment Losses (D9A). Monetary value of loss adjustments excluding the monetary value of loss reversals processed during the report period.

C7.11.2.1.3.3. (Line 3.C.) Value of Gain Reversals (D8A). The total monetary value of gain reversals processed during the reporting period.

C7.11.2.1.3.4. (Line 3.D.) Value of Loss Reversals (D9A). The total monetary value of loss reversals processed during the reporting period.

C7.11.2.1.3.5. (Line 3.E.) Total Value of Inventory Adjustments. Monetary value of gains and losses resulting from inventory adjustments including the monetary value of gain and loss reversals (from reporting and prior quarters) processed during the report period. (3A+3B+3C+3D).

C7.11.2.1.4. (Line 4) Adjustment Rates [16]

C7.11.2.1.4.1. (Line 4.A.) Average Value of Materiel in Storage. The average value of on-hand assets as reflected on storage activity's owner/manager property accountability records for the 12 months prior to the report cutoff date (i.e., current quarter plus three quarters).

C7.11.2.1.4.2. (Line 4.B.) Record Value of Items Inventoried. The extended value prior to inventory adjustments being posted during the reporting period.

C7.11.2.1.4.3. (Line 4.C.) Absolute Adjustment Rate for Materiel in Storage. Divide the value of the total number of inventory adjustments (including

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[15] Book-to-Book Adjustments are included in Section 3 of DD Form 2338-2.
[16] Book-to-Book Adjustments are included in section 4 of DD Form 2338-2.

reversals) by the average value of materiel in storage. ((3E/4A) x 100).

C7.11.2.1.4.4. (Line 4.D.) Absolute Adjustment Rate for Items Inventoried. Divide the value of the total number of inventory adjustments (including reversals) by the record value of items inventoried. ((3E/4B) x 100).

C7.11.2.1.4.5. (Line 4.E.) Initial Adjustment Rate as Percentage of Inventory In Storage. Divide the value of the total number of inventory adjustments (without reversals) by the average value of materiel in storage. ((3A + 3B) / 4A x 100).

C7.11.2.1.4.6. (Line 4.F.) Initial Adjustment Rate as Percentage of Items Inventoried. Divide the value of the total number of inventory adjustments (without reversals) by the record value of items inventoried. ((3A + 3B) / 4B x 100).

C7.11.2.1.5. Denial Rates

C7.11.2.1.5.1. (Line 5.A.) Lines Directed for Shipment. The total number of line items directed for shipment (A5_ Materiel Release Order (MRO), A4_ referral order, and A2_ redistribution order).

C7.11.2.1.5.2. (Line 5.B.) Total Materiel Release Order Denials. The total materiel denials (sum of total and partial denials, and warehouse refusals). Include denial transactions classified by denial Management Codes 1, 2, 3 (subsistence only), 4, and 5 (see Appendix AP2.6) in the total.

C7.11.2.1.5.3. (Line 5.C) Materiel Denial Rate. Compute this figure by dividing the total denials by the line items directed for shipment and multiplying by 100. ((5B /5A) x 100).

C7.11.2.2 General Supplies - Accuracy and Performance Data -- Part II. Each DoD Component shall collect and maintain visibility of the following performance data for collective analysis of accuracy trends and corrective actions required.

C7.11.2.2.1. Receipt Processing. The accuracy rate is computed by dividing the total number of receipts (all types, e.g., new procurements, redistributions, returns from maintenance) posted and stored to the property accountability record on time by total number of receipts and multiplying by 100 during the reporting period. The Components may separately measure receipt processing timeframes by the type of receipt (e.g., D4_, D6A, D6Ks) based upon business processes and negotiated agreements.

C7.11.2.2.2. Location Survey. The accuracy rate is computed by dividing the locations with discrepancies (Types 1, and 2) by the total locations surveyed (during the reporting period), multiplying by 100, and subtracting the result from 100 percent.

C7.11.2.2.3. Location Reconciliation. This performance figure represents the total number of reconciled location records (i.e. sum of line items on the

Inventory Manager's record and line items that were not on the Inventory Manager's record but were on the storage activities' records) during a specified reporting period. The accuracy rate is computed by dividing the number of discrepancies (as defined in Paragraph C7.6.2.2.) by the number of reconciled records, multiplying by 100, and subtracting the result from 100 percent.

C7.11.2.2.4. Record Accuracy. This performance element represents the results of Type Physical Inventory/Transaction History Code N Sample Inventories. The sampling model incorporates a hierarchical approach where the total population of items is included and a single sample is randomly selected. Each selected line item (NSN/SCC) is placed in only one of the four categories by determining whether it meets a category's criteria, in sequential order. Table C7.T1 provides General Supplies Record Accuracy categories, goals, and tolerances.

C7.11.3. Ammunition Performance Standards and Data

C7.11.3.1. Performance - Part I

C7.11.3.1.1. Materiel Denials. Components shall identify denials separately for low-risk and high-risk items.

C7.11.3.1.1.1. (Line 1.A.) Lines Directed for Shipment. The total number of line items directed for shipment (DIC A5_ MRO, DIC A5J disposal release order (DRO), DIC A4_ referral order, DIC A2_ redistribution order).

C7.11.3.1.1.2. (Line 1.B.) Total Materiel Release Denials. The total materiel denials represented by the sum of total and partial denials, and warehouse refusals. Include denial transactions classified by denial Management Codes 1, 2, 5, 6, and 7 (see appendix AP2.6) in the total. Components shall identify denials separately for low-risk and high-risk items.

C7.11.3.1.1.3. (Line 1.C.) Materiel Denial Rate. Compute this figure by dividing the total denials by the line items directed for shipment and multiplying by 100. ((1B / 1A) x 100) The DoD performance goal for the materiel release denial rate is not greater than 1 percent.

C7.11.3.1.2. Receipt Processing Performance

C7.11.3.1.2.1. (Line 2.A.) Receipts Posted and Stored. The total number of line-item receipts posted and stored to the total item property record.

C7.11.3.1.2.2. (Line 2.B.) Receipts Posted and Stored on Time. The total number of line item receipts that were effectively posted and stored within the MILSTRAP timeframes. Both storing and posting actions are considered complete when the item is in the storage location, or available for issue, and the quantity is posted to the total item property record.

C7.11.3.1.2.3. (Line 2.C.) On Time Receipt Rate. Compute this figure by dividing the total number of receipts posted and stored on time by the total number of

receipts and multiplying by 100. ((2B / 2A) x 100) The DoD performance goal for posting and storing receipts on time is 90 percent.

C7.11.3.1.3. Record Reconciliation Program[17]

C7.11.3.1.3.1. (Line 3.A.) Locations Surveyed. The number of storage activity locations surveyed.

C7.11.3.1.3.2. (Line 3.B.) Survey Errors. The total number of location discrepancies as defined in paragraph C7.8.1.8 of this chapter (report only one error per stock number per location).

C7.11.3.1.3.3. (Line 3.C.) Survey Accuracy. Compute this figure by dividing the locations with discrepancies by the total locations surveyed multiplying by 100, and subtracting the result from 100 percent. (100 - ((3B / 3A) x 100)) The DoD goal for location survey accuracy is 98 percent.

C7.11.3.1.3.4. (Line 3.D.) Locations Reconciled.[18] The total number of location records reconciled (i.e., the sum of line items on the Inventory Manager's record and line items which were not on the Inventory Manager's record but were on the storage activities' records).

C7.11.3.1.3.5. (Line 3.E.) Reconciliation Errors. The total number of discrepant location records as defined in paragraph C7.8.2.2. (count one error per location reconciliation request (line item) or unmatched Inventory Manager's record).

C7.11.3.1.3.6. (Line 3.F.) Reconciliation Accuracy. Compute this figure by dividing the number of discrepancies by the number of records reconciled, multiplying by 100, and subtracting the result from 100 percent. (100 - ((3E / 3D) x 100)) The DoD goal for location reconciliation accuracy is 98 percent.

C7.11.3.2. Physical Inventory and Adjustments - Part II

C7.11.3.2.1. Physical Inventories

C7.11.3.2.1.1. (Line 1.A.) Number of Scheduled and Unscheduled Inventories Completed. The total number of line items inventoried (scheduled and unscheduled). Each SCC for a stock number at each storage activity is a line item.

C7.11.3.2.1.2. (Line 1.B.) Number of Inventories with Variances. The total number of line items inventoried (scheduled and unscheduled) that had an inventory variance.

C7.11.3.2.1.3. (Line 1.C.) Inventory Record Accuracy. Reflects the percent of lines inventoried without an inventory variance. Compute this figure by dividing the

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[17] The location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2. and C7.2.4.).

[18] Performance data maintained by Owner/Manager regardless where materiel is stored.

lines with an inventory variance by the total lines inventoried and multiplying by 100, and subtracting the result from 100 percent. (100 - ((1B / 1A) x 100)). The DoD inventory record accuracy goal for ammunition is 95 percent.

C7.11.3.2.2. Number of Inventory Adjustments from Other Than Physical Inventories [19]

C7.11.3.2.2.1. (Line 2.A.) Number of Location Reconciliation Adjustments. The number of location reconciliation adjustments (DI Code D8/9B).

C7.11.3.2.2.2. (Line 2.B.) Number of End of the Day Processing Adjustments. The number of end of the day processing adjustments (DI Code D8/9B).

C7.11.3.2.2.3. (Line 2.C.) Total. Absolute total of adjustments from other than physical inventories. (2A + 2B)

C7.11.3.2.3. (Line 3.) Total Inventory Adjustments. The sum of number of inventories with variances and the number of adjustments from other than physical inventories. (1B + 2C).

C7.11.3.2.4. Number of Reversals of Inventory Adjustments.

C7.11.3.2.4.1. (Line 4.A.) Number of Gain Reversals. The number of gain reversals of inventory adjustments.

C7.11.3.2.4.2. (Line 4.B.) Number of Loss Reversals. The number of loss reversals of inventory adjustments.

C7.11.3.2.4.3. (Line 4.C.) Total. Absolute total of inventory reversals (gains and losses).

C7.11.3.2.5. Monetary Value

C7.11.3.2.5.1. (Line 5.A.) Average Value of Inventory. The average value of on-hand assets as reflected on financial records for the 12 months prior to the report cutoff date (i.e., current quarter plus last three quarters).

C7.11.3.2.5.2. (Line 5.B.) Record Value of Items Inventoried. The extended value prior to actual inventory of line items inventoried (scheduled and unscheduled) during the reporting period.

C7.11.3.2.5.3. Value of Inventory Adjustments

C7.11.3.2.5.3.1. Physical Inventory Adjustments

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[19] The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see paragraphs C7.2.2 and C7.2.4.).

C7.11.3.2.5.3.1.1. (Line 5.C.(1)(A)) Gains. Monetary value of gains resulting from inventory less the monetary value of gain reversals (from current and prior quarters) processed during the report period.

C7.11.3.2.5.3.1.2. (Line 5.C.(1)(B)) Losses. Monetary value of losses resulting from inventory less the monetary value of loss reversals (from current and prior quarters) processed during the report period.

C7.11.3.2.5.3.1.3. (Line 5.C.(1)(C)) Gross Adjustments. Computed as lines (5C(1)(A) + 5C(1)(B))

C7.11.3.2.5.3.2. Reversals -- Current Quarter

C7.11.3.2.5.3.2.1. (Line 5.C.(2)(A)) Gains. The total monetary value of decreases to the record balances as a result of reversing gain adjustments processed during the reporting period. Compute the Fiscal Year (FY) to Date value for reversal of current quarter gains by adding the quarter ending value for reversal of current quarter gains to the prior quarter FY to Date value of reversal of current quarter gains.

C7.11.3.2.5.3.2.2. (Line 5.C.(2)(B)) Losses. The total monetary value of increases to the record balances as a result of reversing loss adjustments processed during the reporting period. Compute the FY to Date value for reversal of current quarter losses by adding the quarter ending value for reversal of current quarter losses to the prior quarter FY to Date value for reversal of current quarter losses.

C7.11.3.2.5.3.2.3. (Line 5.C.(2)(C)) Total. Absolute total of reversals of current quarter gains and losses. Computed as lines (5C(2)(A) + 5C(2)(B))

C7.11.3.2.5.3.3. Reversals -- Prior Quarters

C7.11.3.2.5.3.3.1. (Line 5.C.(3)(A)) Gains. The total monetary value of decreases to record balances as a result of reversing gain adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters gains by adding the quarter ending value for reversal of current quarter gains to the prior quarter gains.

C7.11.3.2.5.3.3.2. (Line 5.C.(3)(B)) Losses. The total monetary value of increases to record balances as a result of reversing loss adjustments reported in prior quarters. Compute the FY to Date value for reversal of prior quarters' losses to the prior quarter FY to Date value for reversal of prior quarters' losses.

C7.11.3.2.5.3.3.3. (Line 5.C.(3)(C)) Total. Absolute total of reversals of prior quarter gains and losses. Computed as (5C(3)(A) + 5C(3)(B))

C7.11.3.2.5.3.4. (Line 5.C.(4)) Total Reversals. The total of reversals of current quarter and prior quarter gains and losses. Computed as (5C(2)(C) + 5C(3)(C))

C7.11.3.2.5.3.5. (Line 5.C.(5)) Total Record Imbalances. The total of gross adjustments and total reversals. Computed as (5C(1)(C) + 5C(4))

C7.11.3.2.6. Gross Adjustments As a Percent of:

C7.11.3.2.6.1. (Line 6.A.) Average Value of Inventory. Divide the total value of gross adjustments by the average value of inventory and multiply by 100. ((5C)(1)(C) / 5A) x 100)

C7.11.3.2.6.2. (Line 6.B.) Value of Items Inventoried. Divide the total value of gross adjustments by the record value of items inventoried and multiply by 100. ((5C)(1)(C) / 5B) x 100)

C7.11.3.2.7. Total Record Imbalances As a Percent of:

C7.11.3.2.7.1. (Line 7.A.) Average Value of Inventory. Divide the value of the total record imbalances by the average value of inventory. ((5C)(5) / 5A) x 100)

C7.11.3.2.7.2. (Line 7.B.) Value of Items Inventoried. Divide the value of the total record imbalances by the record value of items inventoried. ((5C)(5) / 5B) x 100)

C7.11.3.2.8. Monetary Value of Location Reconciliation[20]

C7.11.3.2.8.1. (Line 8.A.) Value of Line Items Reconciled. The extended value of line items reconciled during the reporting period.

C7.11.3.2.8.2. (Line 8.B.) Gains. The monetary value of gains resulting from reconciliation during the period.

C7.11.3.2.8.3. (Line 8.C.) Losses. The monetary value of losses resulting from reconciliation during the period.

C7.11.3.2.8.4. (Line 8.D.) Total. Absolute total of location reconciliation gains and losses. (8B + 8C)

C7.11.3.2.9. Monetary Value of End of the Day Processing

C7.11.3.2.9.1. (Line 9.A.) Gains. The value of gains resulting from end of the day processing.

C7.11.3.2.9.2. (Line 9.B.) Losses. The value of losses resulting from end of the day processing.

C7.11.3.2.9.3. (Line 9.C.) Total. Absolute total of end of the day processing gains and losses. (9A + 9B)

[20] The end of day process and location reconciliation process will not be required with the establishment of single shared asset balances (see subparagraphs C7.2.2. and C7.2.4.).

Table C7.T3. Minimum Research Requirements For Potential Or Actual Physical Inventory Adjustments

| Condition Of Discrepancy | | Required Research | | |
|---|---|---|---|---|
| | | **Post Count Validation** | **Preadjustment Research** | **Causative Research** |
| 1. | ≤ $1,000 | NO | NO | NO |
| 2. | > $1,000 but ≤ $5,000 and ≤ 10 percent unit variance | YES | NO | NO |
| 3. | > $1,000 but ≤ $5,000 and > 10 percent unit variance | YES | YES | NO |
| 4. | > $5,000 but ≤ $16,000 and ≤ 25 percent unit variance | YES | YES | SAMPLE |
| 5. | > $5,000 but ≤ $16,000 and > 25 percent unit variance | YES | YES | YES |
| 6. | > $16,000 | YES | YES | YES |
| 7. | Controlled Inventory Item | YES | YES | YES[21] |
| 8. | Suspected Fraud, Waste, or Abuse | YES | YES | YES |

[21] Sample causative research in lieu of complete causative research for pilferable and CIIC 7 item discrepancies with a value from $.01 to $2,500 may be performed to serve as a deterrent to fraud, waste, or abuse and to identify systemic inventory and security problems. Causative research shall be conducted on all adjustments (gains and losses) of classified and sensitive items regardless of dollar value of item or extended dollar value of adjustment. Causative research shall be conducted on all adjustments (gains and losses) of pilferable items and CIIC 7 items with an extended value greater than $2,500, and all adjustments with an extended value of greater than $16,000 or greater than 25 percent unit variance and greater than $5,000.

# C8. CHAPTER 8

## ASSET STATUS REPORTING

C8.1. GENERAL. This chapter prescribes procedures for the interchange of asset status information:

C8.1.1. Between Component distribution systems and, in decentralized distribution systems, between Component inventory control points (ICPs).

C8.1.2. Between Service activities below the distribution system and Services/Defense Logistics Agency (DLA) ICPs.

C8.2. ASSETS WITHIN THE DISTRIBUTION SYSTEM

C8.2.1. Prepare Document Identifier Code (DIC) DZA asset status transactions as outlined in Appendix AP3.52. Due to the number of record positions devoted to entries prescribed by the Components for use within distribution systems, each Component is authorized to procure a printed format suited to its needs. DoD Components must identify to DLA Logistics Management Standards any Component prescribed data in DIC DZA that will be required in the Component's modernized system using Defense Logistics Management System (DLMS) transactions. This is necessary so that DLA Logistics Management Standards can incorporate the Component data into the DLMS 846I Asset Status Transaction. DLMS 846I is available for review at www.dla.mil/j-6/dlmso/elibrary/Transformats/140_997.asp.

C8.2.2. Asset status transactions may be used between a Service ICP and a DLA storage activity by mutual agreement.

C8.2.3. Transmit asset status transactions between Components based on mutually agreed schedules.

C8.3. ASSETS BELOW THE DISTRIBUTION SYSTEM

C8.3.1. Use DIC DZE asset status reporting request transactions, prepared as outlined in Appendix AP3.56:

C8.3.1.1. To request asset status reporting by activities below the distribution system.

C8.3.1.2. To request the report of assets above the requisitioning objective using DLM 4000.25-1, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)", DIC FTE for the total asset visibility program. Use with the asset visibility program is based on agreement of the Components involved.

C8.3.2 Entry of the appropriate Appendix AP2.9, Asset Status Reporting Code in record position 7 of the transaction will indicate whether the request is for commencement, change, or termination of asset status reporting.

C8.3.3 Transmit DIC DZE request transactions to central points designated by other Services. Each Service designated activity will be responsible for notifying their reporting activities of the reporting requirements reflected in the DIC DZE request transactions received from the other Components. The Service activities designated to receive the requests are:

| SERVICE | ACTIVITY | ROUTING IDENTIFIER CODE |
|---|---|---|
| Army | USAMC Logistics Support Activity<br>ATTN: AMXLS-V<br>Building 5307, Sparkman Center<br>Redstone Arsenal, AL 35898-7466 | AGT |
| Navy | Naval Supply Systems Command<br>Weapon Systems Support<br>Mechanicsburg, PA 17055-5000 | NRP |
| Air Force | Headquarters<br>Air Force Materiel Command<br>4375 Chidlaw Road, Suite 6<br>Wright-Patterson Air Force Base<br>Dayton, OH 45433-5006 | FNA |
| Marine Corps | ILS Directorate (Code 820)<br>Marine Corps Logistics Base<br>Albany, GA 31704-5000 | MPB |

C8.3.4. Always reflect dates for commencement of reporting (reporting codes C and D) and change of reporting (reporting codes H and J) in record positions 23-26 of the DIC DZE request transaction as the first day of a month. In these instances, transmit the request transaction not later than 60 calendar days before the date entered in record positions 23-26.

C8.3.5. Provision is made for requesting earlier commencement of reporting by use of reporting code M in record position 7 of the DIC DZE request transaction. In this instance, the Services' central points will assure that reporting commences as soon as possible after receipt of the request.

C8.3.6. When a one-time asset status report is required on an expedited basis, the DIC DZE request transaction will contain reporting code Z in record position 7 and the date the report is required in record positions 23-26. The Service central point or

the reporting activity in receipt of the request will take no further action if the date in record positions 23-26 is already past.

C8.3.7. When a one-time asset status report is required for the asset visibility/ redistribution program, the DIC DZE request transaction will contain Reporting Code N in record position 7 and the date the report is required in record positions 23-26[1].

C8.3.8. Use the DIC DZE request transaction to request termination of reporting by utilizing Reporting Code E in record position 7. Reflect dates for termination of reporting positions 23-26 of the request transaction as the last day of the month. Transmit the termination requests not later than 60 calendar days prior to the date entered in record positions 23-26.

C8.3.9. Activities below the distribution system (base, post, camp, or station) will use asset status reporting transactions containing DIC DZF, prepared as outlined in Appendix AP3.57, to report assets to the requesting ICP. Report on-hand balances by each separate supply condition code of held materiel. The DIC DZF transaction is designed to provide for use of multiple transactions when either or both of the following apply:

C8.3.9.1. More than two supply conditions of materiel are held.

C8.3.9.2. Requisitioning objective, due-in, or reserved quantities exceed 999,999.

C8.3.10. The reporting code entered in record position 7 of the DIC DZF reporting transaction will indicate the type of reporting being accomplished.

[1] Use with the asset visibility program is based on agreement of the Components involved

# C9. CHAPTER 9

## REJECTION, ROUTING, AND REVERSAL OF TRANSACTIONS

C9.1. GENERAL. This chapter provides procedures to reject, route and reverse MILSTRAP transactions.

C9.2. REJECTION OF TRANSACTIONS

C9.2.1. General. When processing MILSTRAP transactions, the receiving activity shall edit the transactions prior to updating inventory and financial records. Errors detected during this edit process fall into three basic categories:

C9.2.1.1. Errors which the receiving activity can correct and continue processing.

C9.2.1.2. Errors which concern a specific data element in the transaction and cannot be processed (see paragraph C9.2.3.).

C9.2.1.3. Errors which indicate that the submitter has not received or processed the latest cataloging management data. This category of transactions is corrected and processed by the inventory control point (ICP) and an item correction/change notification is forwarded to the submitter in the form of a Document Identifier Code (DIC) DZB Storage Item Data Correction/Change transaction (see chapter 10).

C9.2.2. DoD Component Responsibilities. DoD Components shall establish editing procedures related to the processing of MILSTRAP transactions. Components shall correct errors which can be corrected and processed without rejection to the submitter. Components shall reject, to the submitter for action, transactions with errors which cannot be corrected and processed.

C9.2.3. Rejected Transactions

C9.2.3.1. Transactions shall be rejected using DIC DZG, Transaction Reject (see Appendix AP3.58). The DIC of the incoming rejected transaction shall be shown in record positions 57-59 and the appropriate reject advice code (see Appendix AP2.8) or (DLM 4000.25-2, MILSTRIP) status code shall be placed in record positions 79-80. Since the reject advice code identifies only one error in the transaction, activities shall review all other fields of rejected transactions prior to resubmission to ensure that all data entries are correct.

C9.2.3.2. Activities in receipt of DIC DZG Transaction Rejects shall take such action as indicated by the reject advice code.

## C9.3. ROUTING OF TRANSACTIONS

C9.3.1. Submission of MILSTRAP Transactions via DLA Transaction Services. Whenever the submitter has access to the Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET), the following MILSTRAP special program requirements (SPR) transactions shall be submitted by DISN/NIPRNET via the DLA Transaction Services for routing to the source of supply:

| CODE | DOCUMENT TITLE |
|---|---|
| DYA | Special Program Requirement Request |
| DYC | Special Program Requirement Request Cancellation |
| DYD | Special Program Requirement Request Modifier |
| DYG | Special Program Requirement Request Substitute Item Acceptance |
| DYH | Special Program Requirement Request Substitute Item Rejection |
| DYJ | Special Program Requirement Follow-Up |
| DYL | Special Program Requirement Request (Cooperative Logistics Supply Support Arrangement) |

C9.3.2. DLA Transaction Services Processing for SPR Transactions. Upon receipt of the SPR transactions identified in C9.3.1, DLA Transaction Services shall edit the national stock number (NSN) field of the incoming transactions. This edit will determine if the national item identification number (NIIN) can be identified, if the Federal supply class (FSC) is compatible with the NIIN, and if the transaction is directed to the correct source of supply. The DLA Transaction Services shall pass the transaction, reject the transaction, or effect necessary changes to process the transaction and provide appropriate status notification to the submitter as follows:

C9.3.2.1. If the NIIN is valid (including NIINs coded obsolete/inactive) but the FSC and NIIN are not compatible, correct the FSC and provide NSN change status notification to the submitter as prescribed in paragraph C9.3.3.

C9.3.2.2. If the NIIN is valid (including NIINs coded obsolete/inactive), screen the source of supply file Service record (or integrated materiel manager record when the Service record source is either another DoD Component activity or matches the input transaction routing identifier code (RIC) "From") and process as follows:[1]

C9.3.2.2.1. If the incoming transaction is directed to a correct non-GSA source of supply, pass the transaction to the activity indicated in record positions 4-6.

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[1] Source of supply for obsolete/inactive items shall be taken from the source of supply file when possible; otherwise, the source of supply shall be the activity identified by the RIC in record positions 4-6 of the incoming transaction.

C9.3.2.2.2. If the incoming transaction is directed to an incorrect source of supply and the correct source of supply is not GSA, provide reroute status notification to the submitter as prescribed in paragraph C9.3.3. and reroute the transaction to the correct source of supply.

C9.3.2.2.3. If the incoming transaction is directed to a correct GSA source of supply or to an incorrect source of supply but the correct source of supply is GSA, reject the transaction to the submitter as prescribed in paragraph C9.2.3., citing Reject Advice Code AX in record positions 79-80.

C9.3.2.3. If the NIIN cannot be identified, reject the transaction to the submitter as prescribed in paragraph C9.2.3. citing Reject Advice Code AD in record positions 79-80.

C9.3.3. DLA Transaction Services Preparation of Status Notifications. The DLA Transaction Services shall prepare and transmit appropriate DIC DZ9 Status Notification(s) (see Appendix AP3.51) to the submitter based on the action(s) taken.

C9.3.3.1. Prepare a status notification whenever the FSC is corrected in the incoming transaction. Reflect the correct FSC in record positions 8-11 and MILSTRIP Status Code BG in record positions 79-80.

C9.3.3.2. Prepare a status notification whenever the incoming transaction was rerouted. Reflect the RIC of the correct source of supply in record positions 67-69 and MILSTRIP Status Code BM in record positions 79-80.

C9.3.3.3. Whenever a status notification is prepared, enter the DIC of the incoming transaction in record positions 57-59 of the status notification.

C9.3.4. Processing Status Notifications and Transaction Rejects by Recipients

C9.3.4.1. When MILSTRAP DIC DZ9 Status Notifications with MILSTRIP Status Code BM are received on MILSTRAP transactions, the recipient shall update internal SPR records to reflect the source of supply RIC entered in record positions 67-69 of the status notification.

C9.3.4.2. When DIC DZ9 MILSTRAP Status Notifications with MILSTRIP Status Code BG are received on MILSTRAP transactions, the recipient shall update internal SPR records to reflect the FSC entered in record positions 8-11 of the notification. If the status notification is for an SPR transaction, the originator shall review the NSN (FSC and NIIN) to ensure the SPR being processed is for the desired item. If the NSN is not the desired item, the originator shall submit an SPR cancellation, DIC DYC, to the source of supply.

C9.3.4.3. DIC DZG Transaction Rejects shall be processed under paragraph C9.2.3. However, recipients of Transaction Rejects Code AB for SPR documents shall advise their designated Component contact point for cataloging data of a DLA Transaction Services source of supply file discrepancy. If the SPR requirement still

exists, requestors must submit a new SPR document directly to the correct source of supply, bypassing the DLA Transaction Services.

C9.3.4.4. Recipients of a MILSTRAP status notification shall notify other activities requiring knowledge of the change and shall ensure all future transactions submitted for the document number reflect the change identified by the MILSTRIP status code in the notification.

C9.4. TRANSACTION REVERSAL. Table C9.T1 identifies MILSTRAP transactions authorized for reversal. The DLMS Supplements for the corresponding functionality are also authorized for reversal:

Table C9.T1 MILSTRAP Transactions Authorized for Reversal

| APP | DIC | Corresponding DLMS | Title of Transaction Authorized for Reversal |
|---|---|---|---|
| AP3.1 | D4_ | 527R Receipt | Materiel Receipt – Procurement Instrument Source |
| AP3.2 | D6_ | 527R Receipt | Materiel Receipt – Other Than Procurement Instrument Source |
| AP3.3 | D7_ | 867I Issue | Issue |
| AP3.4 | D8_, D9_ | 947I Inventory Adjustment | Adjustment – Increase or Decrease |
| AP3.5 | D8E,D8F, D9E,D9F | 947I Inventory Adjustment | Inventory Adjustment – Increase or Decrease (Logistics Transfer/Capitalization/Decapitalization) |
| AP3.6 | D8S,D9S | 947I Inventory Adjustment | Inventory Adjustment – Increase or Decrease (Ownership Transfer) |
| AP3.7 | DA1,DA2 | 846F Ammunition Freeze/Unfreeze | Single Managed Conventional Ammunition Freeze/Unfreeze Action |
| AP3.8 | DAC, DAD | 947I Inventory Adjustment | Inventory Adjustment – Dual (Condition/Purpose Transfer) |
| AP3.9 | DAS | 947I Inventory Adjustment | Inventory Adjustment – Dual (Ownership Transfer) |
| AP3.10 | DD_ | 527D Due-In | Due-In – Procurement Instrument Source |
| AP3.11 | DEE, DEF | 846D Logistics Reassignment Transfer and Decapitalization | Logistics Transfer/Decapitalization |
| AP3.12 | DF_ | 527D Due-In | Due-In – Other Than Procurement Instrument Source |
| AP3.13 | DG_ | NA | Backorder |
| AP3.14 | DHA | 867D Demand | Demand |

| Table C9.T1 MILSTRAP Transactions Authorized for Reversal | | | |
|---|---|---|---|
| APP | DIC | Corresponding DLMS | Title of Transaction Authorized for Reversal |
| AP3.38 | DU_ | 527D PMR | Pre-Positioned Materiel Receipt (PMR) – Procurement Instrument Source |
| AP3.39 | DW_ | 527D PMR | PMR – Other Than Procurement Instrument Source |
| AP3.54 | DZC | 846S Logistics Reassignment Storage Information Order | Logistics Reassignment Storage Information |
| AP3.55 | DZD | 846S Logistics Reassignment Storage Information Reply | Logistics Reassignment Storage Information Reply |

# C10. CHAPTER 10

## CORRECTION/CHANGE OF STORAGE ITEM RECORDS

C10.1. GENERAL. This chapter provides standard procedures required by inventory control points (ICP) to provide for the correction and/or updating of storage activity records when:

C10.1.1. Reported transactions indicate an inconsistency with ICP records.

C10.1.2. A catalog/stock list change is processed against an ICP record which shall affect stock control data maintained at storage activities.

C10.1.3. An item is being logistically reassigned.

C10.2. ITEM CORRECTION/CHANGE NOTIFICATION.

C10.2.1. Prepare storage item data correction/change transactions citing Document Identifier Code (DIC) DZB (see Appendix AP3.53). The storage item data correction/change code (see Appendix AP2.7) entered in record position 7 of this transaction serves to provide information as to the nature of the change, actions to be taken, and data field(s) affected by the change.

C10.2.2. Storage Activity Action. Storage activities shall use the storage item data correction/change transactions to update stock records, item locator records, and bin tags.

C10.3. LOGISTICS REASSIGNMENT

C10.3.1. The losing inventory manager (LIM) prepares Logistics Reassignment Storage Information transactions, DIC DZC (see Appendix AP3.54), to transfer quantities between ownership segments on the distribution depot records as a result of logistics reassignment.

C10.3.2. Storage activities shall use the logistics reassignment storage information transactions to update stock records, item locator records, and bin tags.

C10.3.3. Storage activities shall prepare a Logistics Reassignment Storage Information Reply, DIC DZD (see appendix AP3.55), within 5 working days to advise the LIM of the quantity transferred to the GIM ownership. Quantity available for transfer is subject to the retention quantity contained in record positions 76-80 of the DIC DZC.

C10.3.4. If the storage activity does not receive a DIC DZC for an item being logistically reassigned, the depot shall transmit a DIC DZD, with A in record position 7, to the LIM for each balance, by supply condition code. The LIM shall use the DIC DZD to conduct research or to

request a special inventory, as appropriate, to correct the accountable balances. The assets shall be logistically reassigned as outlined in Chapter 11.

# C11. CHAPTER 11.

# LOGISTICS REASSIGNMENT

C11.1. GENERAL

C11.1.1. This chapter provides procedures designed to:

C11.1.1.1. Ensure successful logistics reassignment (LR) of both consumable and nonconsumable items.

C11.1.1.2. Provide adequate management control of items in a transitional situation.

C11.1.1.3. Assure uninterrupted supply support of items during the transition period.

C11.1.2. To ease understanding of these procedures, 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 shall 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”, September 24, 2010.

C11.2.2. DoD policy for LR of nonconsumable items is contained inn 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”, April 27, 1990.

C11.3. REQUIREMENTS

C11.3.1. The LIM, GIM, and storage activities shall affect 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 shall 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 shall 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 international logistics program (ILP) shall not be transferred to the GIM nor shall 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 shall never be decapitalized. (See AMC-R 700-99, et al., for complete criteria.)

C11.3.3. On an expedited basis the LIM shall decapitalize to the GIM wholesale assets, other than the SCCs shown in C11.3.2.2 and C11.3.2.3., above, generated during the first year subsequent to the ETD. The LIM shall report assets generated after 1 year of ETD under the DLM 4000.25-1, MILSTRIP (Materiel Returns Program). Except as noted in C11.7, the GIM shall reject assets decapitalized more than 1 year after the ETD using Document Identifier Code (DIC) DZG, Transaction Reject with Reject Advice Code AW.

C11.4. PRE-EFFECTIVE TRANSFER DATE ACTIONS

C11.4.1. General

C11.4.1.1. The LIM procurement office shall 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 shall furnish the GIM listings of all purchase requests (procurement actions that have not reached the award stage) throughout the pre-ETD period. The GIM shall, 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 C11.4.5.2.

C11.4.1.3. The LIM shall 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 DICs DLS through DLX) prescribed by C11.4.6.3.

C11.4.1.4. For assets in SCC H, the LIM shall 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 shall perform physical inventories under the MILSTRAP Chapter 7 procedures, as stated in DoD 4140.26-M, “Defense Integrated Materiel Magement for Consumable Items”, September 24, 2010 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 shall 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 shall furnish the GIM LR supply management data transactions, DICs 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 DIC FTE Excess Report is submitted to the LIM and the LIM stockage position indicates that disposal action is appropriate, the LIM shall furnish the reporting activity with a DIC FTR Reply to Excess Report, using Excess Transaction Status Code SM. This shall 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 shall initiate action to amend existing LR item contracts/purchase orders not reassigned to the GIM to provide for diversion of shipments of stock by quantities into storage activities of the GIM. The GIM shall provide addresses of the shipping destinations to the LIM, as appropriate. The LIM shall retain the due-in.

C11.4.5.2. For consumable items, the LIM shall 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 shall, 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 shall furnish the GIM a war materiel requirements (WMR) data listing sequenced by national stock number (NSN) and DoD Component (and routing identifier code (RIC)) within the DoD Component when the requirements have been allocated), major to minor, showing the current computed data. Include the quantity and value of the other war materiel requirement (OWMR); other war reserve materiel requirement (OWRMR); other war reserve materiel requirement protectable (OWRMRP); forecasted reparable return data, if applicable; pre-positioned war reserve material requirement (PWRMR); pre-positioned war reserve material requirement protectable (PWRMRP); dollar value subtotals for Federal supply classification (FSC), RIC if allocated, and DoD Component; and grand total dollar value.

C11.4.6.2. The LIM shall furnish the WMR data listing to the GIM together with WMR transactions, DIC DM_. The DIC DM_ transactions (see Appendix AP3.28) shall reflect the original input from which the WMR computed data was generated. Upon receipt of the DIC DM_ transactions, the GIM shall process them to recompute the WMR data as prescribed in Chapter 15, C15.2.3.

C11.4.6.3. For consumable items being transferred, the LIM shall furnish the GIM updated LR supply management data transactions, DICs DLS, DLT, DLU, DLV, DLW and DLX (see Appendices AP3.22 through AP3.27).

C11.4.6.4. The LIM shall furnish the GIM the latest status of assets being held for litigation action.

C11.5. EFFECTIVE TRANSFER DATE PERIOD ACTIONS

C11.5.1. The LIM shall issue an LR Storage Information transaction, DIC DZC (see Appendix AP3.54), to their storage activities which serves as a notification that wholesale stocks stored are now under GIM ownership.

C11.5.2. The LIM shall process inventory adjustment transactions to decrease the inventory control record using DIC D9E, Decrease - Logistics Transfer, or DIC D9F, Decrease - Decapitalization as appropriate (see Appendix AP3.5).

C11.5.3. The LIM shall prepare and transmit to the GIM, DIC 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 shall furnish memorandum due-in information as of the ETD to the GIM using DIC DDX (see Appendix AP3.10) or DIC DFX (see Appendix AP3.12). Quantities shall reflect only that which is available for transfer.

C11.5.5. The LIM shall furnish the GIM storage activity a PMR, DIC 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 shall 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 funded backorders to the GIM in accordance with DoD 4140.26-M. Transfer the funded backorders using referral/passing orders prepared in accordance with MILSTRIP.

C11.5.7. For items with SPR, the LIM shall prepare and transmit to the forecasting activity an SPR Status transaction as outlined in Chapter 13.

C11.5.8. The LIM shall advise the GIM of the latest data available on assets being held for litigation action.

C11.6. POST-EFFECTIVE TRANSFER DATE ACTIONS

C11.6.1. The GIM shall convert the DIC DEE or DEF transaction received from the LIM to DIC 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 DIC DEE/DEF with a zero quantity.) The GIM may automatically reject invalid DIC DEE or DEF transactions using DIC DZG Transaction Rejects, processed in accordance with Chapter 9. Telephone communication between the GIM and LIM is authorized to resolve DIC DEE or DEF transactions that reject from the validation process.

C11.6.2. The GIM shall process DIC 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 shall be deleted by the GIM. However, the GIM shall 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, shall 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 shall be in accordance with C11.7.

C11.6.4. The GIM shall accept and process DIC DEE/DEF reversal (reversal indicator in record position 25) transactions, adjust the GIM records, and discontinue processing any other transactions against the LR assets until new DIC DEE/DEF transactions from the LIM are processed. If the DIC 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 DIC DZG Transaction Reject document with Reject Advice Code AE (Rejected-Quantity field invalid).

C11.6.5. The LIM shall 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 shall prepare and transmit to the GIM a memorandum due-in transaction, DIC DDX (see Appendix AP3.10), and a PMR, DIC DU_ (see Appendix AP3.42), to the applicable storage activity.

C11.6.6. The LIM shall 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 shall 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 shall be notified of the condition transfer. Notification shall be accomplished by preparation and submission of an Inventory Adjustment Transaction, DIC DAC (see Appendix AP3.8).

C11.6.8. The LIM's storage activity shall prepare an LR Storage Information Reply, DIC DZD (see Appendix AP3.55), 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 DIC DZC, the storage activity shall prepare, and transmit to the LIM, a DIC 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. <u>LIM Processing of a LR Storage Information Reply</u>. Upon receipt of the DIC DZD (LR Storage Information Reply) the LIM shall review the quantity. When the quantity in the DIC DZD is greater than the quantity reflected in the DIC DZC (LR Storage Information transaction) the LIM shall take action to transfer the additional quantity to the GIM on a new DIC DEE/DEF transaction. When the quantity in the DIC DZD is less than the quantity in the DIC DZC the LIM shall:

C11.6.9.1. Within 24 hours initiate action to reverse the previously submitted DIC DEE/DEF (total quantity) transactions for that location.

C11.6.9.2. Conduct research and/or request a special inventory when deemed appropriate.

C11.6.9.3. Determine whether the quantity reported by the LIM's storage activity is correct (based on the best data available after research/inventory). If research shows the quantity reported was not correct the LIM shall process a reversal, or new DIC DEE/DEF transactions which shall contain new document numbers with the revised quantity and a new DZC to the storage activity.

C11.6.9.3.1. 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).

C11.6.9.3.2. If the DIC DZD transaction is for an item for which the LIM provided a DIC DEE/DEF transaction with a zero balance, and contains a transferable quantity, the LIM shall provide a new DIC DEE/DEF to the GIM reflecting the appropriate quantity, condition, and location. When this condition exists, the LIM shall not prepare a DIC DEE/DEF reversal.

C11.6.10. Ninety Days After the ETD. For consumable items being transferred the LIM shall furnish the GIM updated LR Contract History Data Transactions, DIC DLW (see Appendix AP3.26).

C11.6.11. Two Hundred and Seventy Days After the ETD. For consumable items being transferred the LIM shall furnish the GIM updated LR Contract History Data Transactions, DIC DLW (see Appendix AP3.26).

## C11.7. RECEIPT PROCESSING AFTER EFFECTIVE TRANSFER DATE

### C11.7.1. Receipts from Procurement

C11.7.1.1. Upon receipt of assets from procurement by either the GIM or LIM storage activity, send a Materiel Receipt Transaction (DIC D4S) (see Appendix AP3.1) to the LIM.

C11.7.1.2. Procurement receipts received after 1 year past the ETD shall 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 shall:

C11.7.1.3.1. Process the storage activity initiated D4S receipt transaction to reduce the due-in record and record assets on the LIM record for the quantity received.

C11.7.1.3.2. Decrease the LIM owner record utilizing DIC D9E/D9F, as appropriate.

C11.7.1.3.3. Transmit a Memorandum Receipt Transaction (DIC D4X) to the GIM.

C11.7.1.3.4. Prepare and transmit a Logistics Transfer/Decapitalization Transaction (DIC DEE/DEF) to the GIM.

C11.7.1.4. The GIM shall use the DIC D4X memorandum receipt transaction to reduce the memorandum due-in record and shall use the DEE/DEF transaction to record assets on the GIM record for the quantity received.

C11.7.1.5. For materiel received for which litigation is required, the LIM shall record assets on the LIM record in SCC L and reduce the due-in record. At this time, no action shall be taken by the LIM to remove or change the GIM's memorandum due-in by producing a DIC D4X transaction. When the litigation proceedings are completed and the materiel is reclassified to an issuable condition, the LIM shall provide the GIM DIC 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 shall 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 shall 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 shall 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 DIC DZG Transaction Reject and Reject Advice Code AB (see appendices AP3.58. 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, shall send a Materiel Receipt Transaction (DIC D6_) to the LIM.

C11.7.2.2. The LIM shall:

C11.7.2.2.1. Process the storage activity initiated DIC D6 series receipt transaction to reduce the due-in record and record assets on the LIM record for the quantity received.

C11.7.2.2.2. Decrease the inventory control record utilizing DIC D9E/D9F, as appropriate.

C11.7.2.2.3. Prepare and transmit a Materiel Receipt Transaction, DIC D6X, to GIM.

C11.7.2.2.4. Prepare and transmit a Logistics Transfer/Decapitalization Transaction (DIC DEE/DEF) to the GIM.

C11.7.2.3. The GIM shall utilize the DIC D6X transaction to reduce the memorandum due-in record and shall use the DEE/DEF transaction to record assets on the GIM record for the quantity received.

C11.7.2.4. If no PMR is recorded, the storage activity shall report materiel received from nonprocurement sources following the Chapter 4, C4.9.3.3.11 procedures.

C11.8. FOLLOW-UP FOR LOGISTICS REASSIGNMENT ASSET DATA. The GIM shall transmit DIC 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 shall prepare the DIC DLA follow-up (see Appendix AP3.16). For additional follow-up procedures, see C11.10.

C11.9. REPLY TO FOLLOW-UP FOR LOGISTICS REASSIGNMENT ASSET DATA

C11.9.1. The LIM shall submit DIC DLB Replies to Logistics Transfer/ Decapitalization Follow-Ups (see Appendix AP3.17), to the GIM in response to DIC DLA follow-ups.

C11.9.2. The DIC DLB replies shall 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 shall transmit a DIC DLC Logistics Reassignment Delinquent Due-In Follow-Up (see Appendix AP3.18).

C11.10.2. Follow-Up for Dues-In with Expired Estimated Delivery Dates. The GIM shall initiate a due-in follow-up when the estimated delivery date (EDD) for delivery of materiel is delinquent by more than 30 calendar days. The delinquent date shall be computed from the DIC DDX/DFX memorandum due-in which the LIM provided on the ETD. The GIM shall 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 shall initiate a due-in follow-up 30 calendar days after the ETD when the DIC 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 shall initiate a second follow-up 60 calendar days after the ETD for all dues-in with invalid or blank EDDs. The second follow-up shall have code 2 in record position 7. Nonresponse to the second follow-up shall result in off-line intervention by the GIM. All dues-in with invalid or blank EDDs 90 calendar days after the ETD shall be included in the reconciliation (see C11.12). Based on the response, the GIM shall determine if additional reconciliation/reconciliation action is required.

C11.11. REPLY TO FOLLOW-UP FOR DUE-IN DATA

C11.11.1. The LIM shall reply to DIC DLC follow-ups using DIC DLD Logistics Reassignment Delinquent Due-In Responses (see Appendix AP3.19). The DIC DLD response shall 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 shall provide revised due-in dates as changes occur using DIC DLD transactions with Asset Transfer Status Code AF.

C11.12. LOGISTICS REASSIGNMENT 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 shall also insure that all items still pending procurement/contract award on ETD are still valid.

C11.12.2. The GIM shall 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 due-in reconciliation, the GIM shall submit DIC 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 DIC DLE requests may be submitted by magnetic tape in lieu of transactions via DLA Transaction Services when agreed to by the GIM and the LIM.

C11.12.4. The LIM shall 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 shall prepare replies to due-in reconciliation requests using DIC DLF Logistics Reassignment Due-In Reconciliation Responses containing the appropriate asset transfer status code (see Appendix AP2.10).

# C12. CHAPTER 12

## SMALL ARMS AND LIGHT WEAPONS 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 and light weapons (SA/LW).

C12.2. GENERAL

C12.2.1. This chapter provides procedures for reporting SA/LW serial number data between DoD Components and the DoD SA/LW Registry (hereafter referred to in this chapter as the DoD Registry). Small arms/light weapons, as defined in Definitions and Terms, including those mounted on aircraft, vehicles, and vessels, that are accounted for in unclassified property records, shall be reported (included will be foreign and commercial weapons, museum pieces with serial numbers, and captured, confiscated, or abandoned enemy SA/LW in the possession of the Department of Defense).

C12.2.2. In addition to requirements contained in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), the shipping activity shall provide a listing of the weapon serial numbers contained in each shipment with the shipment documentation accompanying SA/LW shipments between DoD Components. When shipments consist of multiple containers, the listing shall identify which serial numbers are within each container.

C12.2.3. When discovered, SA/LW without a national stock number (NSN) and/or SA/LW (except museum pieces) with missing, obliterated, mutilated, or illegible serial numbers shall be reported to the DoD Registry by the Component Registry for review and assignment of a management control number (MCN)/NSN and/or serial number. Assignment of a local control number (LCN) or MCN shall not replace or be used in lieu of procedures to request assignment of an NSN where applicable. The Component Registry shall report all SA/LW without an NSN and/or SA/LW serial number, by message or letter, for assignment of serial number and/or NSN in the format in table C12.T1. below:

C12.T1. Format To Report Small Arms and Light Weapons Without a National Stock Number/Serial Number

| NSN | Serial Number | Description |
|---|---|---|
| (NSN or none) | (Serial Number or none) | (Make, model, caliber, and other nomenclature data) |

C12.2.4. LCNs/MCNs shall be used by the DoD Components for 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 SA/LW that are processed through a Board of Officers for actions described in DoD 4160.21-M, “Defense Materiel

Disposition Manual," Chapter 4 and subsequently turned in to a DLA Disposition Service Field Office shall be registered immediately when they come under Government control.

C12.2.6. Nonappropriated funded SA/LW turned in to a DLA Disposition Service Field Office and privately-owned weapons classified as claims property shall be registered immediately when they come under the control of the Department of Defense. SA/LW that are claimed (private property whose title has passed to the Department of Defense 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 the Department of Defense 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 shall be reported immediately to the Component Registries.

C12.2.7. The DoD Components shall obtain a new or currently assigned NSN from the DoD Registry for modified weapons rendered inoperable that are used for ceremonial or training purposes. These weapons shall be retained on the Component Registries as weapons subject to the reporting criteria.

C12.2.8. The DoD Components shall establish procedures to ensure reporting of lost, stolen, unaccounted, and/or recovered SA/LW under the provisions of DoDM 5100.76, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives".

C12.2.9. In the event of mobilization or other emergency, the DoD Registry and the Component Registries shall 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.

C12.2.10. Captured, confiscated, or abandoned enemy SA/LW in the possession of the Department of Defense as a result of military actions shall be registered. SA/LW may be of foreign or domestic manufacture and may include recaptured U.S. military SA/LW.

C12.2.11. Reporting Foreign Weapon Serial Numbers

C12.2.11.1. When reporting foreign weapons' serial numbers that contain unidentifiable characters (non-English alpha characters/non-Arabic numerals) that can be translated into an alpha/numeric equivalent, the translated serial number shall be permanently inscribed on the weapon. When the foreign-weapon serial number cannot be translated into alpha/numeric equivalents, the DoD Component shall contact the DoD Registry for assignment of a serial number. Upon assignment of a serial number, the DoD Component shall permanently inscribe the newly assigned serial number on the weapon.

C12.2.11.2. The translated or assigned serial number of the historical weapon must be reported to the Component and DoD Registries, in accordance with reporting requirements of this document.

C12.2.11.3. Foreign weapons designated by their Component Registry as having historical value are exempt from the requirement to have translated or assigned serial numbers permanently inscribed, since inscription would destroy the historical value of the weapon.

C12.3. OBJECTIVES

C12.3.1. Establish continuous visibility over all SA/LW 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 SA/LW 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 SA/LW records 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 SA/LW.

C12.4. EXCLUSIONS

C12.4.1. SA/LW purchased with nonappropriated funds and privately-owned weapons are exempt from being reported to the DoD 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 above).

C12.4.2. Classified activities that determine that specific SA/LW 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 Joint Small Arms and Light Weapons Coordinating Group (JSA/LWCG) and approval of the JSA/LWCG Chair. Submit requests for deviations, to include appropriate justification, via electronic mail to DLA Logistics Management Standards www.dla.mil/j-6/dlmso/About/Comment/coment_form.php or by traditional mail to:

DLA Logistics Management Standards J627 Room
1650
Defense Logistics Agency J6
JSA/LWGC CHAIR
8725 John J Kingman Road, STOP 6205
Fort Belvoir, VA 22060-6217.

C12.5. DELINEATION OF RESPONSIBILITIES

C12.5.1. DoD Registry shall:

C12.5.1.1. Be operated and maintained by the Department of the Army.

C12.5.1.2. Provide a central repository of SA/LW serial numbers from the Component Registries, to include those on hand, in transit, lost, stolen, demilitarized, or shipped outside the control of the Department of Defense.

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 weapon (see paragraph C12.7.6, below). Respond as expeditiously as possible to other inquiries, depending upon 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 shall be accomplished by using the Document Identifier Code (DIC) DSM transactions with SA/LW Transaction Code I (Interrogation/Inquiry Record) and entering the message/inquiry form number in the document number field for cross-reference purposes.

C12.5.1.4.1. For weapons identified as belonging to a DoD Component, these entries shall remain in the DoD active master file until the weapon is returned to DoD control and properly recorded on a Component Registry.

C12.5.1.4.2. Weapons identified as other than DoD in origin shall be placed in the inactive file of the DoD Registry.

C12.5.1.5. At minimum, identify duplicate serial numbers received from the Component Registries on a quarterly basis. The appropriate DoD Component shall be contacted to verify duplicates and the DoD Registry shall issue selected suffixes to modify affected serial number(s) for all but one of the duplicate numbers. To the extent possible, weapons with duplicate serial numbers located in the wholesale system shall be modified first to maintain an audit trail for all modification actions:

C12.5.1.5.1. Provide appropriate corrective instructions to the 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 shall:

C12.5.2.1. Maintain and control a mechanized active, inactive, and history file to control SA/LW serial numbers for which they do or did maintain accountability.

C12.5.2.2. Update files based on transaction reporting (e.g., receipts, issues, turn-ins, and inter-DoD Component 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 Component Registries for reporting changes affecting the SA/LW status in the master file of the Component Registries.

C12.5.2.4. Provide for monthly electronic file overlay to the DoD Registry reflecting active and inactive files in serial number sequence.

C12.5.2.5. Identify duplicate serial numbers 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 available data upon receipt of an inquiry from a law enforcement agency within 72 hours, 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 inventory control point (ICP) files by stock number and quantity.

C12.5.2.8. Report lost, damaged or destroyed weapons in accordance with DoD 7000.14-R, "Department of Defense Financial Management Regulations," Volume 12, Chapter 7. SA/LW Transaction Code Q (Notification of Suspected Loss) is applicable for reporting potential lost or stolen SA/LW pending full investigation and preparation of a Financial Liability Investigation of Property Loss Report (DD Form 200). SA/LW Transaction code U (Found or Recovered) is applicable for reporting if the missing weapon is found or recovered. Use the Weapon Serial Number (WSN) control transaction, DIC DSM, for updating the registries.

C12.5.2.9. After all investigative requirements have been initiated, including a Financial Liability Investigation of Property Loss Report, identify lost or stolen weapons on the Component Registry with Small Arm Transaction Code L (Inventory Adjustment – Loss). Use DIC DSM prepared in the Appendix AP3.36 format. (Note: In accordance with DoD 5100.76-M, the DoD Components are required to submit semiannual reports to the chairperson, Physical Security Review Board, for all weapons where theft, loss, and recovery occur.)

C12.5.2.10. Perform an annual SA/LW reconciliation with all activities recorded on the registry as having possession and/or accountability of reported SA/LW by serial number, stock number, and quantity. The reconciliation method shall depend upon the DoD Components' ability to utilize Defense Information Systems Network (DISN)/Nonsecure Internet Protocol Router Network (NIPRNET) transactions or listings. When listings are used to perform the annual reconciliation, identify them by the appropriate transaction DIC either as header information or reflected with each line entry (see paragraph C12.7.8 below).

C12.5.2.11. Report all new weapons or devices that could be construed as SA/LW to the JSA/LWCG chairperson. The chairperson shall determine the reportability and notify the Services. Weapons or devices for which no determination can be made shall be discussed by the full JSA/LWCG.

C12.5.3. The JSA/LWCG responsibilities are as set forth in DoD 4140.1-R, "DoD Supply Chain Materiel Management Regulation".

## C12.6. SAFEGUARDING AND PHYSICAL SECURITY OF AUTOMATIC DATA PROCESSING RECORDED DATA

C12.6.1. The SA/LW data contained in the Automatic Data Processing (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 SA/LW records due to their sensitive nature. Security of ADP records shall be in accordance with DoD 5200.1-R, "Information Security Program".

C12.6.2. A determination to classify shall be made when there is sound reason to believe that knowledge of the information would provide unfriendlies 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 Component Registries shall 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 shall be in accordance with DIC DSM, Appendix AP3.36. The DoD Registry shall verify record counts as indicated on the files.

C12.7.2. The DoD Registry shall combine the DoD Components' electronic files into a single file, in serial number sequence, not later than the 15th day of each month. At minimum, the DoD Registry shall identify duplicate serial numbers quarterly in accordance with subparagraph C12.5.1.5 above.

C12.7.2.1. If the duplicate serial numbers appear during the next check, and are owned by a single DoD Component, the Component Registry shall be notified to validate the serial numbers. If duplicate serial numbers remain after this validation, the Component Registry shall take action to request altering instructions from the DoD Registry to modify affected serial number(s). The DoD Registry shall 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 shall notify each Component Registry to validate its serial numbers. If duplicates remain after this validation process, the DoD Registry shall 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 shall be registered on the Component Registry using SA/LW Transaction Code U (Found or Recovered) and DIC DSM.

C12.7.4. WSN control transactions, DIC DSM, are used to report inter-DoD Component transfers between the Component Registries. The data flow for reporting shipments shall be as follows:

C12.7.4.1. Shipments between DoD Components:

C12.7.4.1.1. When SA/LW are selected for shipment by the shipping activity, provide the WSN transaction data for the weapons to the shipping Component Registry using DIC DSM (see Appendix AP3.36). The shipping Component Registry enters the SA/LW data in the active file to indicate the in-transit shipment. The shipping Component Registry then forwards the WSN transaction to the destination Component Registry for all inter-DoD Component shipments.

C12.7.4.1.2. The receiving Component Registry enters the SA/LW data into the active file to open the record. This record is maintained until confirmation of weapon receipt is provided by the receiving activity.

C12.7.4.1.2.1. The receiving activity verifies the serial number(s) and sends the WSN transaction, with SA/LW Transaction Code R (Receipt), to its Component

Registry. The receiving Component Registry matches the SA/LW data against the in-transit record. A match constitutes a reconciliation and completes the record.

C12.7.4.1.2.2. Discrepant serial number(s) shall be verified by electronic mail, telephone, or letter and corrective action taken as required.

C12.7.4.1.2.3. The receiving 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 shall also be reported to appropriate Component Registries. This requirement shall 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 shall initiate coordination to determine the status of the outstanding S transaction(s) (see paragraph C12.8.2.) (for receiving Component Registry procedures, see paragraph C12.8.3.). A monthly overage shipment listing shall also be sent to the receiving Component Registry.

C12.7.4.2. Shipments from Procurement. When weapons are shipped from a contractor to activities within the Department of Defense, the contractor is required to prepare three WSN control transactions. SA/LW Transaction Code P (Procurement Gains) shall be in the one transaction provided to the shipping Component Registry giving notification of shipment. The data are entered in the shipping Component Registry to open the record. This record shall be maintained in suspense until confirmation of weapon receipt is provided by the receiving activity. The receiving activity shall submit the DSM transaction to update its Component Registry. The two remaining WSN transactions shall have the Routing Identifier Code (RIC) of the shipping Component Registry to which the confirmation of receipt shall be provided. The WSN transactions shall accompany the shipment documentation. When shipments consist of multiple containers, a listing shall identify which serial numbers are within each container.

C12.7.4.3. When SA/LW are selected for shipment to Foreign Military Sales/Grant Aid and other Agencies outside DoD control**,** 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 the Department of Defense, the WSN transactions for the weapons shall be provided to the shipping Component Registry giving notification of shipment. The shipping Component Registry codes each weapon in the shipment using SA/LW Transaction Code N (Shipment to Other Agencies) or F (Shipment to FMS/Grant Aid) depending upon type of shipment. The shipping Component Registry then enters the SA/LW shipment data into the inactive file. Weapons returned to the DoD supply system from previous shipments to FMS/Grant Aid and other agencies outside DoD control shall be registered by the receiving activity on its Component Registry.

C12.7.5. When SA/LW are selected for destruction at the demilitarization activity, the demilitarization activity sends the SA/LW data (DIC DSM with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. The Component Registry codes each of the demilitarized weapons using SA/LW Transaction Code V and enters the SA/LW demilitarization data into the inactive file.

C12.7.6. The DoD SA/LW Serialization Program is designed to provide investigative agencies, within 72 hours, the identification of the last accountable activity having a specific

serial-numbered SA/LW. Investigative agencies will process all inquiries by electronic mail, message, letter, or telephone to the DoD Registry. The DoD Registry shall identify the accountable 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 Component Registry identifies the last accountable activity, response is provided to the investigative agency through the DoD Registry.

C12.7.7. The Component Registry shall reject Invalid or erroneous transactions except DIC DSA (see paragraph C12.7.10) to the originator of the transaction using DIC DSR (see appendix AP3.37). Reject codes and required corrective action are contained in Appendix AP2.13. Since the reject advice code identifies only one error condition in the transaction, activities shall review all other fields of the rejected transactions prior to resubmission to ensure that all data entries are correct.

C12.7.7.1. The Component Registry shall hold rejected transactions in a suspense file until corrective action has been received from the DoD Component. DIC DSC transactions prepared in the Appendix AP3.33 format shall be used to respond to rejected transactions.

C12.7.7.2. If no corrective action is received by the Component Registry within 14 calendar days, a DIC DSF follow-up (Appendix AP3.35), shall be forwarded to the DoD Component.

C12.7.8. The annual reconciliation of all SA/LW on the Component Registry shall be performed using DIC DSR (Appendix AP3.37) with SA/LW Transaction Code E (Intra-DoD Component Reconciliation of SA/LW serial numbers, and Inter-DoD Component Reconciliation with DLA Defense Distribution Depots). This is a bottoms up records reconciliation (i.e., matching records from the activity having physical custody and/or accountability of the weapon to the Component registry records. Matching records shall be considered reconciled. Duplicate SA/LW serial numbers detected during the reconciliation shall require modification instructions from the DoD Registry. Component Registries that perform the annual reconciliation using other than transaction reporting shall ensure that listings contain DIC DSR in the heading. SA/LW 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 SA/LW for which no reconciliation was received by the Component Registry, shall result in a SA/LW Reconciliation/Reject transaction, DIC DSR, to the DoD Component. The appropriate SA/LW error transaction reject codes are contained in Appendix AP2.13.

C12.7.8.2. If corrective transactions and/or notification of a problem is not received from the DoD Component within 60 calendar days, the Component Registry shall follow up using DIC DSF (Appendix AP3.35).

C12.7.9. Perform mass stock number changes using DIC DSB (Appendix AP3.32).

C12.7.10. Reporting activities shall use the SA/LW Multi-Field Corrections Transaction, DIC DSA (Appendix AP3.31) to change erroneous information on the Component Registry active/inactive file. The Component Registry shall reject DIC DSA transactions that contain invalid data or do not match the file.

C12.7.10.1. Reporting activities shall prepare SA/LW Multi-Field Corrections Transaction (DIC DSA) when the Component Registry contains erroneous information. Changes can be made to the NSN/MCN/LCN/DoD activity address code (DoDAAC)/unit identification code (UIC) of the accountable activity and serial number. When using the DIC DSA transaction to correct erroneous entries recorded on the Component Registry, data previously reported in record positions 8 through 41 shall remain the same. Transaction code K shall be entered in record position 7.

C12.7.10.2. DIC DSA transactions received by the Component Registry that do not match the NSN/MCN/LCN, reporting activity DoDAAC/UIC, or serial number contained on the active/inactive file shall be rejected to the reporting activity. The rejected transaction shall 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 shall be suspended in the Component Registry pending receipt of a corrected DIC 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 shall not include the DIC DSA transaction on their electronic file transfer to the DoD Registry. The Component Registry shall convert the DIC DSA received from the reporting activity to DIC 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 SA/LW serial number registration and reporting procedures is to provide visibility of actual location of all weapons by the timely update of the Component Registries during the shipment or receipt process. The timeframe for processing the WSN Control (DIC DSM) for SA/LW Transaction Codes R and S is 10 calendar days from date of action.

C12.8.1.1.Within 10 calendar days of selection for shipment, the shipping activity shall enter the WSN transaction data on the shipping Component Registry to indicate which serial numbers are included in the in-transit shipment. Activities that do not have mechanized capability shall provide the WSN transaction or hard copy information to the shipping Component Registry by the fastest available means, 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 Component Registry shall use the WSN transaction with SA/LW Transaction Code S to update its files, establish the in-transit record, and forward the WSN transaction to the receiving Component Registry for all inter-DoD Component shipments.

C12.8.1.3. Within 10 calendar days of receipt of the SA/LW, the receiving activity shall use the WSN transaction data that accompanied the shipment to verify the received serial number(s) and provide the WSN data with SA/LW Transaction Code R to the receiving Component Registry. Activities that do not have mechanized capability shall provide the WSN transaction or hard copy information to the receiving Component Registry by the fastest available means.

C12.8.1.4. Within 10 calendar days of receipt of the WSN data from the receiving activity, the receiving Component Registry shall forward a WSN transaction using SA/LW Transaction Code R to the shipping Component Registry providing notification of weapon receipt. The 10 calendar day requirement for notification of shipments/receipts also applies to weapon shipments from one DoD Component to another for maintenance purposes. This requirement shall be included in any maintenance support agreements between the DoD Components.

C12.8.2. The shipping Component Registry shall take follow-up action for all in-transit weapons (30 calendar days for CONUS shipments and 90 calendar days for overseas shipments) from date of shipment, for which no confirmation of receipt (DIC DSM with SA/LW Transaction Code R) has been received. DIC DSD SA/LW Receipt/Shipment Follow-Up (Appendix AP3.34) shall be transmitted to the receiving Component Registry. The transaction date (record positions 76-80) shall 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 shall submit a DIC DSM with SA/LW Transaction Code R and date received (record positions 76-80).

C12.8.2.2. If the weapon has not been received, the receiving Component Registry shall submit a DIC DSM with SA/LW Transaction Code A and leave the date (record positions 76-80) blank.

C12.8.2.3. If no response is received, an electronic transmission (message) shall be sent to the receiving 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 shall result in the shipping 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 Component Registry shall initiate follow-up procedures for all received weapons for which no WSN with SA/LW Transaction Code S was provided by the shipping 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 Component Registry shall take the follow-up action with the shipping Component Registry using DIC DSD SA/LW Receipt/Shipment Follow-Up transaction (Appendix AP3.34) within 10 calendar days after a weapon(s) has been confirmed as received. The transaction date (record positions 76-80) shall 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 shall result in an electronic transmission (message) being sent to the shipping 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 SA/LW Transaction Codes R and S as prescribed above also apply to intra-DoD Component shipments and receipts.

# C13. CHAPTER 13

## SPECIAL PROGRAM REQUIREMENTS

C13.1. GENERAL. This chapter provides requirement forecasting procedures for items required to support nonrepetitive special programs or projects that cannot be forecast by the inventory control point (ICP) based on demand data, and which have the greatest probability of materializing and resulting in the eventual submission of requisitions.

C13.1.1. Special program requirement (SPR) requests shall be submitted for any of the following purposes:

C13.1.1.1. One-time training exercises or maneuvers.

C13.1.1.2. Repair or rebuild programs that are either nonrecurring or that are seldom or irregularly programmed.

C13.1.1.3. New constructions (e.g., ships, buildings).

C13.1.1.4. One-time alterations, modifications, or conversion programs.

C13.1.1.5. Initial issue of existing items (e.g., outfitting, activation, and changes in authorized allowances).

C13.1.1.6. Initial requirements for special operational projects.

C13.1.1.7. Initial testing.

C13.1.1.8. Government-furnished property.

C13.1.1.9. Infrequently planned support operations such as Arctic and Antarctic resupply missions.

C13.1.1.10. Special nonrepetitive situations as required in support of authorized security assistance program requirements (e.g., initial pipeline stockage requirements in support of approved Cooperative Logistics Supply Support Arrangement (CLSSA)).

C13.1.2. The following types of requirements are excluded from identification as SPRs:

C13.1.2.1. Provisioning, recurring type.

C13.1.2.2. War materiel requirements.

C13.1.2.3. Requirements for which the DoD Component has a recurring demand.

C13.1.2.4. Subsistence, all categories.

## C13.2. SPECIAL PROGRAM REQUIREMENT SUBMISSION AND ROUTING

C13.2.1. Submission of SPRs shall be limited to materiel required not less than 90 calendar days in advance of or more than five years prior to the support date (the first day of the month for which it is anticipated that materiel will be requisitioned for the program), indicated in record positions 62-64 of the request. When procurement is necessary, delivery for an early support date may not be possible since the procurement lead time for most items will be greater than 90 calendar days. Therefore, forecasting activities should submit SPRs to ICPs as far in advance of the support date as practical.

C13.2.2. Forecasting activities shall prepare SPR requests citing Document Identifier Code (DIC) DYA, DYB, DYL, or DYM (Appendix AP3.44), as appropriate, to transmit SPR data to the ICP. When the requirement for an individual item is such that materiel will be required in phases (e.g., 100 each per month), the forecasting activity shall forward a separate request for each phase.

C13.2.3. Requirements for submitting SPR requests, cancellations, modifiers, substitute item acceptance/rejections, and follow-ups (DICs DYA, DYC, DYD, DYG, DYH, DYJ, and DYL) via DLA Transaction Services are specified in Chapter 9 of this manual. DLA Transaction Services shall edit, pass, route, or reject these transactions; and transmit appropriate DIC DZ9 Status Notification and/or DIC DZG Transaction Rejects to originators. These transactions and related processing requirements are also covered in Chapter 9 of this manual.

## C13.3. INVENTORY CONTROL POINT PROCESSING OF SPECIAL PROGRAM REQUIREMENT REQUESTS

C13.3.1. ICPs measure the size of the requirement being forecasted to determine its acceptability in terms of the risk of long supply being generated. This measurement requires consideration of the size of the forecasted quantity in relation to the normal demand estimated for the item being forecasted, the value (cost) of this quantity, the supply status of the item being forecasted, funding capability of the ICP, accuracy of past forecasts, and the degree of assurance that requisitions will follow.

C13.3.2. ICPs shall determine action to be taken on SPR requests, and within 15 calendar days after receipt of the request shall provide appropriate status. SPR status transactions shall include an SPR status code (Appendix AP2.11) to advise the forecasting activity of acceptance, rejection (other than for correction and resubmission), or other action required on the SPR. When an ICP receives an SPR request that cannot be processed due to erroneous or missing data, the ICP shall reject the request for correction and resubmission in accordance with Chapter 9.

C13.3.3. ICPs shall prepare SPR status transactions citing DIC DYK (Appendix AP3.50).

C13.4. FOLLOW-UP ON SPECIAL PROGRAM REQUIREMENT REQUESTS

C13.4.1. When the forecasting activity has not received a DIC DYK SPR Status transaction or a DIC DZG Transaction Reject within 21 calendar days from the SPR request submission date, the forecasting activity may submit an SPR follow-up to the ICP.

C13.4.2. Forecasting activities shall prepare SPR follow-ups citing DIC DYJ (Appendix AP3.49).

C13.5. INVENTORY CONTROL POINT ACTION ON SPECIAL PROGRAM REQUIREMENT FOLLOW-UP

C13.5.1. When there is no record of receipt of the original SPR request, the ICP shall process the SPR follow-up as an original SPR request.

C13.5.2. ICPs shall prepare replies to SPR follow-ups as specified in C13.3.

C13.6. MODIFICATION OF SPECIAL PROGRAM REQUIREMENT REQUESTS

C13.6.1. The forecasting activity may submit changes for a previously submitted SPR request to replace data in the original request. The SPR modifier document shall be used for such changes and shall be submitted only to change the quantity, the supplementary address, the project code, the coast designator, the support date, and/or the record positions 67-69 routing identifier (from).

C13.6.2. Forecasting activities shall prepare SPR modifiers citing DIC DYD (Appendix AP3.46).

C13.7. RESPONSE TO SPECIAL PROGRAM REQUIREMENT MODIFIER. ICPs shall prepare replies to SPR modifiers as specified in C13.3.

C13.8. CANCELLATION OF SPECIAL PROGRAM REQUIREMENT REQUESTS

C13.8.1. The forecasting activity may submit an SPR cancellation for a previously submitted SPR request. Cancellations must be for the total quantity applicable to the SPR.

C13.8.2. Forecasting activities shall prepare SPR cancellations citing DIC DYC (Appendix AP3.45).

C13.9. RESPONSE TO SPECIAL PROGRAM REQUIREMENT CANCELLATION. ICPs shall prepare replies to SPR cancellations as specified in C13.3.

C13.10. ACCEPTANCE/REJECTION OF SUBSTITUTE ITEM. Forecasting activities in receipt of SPR responses offering a substitute item shall take the appropriate following action:

C13.10.1. When the offered substitute is acceptable, transmit a DIC DYG SPR Substitute Item Acceptance (Appendix AP3.47) to the ICP.

C13.10.2. When the offered substitute is unacceptable, transmit a DIC DYH SPR Substitute Item Rejection (Appendix AP3.48) to the ICP.

C13.11. RESPONSE TO SUBSTITUTE ITEM REJECTION. The ICP shall initiate action to provide status to the forecasting activity on the item originally requested. ICPs shall prepare status responses as specified in C13.3.

C13.12. RETENTION OF SPECIAL PROGRAM REQUIREMENT REQUESTS. The ICP shall retain SPR requests until:

C13.12.1. The support date of those requirements for which SPR Status Code PA was furnished or until a requisition is received that can be identified to all or a portion of a particular SPR quantity.

C13.12.2. One unit of procurement lead time/assembly time away from the support date when procurement/assembly is required in support of those requirements for which SPR Status Code PB was furnished.

C13.12.3. Assembly time prior to support date when extra time is required for assembly in support of those requirements for which SPR Status Code PC was furnished.

C13.13. FOLLOW-ON STATUS. The ICP shall provide revised status when the situation changes (e.g., change in procurement lead time, procurement is required for materiel originally anticipated to be available from stock). Generally, these situation changes are unusual in nature, are not programmed for, and require offline processing. ICPs shall prepare the status documents as specified in C13.3.

C13.14. PREPARATION OF SPECIAL PROGRAM REQUIREMENT REQUISITIONS

C13.14.1. When SPR status citing SPR Status Code PA is received, requisitions citing Demand Code P should be submitted for the SPR-related requirements in time to allow for delivery within the appropriate Uniform Materiel Movement and Issue Priority System (UMMIPS) time standard. Demand Code P indicates to the ICP that the requisition is for materiel previously forecasted as an SPR. This enables the ICP to control and apply the appropriate logic for the demand generated by the requisition. Requisition format and demand codes are identified in DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP).

C13.14.2. When SPR status is received citing SPR Status Code PR, the SPR is being deleted and the item is a procurement lead time/assembly time away from the support date. If the requirement is still valid, the requiring activity must immediately submit a MILSTRIP requisition(s) citing Demand Code O in record position 44 and MILSTRIP Advice Code 2L in record positions 65-66. When requisitioners desire that specific materiel shipments not be released prior to 50 calendar days before the

expiration of an extended RDD, they shall express the RDD using Code S in record position 62 as prescribed in MILSTRIP, Appendix AP2.14.

C13.15. LOGISTICS REASSIGNMENT

C13.15.1. When the logistics loss is to an integrated materiel manager (IMM) of another DoD Component, the losing inventory manager (LIM) shall transmit an SPR status to the forecasting activity. The DIC DYK SPR status transaction (Appendix AP3.50) shall contain SPR Status Code PV. This status indicates that the item has been involved in an LR and a new SPR must be submitted to the gaining inventory manager (GIM)

C13.15.2. When the logistics loss is to an IMM within the same DoD Component, the LIM shall forward the record of the SPR to the GIM. No status need be furnished the forecasting activity.

# C14. CHAPTER 14

# WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES

## C14.1. GENERAL

C14.1.1. This chapter prescribes procedures and responsibilities for submission of war materiel requirements (WMR) to include:

C14.1.1.1. Submission of WMR from the DoD Components, to the integrated materiel managers (IMM) of the Military Departments, DLA, and GSA.

C14.1.1.2. Edit and validation of WMR data by IMMs and rejection of incomplete or invalid input.

C14.1.1.3. Providing output from the Losing Inventory Manager (LIM) to the Gaining Inventory Manager (GIM) upon logistics reassignment of an item.

C14.1.2. This chapter also provides guidelines which affect simulated mobilization exercises.

## C14.2. WAR MATERIEL REQUIREMENTS

C14.2.1. DoD Instruction 3110.06, “War Reserve Materiel Policy,” June 23, 2008, contains DoD policy for management and development of WMR.

C14.2.2. The DoD Components shall send WMR data to reach IMMs by 15 February each year and shall submit corrections and/or changes as required. Do not submit zero quantity requirements. Prepare the transactions citing the appropriate document identifier code (DIC) in the DM series (Appendix AP3.28). Use multiple transactions, when required, to submit the number of months of data specified in the Defense Guidance issued each year. Transmit the data by the Defense Information Systems Network (DISN)/Non-Secure Internet Protocol Router Network (NIPRNET) using data pattern message or by mail, as a total package, using tape.

C14.2.2.1. When tapes are mailed, affix an exterior label that cites the following tape specifications:

C14.2.2.1.1. Identification – "War Materiel Requirements Data."

C14.2.2.1.2. Tape density.

C14.2.2.1.3. Reel number.

C14.2.2.1.4. Data set name, or "unlabeled."

C14.2.2.1.5. Track.

C14.2.2.1.6. Record and block size.

C14.2.2.1.7. Record count.

C14.2.3. The IMM shall control each DoD Component's input WMR data transactions by national stock number (NSN). Edit the DIC DM series transactions and validate the edited transactions for data adequacy and accuracy. Consider validated requirements in both the annual computation of the other war reserve material requirements (OWRMR) and other war reserve material requirements, protectable (OWRMRP), and in any recomputation of these requirements upon receipt of corrected or revised DM series input. When any transaction(s) for an NSN contains invalid, inadequate, or inaccurate data, or when transactions are missing, reject the entire submission for the NSN to the submitting DoD Component. Include all rejections on a listing reflecting the image of the input DM series transaction and a code identifying the reason for rejection. Mail the listing together with a letter explaining the rejection code and action required by the submitter.

C14.2.4. When items are logistically reassigned, the LIM shall furnish the GIM a listing of WMR data with supporting DM series transactions as prescribed in Chapter 11.

C14.3. SIMULATED MOBILIZATION EXERCISES

C14.3.1. When establishing plans that require simulated mobilization exercises, DICs in the E series have been assigned for MILSTRAP type transactions. Do not process simulated mobilization exercise transactions in the supply distribution system(s) as action documents that affect accountable/unit records. The DoD Component activities responsible for initiating these exercises must use extreme caution to ensure explicit procedures and complete coordination with all participants.

C14.3.2. DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures (MILSTRIP), prescribes Project Codes in the 3E series that are reserved for use in simulated mobilization exercises.

# AP1. APPENDIX AP1

## FORMS INDEX

| APPENDIX | FORM NUMBER | TITLE |
|---|---|---|
| AP1.1 | DD Form 2338-1 | Inventory Control Effectiveness Report (Ammunition) |
| AP1.2 | DD Form 2338-2 | Inventory Control Effectiveness Report (General Supplies) |

# AP1.1. APPENDIX 1.1

## INVENTORY CONTROL EFFECTIVENESS REPORT (AMMUNITION) DD FORM 2338-1

| INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT AMMUNITION *(Dollar Data Expressed In Thousands)* | | | REPORT CONTROL SYMBOL DD-A&L(Q)935 | |
|---|---|---|---|---|
| REPORTING ORGANIZATION | QUARTER ENDING: | | FISCAL YEAR: TO DATE | |
| | Low risk | High Risk | Low Risk | High Risk |
| PART 1. PERFORMANCE | | | | |
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| C. INVENTORY RECORD ACCURACY (100-(1B/1A)X100)) | | | | |
| 2. NO. OF INVENTORY ADJUSTMENTS FROM OTHER THAN PHYSICAL INVENTORY | | | | |
| A. LOCATION RECONCILIATION | | | | |
| B. END OF DAY PROCESSING | | | | |
| C. TOTAL (2A + 213) | | | | |
| 3. TOTAL ADJUSTMENTS (1B+2C) | | | | |
| 4. NO. OF REVERSALS OF INVENTORY ADJUSTMENTS | | | | |
| A. NO. OF GAIN REVERSALS | | | | |
| B. NO. OF LOSS REVERSALS | | | | |
| C. TOTAL (4A + 4B) | | | | |

*Report continues on next page*

DD Form 2338-1, SEP 2000 (EG) PDF (DLA)

| ICE Report Ammunition *(Continued from previous page)* | | | | |
|---|---|---|---|---|
| | Low Risk | High Risk | Low Risk | High Risk |
| 5. MONETARY VALUE ($000) | | | | |
| A. AVERAGE VALUE OF INVENTORY | | | | |
| B. RECORD VALUE OF ITEMS INVENTORIED | | | | |
| C. VALUE OF INVENTORY ADJUSTMENTS | | | | |
| (1) PHYSICAL INVENTORY ADJUSTMENTS | | | | |
| (A) GAINS | | | | |
| (B) LOSSES | | | | |
| (C) GROSS ADJ. (5C(1)(A) + 5C(1)(B)) | | | | |
| (2) REVERSALS - CURRENT QUARTER | | | | |
| (A) GAINS | | | | |
| (B) LOSSES | | | | |
| (C) TOTAL (5C(2)(A)+5C(2)(B)) | | | | |
| (3) REVERSALS - PRIOR QUARTER | | | | |
| (A) GAINS | | | | |
| (B) LOSSES | | | | |
| (C) TOTAL (5C(3)(A)+5C(3)(B)) | | | | |
| (4) TOTAL REVERSALS (5C(2)(C) + 5C(3)(C)) | | | | |
| (5) TOTAL RECORD IMBALANCES ((5C(1)(C) + 5C(4)) | | | | |
| 6. GROSS ADJUSTMENT AS A PERCENT OF | | | | |
| A. AVERAGE VALUE OF INVENTORY ((5C0)(C)/5A)X100) | | | | |
| B. VALUE OF ITEMS INVENTORIED ((5C0)(C)/5B)X100) | | | | |
| 7. TOTAL RECORD IMBALANCES AS PERCENT OF | | | | |
| A. AVERAGE VALUE OF INVENTORY ((5C(5)/5A)X1OO) | | | | |
| B. VALUE OF ITEMS INVENTORIED ((5C(5)/5B)X1OO) | | | | |
| 8. MONETARY VALUE OF LOCATION RECONCILIATION | | | | |
| A. VALUE OF ITEMS RECONCILED | | | | |
| B. VALUE OF GAINS | | | | |
| C. VALUE OF LOSSES | | | | |
| D. TOTAL(8B+8C) | | | | |
| 9. MONETARY VALUE OF END OF DAY PROCESSING | | | | |
| A. VALUE OF GAINS | | | | |
| B. VALUE OF LOSSES | | | | |
| C. TOTAL(9A+9B) | | | | |

DD Form 2338-1, SEP 2000 PDF (DLA)

# AP1.2. APPENDIX 1.2

## INVENTORY CONTROL EFFECTIVENESS REPORT (GENERAL SUPPLIES) DD FORM 2338-2

| INVENTORY CONTROL EFFECTIVENESS (ICE) REPORT - PART I GENERAL SUPPLIES | | REPORT CONTROL SYMBOL DD-AT&L (AR) 935 |
|---|---|---|
| REPORTING ORGANIZATION | QUARTER ENDING | FISCAL YEAR TO DATE |
| **1. NUMBER OF PHYSICAL INVENTORIES & VARIANCE RATE** | | |
| A. NUMBER OF INVENTORIES COMPLETED | | |
| B. NUMBER OF INVENTORIES WITH ADJUSTMENTS | | |
| C. INVENTORY VARIANCE RATE ((1B/1A)x100) | | |
| D. NUMBER OF INVENTORY ADJUSTMENTS ≥ CAUSATIVE RESEARCH CRITERIA | | |
| E. CAUSATIVE RESEARCH VARIANCE RATE ((1D/1A)x100) | | |
| **2. NUMBER OF ADJUSTMENTS** | | |
| A. NUMBER OF ADJUSTMENT GAINS | | |
| B. NUMBER OF ADJUSTMENT LOSSES | | |
| C. NUMBER OF GAIN REVERSALS | | |
| D. NUMBER OF LOSS REVERSALS | | |
| E. TOTAL NUMBER OF ADJUSTMENTS (2A+2B+2C+2D) | | |
| F. NUMBER OF ISSUES AND RECEIPTS (TRANSACTIONS) | | |
| G. NUMBER OF ADJUSTMENTS, GAINS, AND LOSSES | | |
| H. TRANSACTION ADUSTMENT RATE (2G/2F)x100 | | |
| **3. MONETARY VALUE OF ADJUSTMENTS** | | |
| A. VALUE OF ADJUSTMENT GAINS | | |
| B. VALUE OF ADJUSTMENT LOSSES | | |
| C. VALUE OF GAIN REVERSALS | | |
| D. VALUE OF LOSS REVERSALS | | |
| E. TOTAL VALUE OF ADJUSTMENTS (3A+3B+3C+3D) | | |
| **4. ADJUSTMENT RATES** | | |
| A. AVERAGE VALUE OF MATERIEL IN STORAGE | | |
| B. RECORD VALUE OF ITEMS INVENTORIED | | |
| C. ABSOLUTE ADJUSTMENT RATE FOR MATERIEL IN STORAGE ((3E/4A)x100) | | |
| D. ABSOLUTE ADJUSTMENT RATE FOR ITEMS INVENTORIED ((3E/4B)x100) | | |
| E. INITIAL ADJUSTMENT RATE AS PERCENT OF INVENTORY IN STORAGE ((3A+3B)/4Ax100) | | |
| F. INITIAL ADJUSTMENT RATE AS PERCENT OF ITEMS INVENTORIED ((3A+3B)/4Bx100) | | |
| **5. DENIAL RATES** | | |
| A. LINES DIRECTED FOR SHIPMENT | | |
| B. TOTAL MATERIEL RELEASE ORDER DENIALS | | |
| C. MATERIEL DENIAL RATE ((5B/5A)x100) | | |

**DD FORM 2338-2, FEB 2012**

# AP2. APPENDIX 2

## CODES INDEX


| APPENDIX | TITLE |
|---|---|
| AP2 | Index |
| AP2.1 | Document Identifier Codes |
| AP2.2 | Type of Physical Inventory/Transaction History Codes |
| AP2.3 | Ownership Codes |
| AP2.4 | Purpose Codes |
| AP2.5 | Federal Condition Codes |
| AP2.6 | Management Codes |
| AP2.7 | Correction/Change Codes for Storage Item Records |
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| AP2.9 | Asset Status Reporting Codes |
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| AP2.12 | Small Arms and Light Weapons Transaction Codes |
| AP2.13 | Small Arms and Light Weapons Error Transaction Reject Codes |
| AP2.14 | Type of Media Codes |
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| AP2.21 | Type of Contractor Codes |
| AP2.22 | Type Due-In Indicator |
| AP2.23 | Type Location Reconciliation Request |
| AP2.24 | Other Codes |

# AP2.1. APPENDIX 2.1

## DOCUMENT IDENTIFIER CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | Three |
| TYPE OF CODE: | Alpha/Numeric |
| EXPLANATION: | Identifies:<br><br>(1) Actions as forming a part of the inventory accountability system.<br><br>(2) The type of document and the effect a transaction has upon inventory control records.<br><br>(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 legacy document Identifier Code (DIC) functionality to the Defense Logistics Management System (DLMS) is available from the DLA Logistics Management Standards Website www.dla.mil/j-6/dlmso/eApplications/LogDataAdmin/MILSTRAP_DI_Code_Function_InDLMSsequence.doc. This table provides visibility of how MILSTRAP DIC functionality is incorporated in DLMS American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 transactions.

AP2.1.1. Under MILSTRAP legacy 80 record position transacttions, the DIC provides a means of identifying a given product (e.g., receipt, issue, demand, 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 DIC 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 DIC is a mandatory entry on all legacy 80 record position 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 DICs 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 accountability 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, and MILSTRIP are permanently reserved for simulated mobilization exercise purposes only (MILSTAMP had the 'R series', but MILSTAMP has been incorporated into the Defense Transportation Regulation):

MILSTRAP – E Series

MILSBILLS – H 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, source of supply, or base operations when they cannot be identified directly to the preceding paragraph 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 DIC 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. D series DICs are listed on the following pages. Unassigned codes in the D series are reserved for future assignment by DoD.

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| D4G | Materiel Receipt - Procurement Instrument Source (Destructive Test/Evaluation) | Return to inventory of unused items originally issued to a commercial activity for destructive test/evaluation. |
| D4H | Materiel Receipt - Procurement Instrument Source (Furnished Materiel for Consumption) | Return to inventory of Government-owned materiel previously furnished to a commercial activity to be consumed or expended during the manufacturing or maintenance process but not so consumed or expended. Excludes return of materiel furnished for incorporation in the deliverable item but not so incorporated. |
| D4L | Materiel Receipt - Procurement Instrument Source (Assembly/ Disassembly/Reclamation/ Conversion/Modification) | Return to inventory of assembled items, components from disassembled or reclaimed items, or converted or modified items originally issued to a commercial activity for assembly, disassembly, reclamation, conversion, or modification. Includes return of Government-owned materiel furnished for incorporation in the deliverable item but not so incorporated. Excludes return of repaired or tested/evaluated items and of materiel expected to have been consumed or expended during the manufacture or maintenance process. |
| D4M | Materiel Receipt - Procurement Instrument Source (Repair or Non-Destructive Test/ Evaluation) | Return to inventory of items previously issued to a commercial activity for repair or nondestructive test/evaluation. |
| D4N | Materiel Receipt - Procurement Instrument Source (Loan) | Return to inventory from authorized commercial activity of materiel on loan. Includes return of Government-owned equipment furnished to a commercial activity for use in performing a contract. |
| D4S | Materiel Receipt -Procurement Instrument Source (Commercial) | To inventory as a result of purchase from commercial sources. |
| 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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 losing inventory manager (LIM) to gaining inventory manager (GIM) as notification of receipt of an item decapitalized. Indicates to GIM:<br>(a) that due-in and financial records of loser have been updated, and<br>(b) that memorandum due-in is to be updated. |
| D4Z | Materiel Receipt - Procurement Instrument Source (Other) | To inventory when a specific DIC 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 Grant Aid users into inventory. |
| D6E | Materiel Receipt - Other Than Procurement Instrument Source (FMS) | Returns from foreign military sales (FMS) users into inventory. |
| D6G | Materiel Receipt - Other Than Procurement Instrument Source (Destructive Test/ Evaluation) | Return to inventory of unused items originally issued to a Government activity for destructive test/ evaluation. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| D6H | Materiel Receipt - Other Than Procurement Instrument Source (Government-Furnished Materiel for Consumption) | Return to inventory of materiel previously furnished to a Government activity for consumption during the manufacturing or maintenance process but not so consumed or expended. Excludes return of materiel furnished for incorporation in the deliverable item but not so incorporated. |
| D6J | Materiel Receipt - Other Than Procurement Instrument Source (Reutilization and Marketing) | Returns from disposition services to inventory. |
| D6K | Materiel Receipt - Other Than Procurement Instrument Source (Relocation) | Return to inventory of materiel relocated between storage activities without change in ownership. Excludes receipts of repaired items. |
| D6L | Materiel Receipt - Other Than Procurement Instrument Source (Assembly/Disassembly/ Reclamation/Conversion/Modification) | Return to inventory of assembled items, components from disassembled or reclaimed items, or converted or modified items originally issued to a Government activity for assembly, disassembly, reclamation, components from disassembled or reclaimed conversion, or modification. Includes return of materiel furnished for incorporation in the deliverable item but not so incorporated. Excludes return of repaired or tested/evaluated items and of materiel expected to have been consumed or expended during the manufacture or maintenance process. |
| D6M | Materiel Receipt - Other Than Procurement Instrument Source (Repair/ or Non-destructiveTest/Evalutaion) | Return to inventory of repaired or tested/evaluated items previously issued to a government activity for repair or nondestructive test/evaluation. |
| D6N | Materiel Receipt - Other Than Procurement Instrument Source (Loan) | Return to inventory of materiel on loan from authorized non-commercial recipient. Includes return of Government-owned equipment furnished to a non-commercial activity for use in performing a contract. |
| D6Q | Materiel Receipt - Other Than Procurement Instrument Source (Removal Items) | Returns into inventory of designated principal item/weapon system. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| D6R | Materiel Receipt - Other Than Procurement Instrument Source (Exchange Item) | Exchanges of Component designated items into inventory, when a like item is issued on an exchange basis. |
| D6T | Materiel Receipt - Other Than Procurement Instrument Source (Own Service/Agency) | Into inventory as a result of requisitioning from own Component. |
| D6U | Materiel Receipt - Other Than Procurement Instrument Source (DoD Activity) | Into inventory as a result of requisitioning from another DoD activity. |
| D6V | Materiel Receipt - Other Than Procurement Instrument Source (Non-DoD Activity) | Into inventory as a result of requisitioning from a non-DoD activity. |
| D6X | Materiel Receipt - Other Than Procurement Instrument Source (Decapitalization) | From LIM to GIM as notification of receipt of an item decapitalized. Indicates to GIM:<br>(a) that due-in and financial records of loser have been updated and<br>(b) that memorandum due-in is to be updated. |
| D6Z | Materiel Receipt - Other Than Procurement Instrument Source (Other) | Into inventory when a specific DIC 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 security assistance (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. |
| D7G | Issue (Destructive Test/Evaluation) | Issue from inventory for destructive test/ evaluation when the item is not expected to be returned. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| D7H | Issue (Furnished Materiel for Consumption) | Issue of materiel furnished by the owner to be consumed or expended in the manufacturing or maintenance process. Includes issues from inventory or by direct delivery from a vendor. Excludes materiel furnished for incorporation in the deliverable item. |
| D7J | Issue (Reutilization and Marketing) | Issue to disposition services from inventory. |
| D7K | Issue (Relocation) | Issue for relocation between storage activities without change in ownership. Excludes issues of items for repair or test/evaluation. |
| D7L | Issue (Assembly/Disassembly/ Reclamation/Conversion/ Modification) | Issue of components for assembly or items for disassembly, reclamation, conversion, or modification furnished by the owner from inventory or by direct delivery from vendor. Includes materiel furnished for incorporation in a deliverable item. Excludes issue of materiel furnished to be consumed or expended during the manufacture or maintenance process. |
| D7M | Issue (Repair or Nondestructive Test/Evaluation) | Issue from inventory for repair or nondestructive test/evaluation and expected return of the same item. |
| D7N | Issue (Loan) | Issue from inventory for loan to authorized recipients. Includes Government-owned equipment furnished for use in performing a contract. |
| D7P | Issue (Returned Purchases) | Issue of returned purchases from inventory to suppliers for credit or reimbursements. |
| D7Q | Issue (Designated Items) | Issue of designated items from inventory, for installation on a principal item/weapon system. |
| D7R | Issue (Exchange Items) | Issue of Component designated items from inventory, when a like item is returned on an exchange basis. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| D7Z | Issue (Other) | Issue from inventory, when a specific DIC 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 DIC is not otherwise provided, single adjustment. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data.) |
| D9A | Inventory Adjustment - Decrease (Physical Inventory) | Loss disclosed as a result of physical count of stock, single adjustment. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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 single manager for conventional ammunition (SMCA), single adjustment. Use is restricted to users of the conventional ammunition system. |
| D9Z | Inventory Adjustment - Decrease (Other) | Losses for which a specific DIC is not otherwise provided, single adjustment. (Assignor of code will maintain detailed intelligence pertaining to its use and, as required, will furnish these data.) |
| 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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. |
| 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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. |
| 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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 |
| 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 source of supply to acknowledge materiel receipt. |
| DRB | Materiel Receipt Acknowledgment Reply to Follow-Up | From reporting activity to source of supply to acknowledge materiel receipt in reply to follow-up. |
| DRF | Follow-Up For Delinquent Materiel Receipt Acknowledgment | From source of supply to reporting activity to follow up when materiel receipt has not been acknowledged on time. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| DSA | Small Arms and Light Weapons Multi-Field Corrections | Used for correcting erroneous or invalid NSN, DoDAAC/UIC, or WSN on the Component Registry. |
| DSB | Small Arms and Light Weapons Mass Stock Number Change | Used to update the Component Registry for all weapon serial numbers and stock numbers with one transaction. |
| DSC | Small Arms and Light Weapons Correction | Used for correcting rejected transaction or missing reconciliation transaction on the Component Registry. |
| DSD | Small Arms and Light Weapons 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 and Light Weapons 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 and light weapons between Component Registries and between the Component Registry and the DoD Registry. |
| DSR | Small Arms and Light Weapons Reconciliation/Reject | Used for annual reconciliation between all units/activities having possession or accountability of small arms and light weapons and the Component Registry. Used to reject invalid/incomplete transactions. |
| 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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. |
| 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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. |
| DZ9 | Status Notification | DAAS notification to the submitter that a MILSTRAP document was rerouted or the 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 one 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. |

| CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 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. |
| DZM | End of Day Transaction Count | From storage activity to owner/manager too advise owner/manager of the number of balance affecting transactions that were forwarded during the daily course of business. |
| DZN | Location Reconciliation Notification | From storage activity to owner/manager to advise of the number of DIC 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 DIC DZK Transaction History Transmittal transactions being forwarded, the cutoff date, and the medium |

# AP2.2. APPENDIX 2.2

## TYPE OF PHYSICAL INVENTORY/ TRANSACTION HISTORY CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | One |
| TYPE OF CODE: | Alpha/Numeric |
| EXPLANATION: | Used in physical Inventory/transaction history documents to identify the type of Inventory being conducted/requested, or to identify requests for/transmission of custodial balances/transaction history. |
| RECORD POSITIONS: | 7 |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Data Element ID 1270 Qualifier "FC – Type of Physical Inventory or Transaction History Code" |

| CODE | DEFINITION |
|---|---|
| A through B | Reserved for future DoD assignment. |
| C | Special Inventory, all supply condition codes (SCC). Initiated by the storage activity in support of inventory accuracy improvements initiative. |
| D | Special Inventory, all supply condition codes. Initiated by owner as a result of end of day processing imbalances. |
| E | Spot Inventory due to denial (all SCCs). Initiated by the storage activity or owner as a result of denials. |
| F | Reserved for future DoD assignment. |
| G | Scheduled Inventory. Inventory to be conducted within a specified period of time according to an established plan on controlled items and all other items or categories designated by the DoD Component. |
| H | Special Inventory, all SCCs. Initiated by owner when an Inventory is necessary and the date of last Inventory is less than 90 days. |
| I | Scheduled Inventory. Initiated by owner based on owner's inventory prioritization methodology. |
| J | Special Inventory, all SCCs. Initiated by owner as a result of location reconciliation errors. |

| CODE | DEFINITION |
|---|---|
| K | Special Inventory, all SCCs. Initiated by storage activity as a result of location survey errors. |
| L | Scheduled Inventory, specified SCCs. Initiated by owner for a random statistical sample Inventory. |
| M | Special Inventory, SCCs. Initiated by storage activity as a result of onhand balance mismatches between the locator and property accountability records. |
| N | Scheduled Inventory, specified SCCs. Initiated by storage activity for the annual statistical sample Inventory. |
| O | Reserved for future DoD assignment. |
| P | Scheduled Inventory, specified SCCs. Initiated by storage activity for a random statistical sample Inventory. |
| Q | Reserved for future DoD assignment. |
| R | Special inventory, specified SCC. Initiated by storage activity in an effort to resolve a customer report of discrepancy. |
| S | Special inventory, specified SCC. Initiated by storage activity as part of receipt follow-up (intransit) resolution process. |
| T | Special inventory, specified SCC. Initiated by storage activity as a result of a disposal release order directing ownership transfer to the Recycling Control Point. |
| U | Special inventory, specified SCC. A location-level inventory initiated by storage activity for low asset visibility counts. |
| V | Special inventory, specified SCC. Initiated by storage activity as a result of a location-level inventory adjustment or exceeding predetermined thresholds. |
| W | Automatic submission of transaction history from storage activity to owner/ manager. |
| X | Storage activity transaction history requested by owner/manager or transaction history response from storage activity to owner. |
| Y | Annual (Total) Transaction History (optional for use to distinguish history associated with annual reconciliation from other transaction history) |
| Z | Special Inventory (specified SCC) systemically initiated by the storage activity for quantity mismatches within the storage activity's management system between the quantity-by-location and the owner balances (i.e. Book-to-Book adjustments). |
| 0 through 7 | Reserved for future DoD assignment. |

| | |
|---|---|
| 8[1] | Distribution depot/storage activity has no transaction for the stock or part number requested for the dates specified, but transactions are available since the date of last location reconciliation. For use with DLMS Supplement 846P when beginning segment Report Type Code (1/BIA02/20) is 'AD'. Used only with DLMS. |
| 9[2] | Distribution depot/storage activity has no transactions available for the dates specified or since the date of last reconciliation. For use with DLMS Supplement 846P when beginning segment Report Type Code (1/BIA02/20) is 'AD'. Used only with DLMS. |

[1] As an interim exception, DLA vendor storage activities do not use codes 8 or 9 under DLMS. DLA vendor storage activities 8-fill or 9-fill the document number field, until such time as they fully implement ADC 198.
[2] Ibid .

# AP2.3. APPENDIX 2.3

## OWNERSHIP CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Provides a means of segmenting inventory balances, accounted for in inventory control records of a Military Service/DLA, but which are owned by others. Further segmentation of these stocks by purpose code is neither prescribed nor intended.

RECORD POSITIONS: 70

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "A1 – Ownership Code"

| CODE | TITLE | EXPLANATION |
|---|---|---|
| 1 | ARMY | Stocks held on inventory control records of a non-Army item manager but owned by Army. |
| 2 | DEFENSE LOGISTICS AGENCY | Stocks held on inventory control records of a non-DLA item manager but owned by DLA. |
| 3 | OTHERS | Stocks held on inventory control records of a Service/Agency item manager but owned by an Agency outside of DoD. |
| 4 | MARINE CORPS | Stocks held on inventory control records of a non-Marine Corps item manager but owned by Marine Corps. |
| 5 | NAVY | Stocks held on inventory control records of a non-Navy item manager but owned by Navy. |
| 6 | AIR FORCE | Stocks held on inventory control records of a non-Air Force item manager but owned by Air Force. |

| CODE | TITLE | EXPLANATION |
|---|---|---|
| 7 | OTHER DoD | Stocks held on inventory control records of a Military Service/Defense Threat Reduction Agency (DTRA) DLA item manager but owned by a DoD Agency other than a Military Service/DTRA or DLA. |
| 8 | Grant Aid | Stocks held on inventory control records of a Service/Agency item manager but owned by grant aid. |
| 9 | OTHER ITEM MANAGER | Stocks held on inventory control records of a Service/Agency item manager but owned by another item manager within that same Service/Agency. |
| 0 | SPECIAL OPERATIONS FORCES | Stocks held on inventory control record of a non-Special Operations Forces item manager but owned by Special Operations Forces |

# AP2.4. APPENDIX 2.4

## PURPOSE CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | One |
| TYPE OF CODE: | Alphabetic |
| EXPLANATION: | Provides the owner of materiel with a means of identifying the purpose or reason for which an inventory balance is reserved. Assigned and used only on an intra-Component basis by the Component owning the materiel. NOTE: Assigned purpose codes, and explanation for their use, are contained in the various regulatory procedures published by the Components.[1] |
| RECORD POSITIONS: | 70 |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Data Element ID 1270 Qualifier "99 – Purpose Code" |

[1] In accordance with the approved change for Ownership Code 0 (Zero) to identify DoD Special Operations Forces ownership, DoD Component publications and procedures are to restrict alpha Purpose Code O from being assigned/used. This restriction is made to avoid confusion between use of alpha Purpose Code O and numeric Ownership Code 0, since ownership code and purpose code share a field under the constraints of the legacy 80-record position Defense Logistics Standard System (DLSS) transaction formats. (See AMCL 15.)

# AP2.5. APPENDIX 2.5

## FEDERAL CONDITION CODE

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: There are two different and distinct condition codes under the definition of Federal condition codes:

a. Supply condition codes are used to classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. MILSTRAP/DLMS is the authoritative source for the supply condition code portion of the Federal condition code.

b. Disposal condition codes are assigned by the DLA Disposition Services Field Office based on inspection of materiel at time of receipt. A combination of the disposal condition codes, which most accurately describe the materiel physical condition, and the supply condition codes will constitute the Federal condition codes for utilization program screening and review purpose. DoD 4160.21-M, "Defense Materiel Disposition Manual", 23 August 1997, is the authoritative source for the disposal condition code portion of the Federal condition code.

# SUPPLY CONDITION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Classify materiel in terms of readiness for issue and use or to identify action underway to change the status of materiel. When materiel is determined to be in excess of approved stock levels and/or no longer serviceable, Supply Condition Codes (SCC) A through H, Q, and S will be utilized to reflect materiel condition prior to turn-in to the DLA Disposition Services Field Office.[1]

RECORD POSITIONS: 71

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "83 – Supply Condition Code"

| CODE | TITLE | EXPLANATION |
|---|---|---|
| A | SERVICEABLE (ISSUABLE WITHOUT QUALIFICATION) | New, used, repaired, or reconditioned materiel which is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months shelf-life remaining. |
| B | SERVICEABLE (ISSUABLE WITH QUALIFICATION) | New, used, repaired, or reconditioned materiel which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months shelf-life remaining. |
| C | SERVICEABLE (PRIORITY ISSUE) | Items which are serviceable and issuable to selected customers, but which must be issued before SCCs A and B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months shelf-life remaining. |
| D | SERVICEABLE (TEST/ MODIFICATION) | Serviceable materiel which requires test, alteration, modification, technical data marking, conversion, or disassembly. This does not include items which must be inspected or tested immediately prior to issue. |

[1] Refer to the DoD 4140.27-M, "Shelf-Life Item Management Manual", 3 May 2003 for serviceability timeframes associated with shelf-life items. SCCs J through P, R, and V, will not be used for materiel turn-ins to the DLA Disposition Services.

| CODE | TITLE | EXPLANATION |
|---|---|---|
| E | UNSERVICEABLE (LIMITED RESTORATION) | Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable SCC E stock. |
| F | UNSERVICEABLE (REPARABLE) | Economically reparable materiel which requires repair, overhaul, or reconditioning; includes reparable items which are radioactively contaminated. |
| G | UNSERVICEABLE (INCOMPLETE) | Materiel requiring additional parts or components to complete the end item prior to issue. |
| H | UNSERVICEABLE (CONDEMNED) | Materiel which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactively contaminated; Type I shelf-life materiel that has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (NOTE: Classify obsolete and excess materiel to its proper condition before consigning to the DLA Disposition Services Field Office. Do not classify materiel in Supply Condition Code H unless it is truly unserviceable and does not meet repair criteria.) |
| I | NOT ASSIGNED | Reserved for future DoD assignment. |
| J | SUSPENDED (IN STOCK) | Materiel in stock which has been suspended from issue pending condition classification or analysis, where the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration. |
| K | SUSPENDED (RETURNS) | Materiel returned from customers or users and awaiting condition classification. |
| L | SUSPENDED (LITIGATION) | Materiel held pending litigation or negotiation with contractors or common carriers. |
| M | SUSPENDED (IN WORK) | Materiel identified on inventory control record but which has been turned over to a maintenance facility or contractor for processing. |
| N | SUSPENDED (AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY) | Ammunition stocks suspended from issue except for emergency combat use. |
| O | NOT ASSIGNED | Reserved for future DoD assignment. |

| CODE | TITLE | EXPLANATION |
|---|---|---|
| P | UNSERVICEABLE (RECLAMATION) | Materiel determined to be unserviceable, uneconomically reparable as a result of physical inspection, teardown, or engineering decision. Item contains serviceable components or assemblies to be reclaimed. |
| Q[2] | SUSPENDED (PRODUCT QUALITY DEFICIENCY) | Potential and confirmed product quality deficiency related materiel which is prohibited for use within DoD and prohibited for reutilization screening. Includes product quality deficiency exhibits returned by customers/users as directed by the intetgrated materiel manager (IMM) due to technical deficiencies reported by Product Quality Deficiency Reports. Exhibits require technical or engineering analysis to determine cause of failure to perform in accordance with specifications. Includes product quality deficient materiel identified by SF 368 Product Quality Deficiency Report; DD Form 1225, Storage Quality Control Report; SF 364, Supply Discrepancy Report (Security Assistance only); or authorized electronic equivalent. |
| R | SUSPENDED (RECLAIMED ITEMS, AWAITING CONDITION DETERMINATION) | Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification. |
| S | UNSERVICEABLE (SCRAP) | Materiel that has no value except for its basic materiel content. No stock will be recorded as on hand in SCC S. This code is used only on transactions involving shipments to DLA Disposition Services Field Offices. Materiel will not be transferred to SCC S prior to turn-in to DLA Disposition Services Field Offices if materiel is recorded in SCCs A through H at the time materiel is determined excess. Materiel identified by NSN will not be identified by this SCC. |

[2] SCC Q not implemented by Navy. Navy defered implementation to their Enterprise Resource Planning system modernization effort. Navy must advise DLA Logistics Management Standards office when implememted.

| CODE | TITLE | EXPLANATION |
|---|---|---|
| T | SERVICEABLE (AMMUNITION SUITABLE FOR TRAINING USE ONLY) [3] | New, used, repaired, or reconditioned ammunition stock originally intended for combat use but due to condition, function, or performance characteristics is serviceable and issuable for training use only. Authorized for intra-Service use and authorized for staggered implementation for inter-Service use by agreement of impacted trading partners. |
| U | NOT ASSIGNED | Reserved for future DoD assignment |
| V | Unserviceable (waste military munitions) | Waste military munitions will be assigned SCC V only under the authority of a designated DoD or Service designated disposition authority. The waste munitions must meet criteria of waste munitions under the Environmental Protection Agency Military Munitions Rule Implementation Policy, be safe to store and ship based on DoD Explosive Safety Board/Department of Transportation criteria and have a current serviceability inspection. (NOTE: SCC V assets are not authorized for turn-in to DLA Disposition Services Field Office. The Services are responsible for appropriate disposal of SCC V assets.) |
| W[4], X, Y, Z | NOT ASSIGNED | Reserved for future DoD assignment. |

[3] Ordnance Information System implementation date for SCC T is October 1, 2012. Ordinance Information System is used by Navy, Marine Corps, and Coast Guard. For Army, further analysis is required to determine supportability and implementation timeline for incorporation of SCC T in Army's Logistics Modernization Program. Air Force has no plans to implement SCC T at this time. Refer to ADC 446.

[4] SCC W is approved for specific use by AMCL 3 but is not yet implemented. See the DLA Logistics Management Standards Website: www.dla.mil/j-6/dlmso/eLibrary/Changes/processchanges.asp.
SCC W is not available for assignment other than as approved by AMCL 3.

# DISPOSAL CONDITION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Assigned by DLA Disposition Services Field Office to accurately describe the materiel physical condition based on inspection of materiel at time of receipt. DoD 4160.21-M is the authoritative source for the disposal condition code portion of the Federal condition code. Refer to DoD 4160.21-M for disposal condition code values.

MILSTRAP RECORD POSITION: 71

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EJ – Disposal Condition Code"

# 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 will not duplicate or circumvent the intent of DoD assigned or reserved codes.

RECORD POSITIONS: 72

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "84 – Management Code"

AP2.6.1. RECEIPT RELATED TRANSACTIONS. The following management codes are assigned for use in MILSTRAP materiel receipt-related transactions, Document Identifier Codes (DIC) D4_ and D6_ Materiel Receipts, DD_ and DF_ Due-in Transactions, DU_ and DW_ PMRs, and DX_ Materiel Receipt Follow-ups), and related receiving documentation (when applicable), as indicated below:

| CODE | APPLICABLE DIC | EXPLANATION |
|---|---|---|
| A thru L | Appropriate DICs | Reserved for assignment by Component managing the item; not assigned by DoD. |
| M | D6_ | Materiel condemned upon receipt. Quantity indicated shipped direct to the DLA Disposition Services Field Office, 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 DICs | Reserved for future DoD assignment. |
| N | All DICs | Return of undelivered (frustrated) cargo (with accompanying shipper documentation). |

| CODE | APPLICABLE DIC | EXPLANATION |
|---|---|---|
| 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 DLA Disposition Services. DLA Disposition Services 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 DICs | Reserved for future DoD assignment. |
| P | D4_, D6_ | Materiel received without documentation. Support documentation and document number created by storage activity. |
| P | All other DICs | Reserved for future DoD assignment. |
| Q | D6_ | Multiple Use:<br>1. Return of materiel improperly identified at time of shipment from depot.<br>2. Return of Government-owned containers. |
| Q | All other DICs | 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 DICs | 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. DLA Disposition Services Field Office will assure mutilation is accomplished. |
| S | All other DICs | Reserved for future DoD assignment. |

| CODE | APPLICABLE DIC | EXPLANATION |
|---|---|---|
| T | D6_ | Materiel condemned upon receipt. Shelf-life has expired and cannot/will not be extended. Quantity indicated shipped direct to the DLA Disposition Services Field Office or other authorized/required disposal action has been taken. |
| T | All other DICs | 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 DICs | Reserved for future DoD assignment. |
| V[1] | All DICs | Materiel intended for immediate transfer to maintenance, by ICP directed release or maintenance induction, in accordance with agreed procedures. |
| W thru Y | All DICs | Reserved for future DoD assignment. |
| Z | All DIC | Exception data entered in remarks or follows by separate correspondence. |
| 0 thru 9 | All DICs | Reserved for future DoD assignment. |

[1] Management Code V is proposed for deletion by Proposed DLMS Change (PDC) 449.

AP2.6.2. ISSUE RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP issue related transactions (DIC D7_ Issues, DG_ Backorders, and DHA Demands) and MILSTRIP transactions (DIC Code A4_ Referral Orders, A5_ Materiel/Disposal Release Orders, A6_ Materiel/Disposal Release Denials, ACJ Disposal Release Cancellations, AE6 Supply status, AEJ Disposal Supply Status, AFJ Disposal Release Follow-ups, AGJ Reply to Disposal Release Cancellations, AKJ Disposal Release Cancellation Follow-ups, ARJ, ARK, and ARL Deposal Release Confirmations), and related release documentation (when applicable), as indicated below:

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| A thru L | Appropriate DICs | 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 DLA Disposition Services Field Office 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 DIC | Reserved for future DoD assignment. |
| N | DHA, D7_, A4_ | Nonrecurring demand. |
| N | ***A6_, excluding A6J*** | ***Denied. For intra-DLA Disposition Services use to indicate that the Field Office is unable to complete the DLA Disposition Services-originated RDO due to a need to continue processing the DTID in accordance with established business rules at the current Field Office.*** |
| N | AE_[2] | Non-production Materiel. Identifies Navy-funded requirements not associated with direct support for ship/aircraft maintenance. Applicable to Navy requisitions submitted to DLA under industrial activity (IA) support agreement and may be perpetuated to supply status. |
| N | All other DICs | Reserved for future DoD assignment. |

[2] Refer to ADC 375. New Management Code for Navy Funded Non-Production Support Materiel Ordered under BRAC SS&D/IMSP.

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| O (alpha) | D7J, A5J, ACJ, AEJ, AFJ, AGJ, AKJ, ARJ, ARK, ARL[3] | Materiel is not hazardous to public health/safety or national security. Materiel is prohibited for DoD use but may be sold by the DLA Disposition Services. The DLA Disposition Services 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 DICs | Reserved for future DoD assignment. |
| P | DHA, D7_, A4_ | Nonrecurring demand for special program requirements. |
| P | AE_[4] | Re-requisitioned materiel alternatively sourced subsequent to receipt of deficient materiel. Applicable to status related to DLMS requisition alerts, requisitions, and applicable follow-on transactions for materiel requisitioned from DLA under an industrial activity support agreement.[5] |
| P | All other DICs | Reserved for future DoD assignment. |
| Q | A6_ | Denied. Storage activity unable to match materiel release order to identified reference numbers for stock in storage. Requested stock cannot be released.<br>(1) Unable to match the protection document number and job order number. Applicable to DLA Navy industrial activity support agreement.[6]<br>(2) Unable to match to the DTID Number. Applicable to DLA Disposition Services.[7] |
| Q | All other DICs | Reserved for future DoD assignment. |

[3] Also applicable to DICs assigned by the DoD Components for use on the Disposal Turn-In Document (DTID) below the wholesale level.
[4] Refer to ADC 391, implementation date January 2011.
[5] Expanded for use for all DoD Components requisitioning from DLA is planned for future implementation (approximately 2014.)
[6] ADC 391, New Denial Management Code to Support the New Protection Process at the Navy Shipyards (NSYs) when Protection Document Number/Job Order does not Match DSS Records under BRAC SS&D/IMSP.
[7] Refer to ADC 449, Intra-DLA Revisions to the DLMS 945A, Materiel Release Advice, Cancellation Reason Code, Management Code, and Associated Procedures under Reutilization Business Integration (RBI)

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| R | DHA, D7_, A4_ | Recurring demand. |
| R | A5_ | Pre-inventory document. |
| 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 | AE_[8] | Requisition delayed due to storage activity denial. |
| R | All other DICs | Reserved for future DoD assignment. |
| S | D7J, A5J, ACJ, AEJ, AFJ, AGJ, AKJ, ARJ, ARK, ARL[9] | Materiel is hazardous to public health/safety or national security. DLA Disposition Services Field Office must ensure mutilation is accomplished. |
| S | DHA, D7_ less D7J, A4_ | Commissary resale demand. |
| S | AE6[10] | Lateral redistribution order (LRO) rejected due to duplication of suffix code internal to receiving Service. LRO may be resent with suffix code advanced. |
| S | All other DICs | 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 DLA Disposition Services Field Office or other authorized/ required disposal action has been taken. |
| T | A6_ | Reserved for a denial management code associated with Unique Item Tracking (UIT). PDC to be developed. |
| T | All other DICs | Reserved for future DoD assignment. |
| U | A5_ | Post inventory document. |
| U | A6_ | Reserved for a denial management code associated with UIT. PDC to be developed. |
| U | All other DICs | Reserved for future DoD assignment. |

[8] Authorized for use in intra-Army supply status (ADC 191), and subsequently expanded for inter-Service/Agency use (ADC 312). Implementation outside Army applications is pending.
[9] Also applicable to DICs assigned by the DoD Components for use on DTID below the wholesale level.
[10] Authorized for use in Army interface with DLA in response to a DLA directed LRO.

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| V | A5_ less A5J[11] | Denied. Requested stock cannot be released due to suspected unacceptable condition. Inspection to be conducted for verification. Applicable to DLA industrial activity support agreement. |
| V | All DICs | Reserved for future DoD assignment. |
| ***W*** | ***A6A, A6B, A61, A62[12]*** | ***Unauthorized Commercial Venture (CV) Denial. For intra-DLA Disposition Services use to indicate that a delivery order line item is not authorized for processing as a Commercial Venture and credit must be provided to the Commercial Venture firm.*** |
| W | AE6, A4_[13]<br>A6_[14], D7_[15] | Denied. Cannot identify DoDAAC/MAPAC of designated materiel recipient. |
| W | All other DICs | Reserved for future DoD assignment. |
| X | AE6, A4_[16]<br>A6_, D7_[17] | Denied. Consignee, freight forwarder, or country representative has advised that issue of this materiel will constitute a duplicate shipment. |
| X | All other DICs | Reserved for future DoD assignment. |
| Y | A6_[18] | Denied. Materiel pre-positioned at a forward site associated with the identified storage activity for Navy industrial activity maintenance operations. |
| Y | All other DICs | Reserved for future DoD assignment. |
| Z | D7_, DG_, A6_, | Exception Data entered in remarks or follows by separate correspondence. |
| 0 | All DIC codes | Reserved for future DoD assignment. |

[11] Refer to ADC 396, Revised Procedures and Data Content for DLMS Materiel Release Order (940R) and Material Release Advice (945A) and New Denial Management Code for Marine Corps BRAC SDI.
[12] ***See ADC 1054.***
[13] ***Authorized for use only in intra-Navy referral orders.***
[14] ***Excludes intra-DLA Disposition Services A6A, A6B, A61, and A62 denial transactions in support of Commercial Venture actions.***
[15] ***Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DLA.***
[16] Authorized for use in intra-Army supply status (ADC 191), and subsequently expanded for inter-Service/Agency use (ADC 312). Implementation outside Army applications is pending.
[17] Authorized for use in Army interface with DLA in response to a DLA directed LRO.
[18] Refer to ADC 370, Requisitioning for Off-Station Forward Site Support and New Non-Inventory Affecting Denial Management Code indicating Off-Station Materiel under Navy BRAC SS&D IMSP

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| 1 | AE6, A4_[19]<br>A6_, D7_[20] | Denied. Stock exhausted; unsuccessful storage activity search has been made. |
| 1 | All other DICs | Reserved for future DoD assignment. |
| 2 | AE6, A4_[21]<br>A6_, D7_[22] | Denied. Materiel not available in condition requested. |
| 2 | All other DICs | Reserved for future DoD assignment. |
| 3 | AE6, A4_[23]<br>A6_, D7_[24] | Denied. Materiel not available in proper shelf-life. |
| 3 | All other DICs | Reserved for future DoD assignment. |
| 4 | AE6, A4_[25]<br>A6_, D7_[26] | 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 DICs | Reserved for future DoD assignment. |
| 5 | AE6, A4_[27]<br>A6_, D7_[28] | Denied. Reidentification or reclassification of assets in process. Storage activity to advise results of reidentification or reclassification. |
| 5 | All other DICs | Reserved for future DoD assignment. |
| 6 | AE6, A4_[29]<br>A6_, D7_[30] | 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. |

[19] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[20] Authorized for use only in intra-Navy referral orders.
[21] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[22] Authorized for use only in intra-Navy referral orders.
[23] Authorized for use in intra-Army supply status (ADC 191), and subsequently expanded for inter-Service/Agency use (ADC 312). Implementation outside Army applications is pending.
[24] Authorized for use in Army interface with DLA in response to a DLA directed LRO.
[25] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[26] Authorized for use only in intra-Navy referral orders.
[27] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[28] Authorized for use only in intra-Navy referral orders.
[29] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| 6 | All other DICs | Reserved for future DoD assignment. |
| 7 | AE6, A4_[31]<br>A6_, D7_[32] | 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 DICs | Reserved for future DoD assignment. |
| 8 | Appropriate DICs | Reserved for assignment by the Component managing the item; not assigned by DoD. |
| 9 | AE6, A4_[33]<br>A6_, D7_[34] | Denied. To ICP from storage. Item was ordered in one continuous length only but is not so available. |
| 9 | All other DICs | Reserved for future DoD assignment. |

[30] Authorized for use only in intra-Navy referral orders.
[31] Authorized for use in intra-Army supply status (ADC 191), and subsequently expanded for inter-Service/Agency use (ADC 312). Implementation outside Army applications is pending.
[32] Authorized for use in Army interface with DLA in response to a DLA directed LRO.
[33] Authorized for use only in intra-Navy D7_ Issue transaction reversals and in D7_ Issue transaction reversals between Navy Specialized Support Points and DSCs.
[34] Authorized for use only in intra-Navy referral orders.

AP2.6.3. GAIN/LOSS RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP gain/loss related transactions (DIC D8_/D9_ Inventory Adjustment Increases/Decreases, and DAC Dual Inventory Adjustments) as indicated below:

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| A thru L | Appropriate DICs | Reserved for assignment by Component managing the item; not assigned by DoD. |
| M | D9_, DAC | Materiel condemned. Quantity indicated shipped direct to the DLA Disposition Services Field Office 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 DICs | Reserved for future DoD assignment. |
| N | All DICs | Reserved for future DoD assignment. |
| O (alpha) | D8B, D9B | Gain/loss resulting from end-of-day processing. |
| O (alpha) | All other DICs | Reserved for future DoD assignment. |
| P | D8B, D9B | Gain/loss resulting from location reconciliation. |
| P | All other DICs | Reserved for future DoD assignment. |
| Q | D9_ | Loss resulting from a materiel release denial on another owner/manager's materiel. |
| Q | All other DICs | 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 DICs | 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 DICs | 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 DLA Disposition Services Field Office or other authorized/ required disposal action has been taken. |

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| T | All other DICs | Reserved for future DoD assignment. |
| U thru Y | All DICs | Reserved for future DoD assignment. |
| Z | All DICs | Exception data entered in remarks or follows by separate correspondence. |
| 0 | All DICs | 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. |
| 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 DIC | Reserved for future DoD assignment. |

AP2.6.4. PHYSICAL INVENTORY RELATED TRANSACTIONS. Management codes are assigned for use in MILSTRAP physical inventory related transactions (DIC DJA Physical Inventory Requests) as indicated below:

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| A thru L | Appropriate DICs | 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. |

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| 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 (DIC DRA/DRB Materiel Receipt Acknowledgments, DZC Logistics Reassignment Storage Information transactions, and DZD Logistics Reassignment Storage Information Replies) as indicated below:

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| A thru L | Appropriate DICs | Reserved for assignment by Component managing the item; not assigned by DoD. |
| M thru O | All DICs | Reserved for future DoD assignment. |
| P | A0_, AM, AT_, (including Requisition Alert)[35] | Re-requisitioned materiel to be sourced via direct vendor delivery from an alternative vendor or from an alternative storage location, subsequent to receipt of quality deficient materiel. Applicable only to DLMS requisition alerts and applicable follow-on transactions for materiel requisitioned from DLA under Base Realignment and Closure (BRAC) Inventory Management and Stock Positioning (IMSP). |
| Q thru Z | All DICs | Exception data entered in remarks or follows by separate correspondence. |

[35] Refer to ADC 352, Management Code for Product Quality Deficiency Report (PQDR) Replacement Requisitions. Note: The requisition alert transaction allows Navy BRAC IMSP sites shall notify DLA of their requirements in advance of the funded requisition, thereby allowing DLA to procure and position materiel appropriately to support prompt order fulfillment. Refer to ADC 381 for the procedures and content of the DLMS Requisition Alert.

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| 0 thru 2 | All DICs | Reserved for future DoD assignment. |
| 4 thru 8 | All DICs | Reserved for future DoD assignment. |
| 9 | A0_, AM, AT_[36] | Re-requisitioned materiel to be sourced from an alternative location or new procurement, if stock is not available, subsequent to a storage activity denial to Service owner for release of materiel purchases for DLA under BRAC IMSP. Denial caused by lack of materiel in one continuous length as purchased. |

AP2.6.6. REQUISITION TRANSACTIONS. Management codes are assigned for use in requisition-related transactions:

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| A thru L | A0_, AT_[37] | Specific values as assigned by Army. Applicable on Intra-Army basis for post-post and image single stock fund activity requisitions. |
| M | All DICs | Reserved for future DoD assignment. |
| N | A0_, AM, AT[38] | Non-production Materiel. Identifies Navy-funded requirements not associated with direct support for ship/aircraft maintenance. Applicable to supply status associated with Navy requisitions submitted to DLA under industrial activity support agreement. |
| O | All DICs | Reserved for future DoD assignment. |
| P | A0_, AM, AT_ (including Requisition Alert)[39] | Requisitioned materiel to be alternatively sourced subsequent to receipt of deficient materiel (prior requisition document number must be identified for cross reference; PQDR required). Applicable only to DLMS requisition alerts, requisitions, and applicable follow-on transactions for materiel requisitioned from DLA under BRAC SS&D IMSP.[40] |

[36] Refer to ADC 359, Perpetuation of the Denial Management Code to the DLMS Requisition, and Modification of Air Force BRAC IMSP Supply Discrepancy Report (SDR) Procedures .
[37] Refer to ADC 243, Identification of Army Single Stock Fund (SSF) Requisitioning Actions and Edit Action Code (EAC) Authorization.
[38] Refer to ADC 375, New Management Code for Navy Funded Non-Production Support Materiel Ordered under BRAC SS&D/IMSP.

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| Q thru R | All DICs | Reserved for future DoD assignment. |
| S | A0_, AM, AT__ (including Requisition Alert)[41] | Identifies surge requirements for mission support materiel (MSM) that are to be processed as one-time requests and not sourced against on-hand assets. Applicable to DLMS requisition alerts, requisitions, and follow-on transactions for DLA-sourced materiel under a DLA-Navy industrial activity support agreement. |
| T thru Z | All DICs | Reserved for future DoD assignment. |
| 0 thru 2 | All DICs | Reserved for future DoD assignment. |
| 3 | A0_, AM, AT_[42] | Re-requisitioned materiel to be sourced from an alternative location, or new procurement, if stock is not available, subsequent to storage activity denial to Service owner for release of materiel purchased from DLA under BRAC IMSP. Denial caused by lack of materiel in the proper shelf-life as purchased. |
| 4 thru 8 | All DICs | Reserved for future DoD assignment. |

[39] Refer to ADC 352, Identification of Army Single Stock Fund (SSF) Requisitioning Actions and Edit Action Code (EAC) Authorization. Management Code for Product Quality Deficiency Report (PQDR) Replacement Requisitions. Note: The requisition alert transaction allows Navy BRAC IMSP sites to notify DLA of their requirements in advance of the funded requisition, thereby allowing DLA to procure and position materiel appropriately to support prompt order fulfillment. Refer to ADC 381 for the procedures and content of the DLMS Requisition Alert.
[40] Expanded use for all DoD Components requisitioning from DLA is planned for future implementation (approximately 2014).
[41] Refer to ADC 338A, Requirements of Mission Support Material (MSM) under Navy BRAC SS&D IMSP. Implementation date January 2011. Note: The requisition alert transaction allows Navy industrial sites to notify DLA of their requirements in advance of the funded requisition, thereby allowing DLA to procure and position materiel appropriately to support prompt order fulfillment. Refer to ADC 352 for DLMS Requisition Alert procedures.
[42] Refer to ADC 359, Perpetuation of the Denial Management Code to the DLMS Requisition, and Modification of Air Force BRAC IMSP SDR Procedures.

| CODE | APPLICABLE DICS | EXPLANATION |
|---|---|---|
| 9 | A0_, AM, AT_[43] | Re-requisitioned materiel to be sourced from an alternative location or new procurement, if stock is not available, subsequent to storage activity denial to Service owner for release of materiel purchased from DLA under BRAC IMSP. Denial caused by lack of materiel n one continuous length as purchased. New requisition must include the prior requisition document number and shipment suffix, if applicable. |

[43] Ibid.

# AP2.7. APPENDIX 2.7

## CORRECTION/CHANGE CODES FOR STORAGE ITEM RECORDS

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Indicates in the Storage Item Data Correction/Change transaction the nature of the change, actions to be taken and affected data fields.

RECORD POSITIONS: 7

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EF – Correction or Change for Storate Item Records Code"

| CODE | TITLE | EXPLANATION |
|---|---|---|
| 1 | Consolidation of National Stock Numbers (NSN) | Indicates the item represented by the NSN in record positions 8-24 is to be consolidated with the item represented by the NSN in record positions 27-43. Both items will be issued under the NSN in record positions 27-43. |
| 2 | Change of National Stock Number (NSN) | Indicates the NSN for the item record positions 8-24 has been changed to the NSN for the item in record positions 27-43. |
| 3 | Change of Shelf-Life Code | Indicates the shelf-life code has been changed for the item represented by the NSN in record positions 8-24. The new shelf-life code is shown in record position 51. |

| CODE | TITLE | EXPLANATION |
|---|---|---|
| 4 | Change of Controlled Inventory Item Code | Indicates the Controlled Inventory Item code has been changed for the item represented by the NSN in record positions 8-24. The new cntrolled inventory item code is shown in record position 52. |
| 5 | Change of Unit of Issue | Indicates the unit of issue has been changed for the item represented by the NSN in record positions 8-24. Unit of issue will be changed in accordance with the conversion factor reflected in record positions 46-50. |
| 6 | Multiple Changes | Indicates multiple changes for the item represented by the NSN in record positions 8-24. |
| 7 | Change of Demilitarization Code | Indicates the DEMIL code has been changed for NSN in record positions 8-24. New DEMIL code is shown in record position 53. |
| 8 | National Stock Number Deleted without Replacement | Indicates NSN in record positions 8-24 has been deleted and not replaced. |
| 9 | National Stock Number Change with Logistics Transfer (Loss) | Indicates NSN in record positions 8-24 has been changed to NSN in record positions 27-43 with logistics transfer (loss). The gaining inventory manager (GIM) is indicated in record positions 56-58. |
| 0 | Not Assigned | Reserved for future DoD assignment |
| A-H | Not Assigned | Reserved for intra-Component assignment and use. |
| I | Not Assigned | Not to be assigned. |
| J-N | Not Assigned | Reserved for future DoD assignment. |
| O | Not Assigned | Not to be assigned. |
| P-X | Not Assigned | Reserved for future DoD assignment. |
| Y | Manager | Indicates that the correct manager is in record positions 56-58. |

| CODE | TITLE | EXPLANATION |
|---|---|---|
| Z | New or Reinstated National Stock Number | Indicates NSN in record positions 8-24 is new or reinstated item. |

# AP2.8. APPENDIX 2.8

## REJECT ADVICE CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | Two |
| TYPE OF CODE: | Alphabetic |
| EXPLANATION: | Identifies to the originator of a transaction, the reason for rejection, and indicates return of the transaction for correction and resubmission.[1] |
| MILSTRAP RECORD POSITION: | 79-80 |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Data Element ID 1270 Qualifier "ET – Reject Advice Code" |

| CODE | EXPLANATION |
|---|---|
| AA | Rejected. Document identifier code invalid. |
| AB | Rejected. Submitted to incorrect manager; routing identifier code of correct manager indicated in record positions 54-56, if known. (When known, incorrect manager is identified in MILSTRAP recorded positions 54-56 or appropriate DLMS segment.) |
| AC | Rejected. Type of physical inventory code invalid or blank. |
| AD | Rejected. Stock or part number unidentifiable. |
| AE | Rejected. Quantity field invalid. |
| AF | Rejected. Document number invalid. |
| AG | Rejected. Ship-to address unidentifiable. |
| AH | Rejected. Required signal code invalid or blank. |
| AJ | Rejected. Required fund code invalid or blank. |
| AK | Rejected. Ownership/purpose code invalid or blank. |
| AM | Rejected. Supply condition code invalid or blank. |
| AP | Rejected. Required management code invalid or blank. |

[1] Codes in the A_ and B_ series not listed above are reserved for future use and are not to be used unless authorized and disseminated by the DoD MILSTRAP Administrator. Codes in the C through Z series are reserved for intra-Component use.

| CODE | EXPLANATION |
|---|---|
| AQ | Rejected. Processing/count date invalid or blank. Location Reconciliation Request cutoff date invalid. |
| AR | Rejected. Unit of issue incorrect. |
| AS | Rejected. Support date invalid. Location Reconciliation Request and/or Transaction History Transmittal received past scheduled deadline. |
| AT | Reserved for DoD assignment. |
| AU | Reserved for DoD assignment. |
| AV | Rejected. Activity identified in location reconciliation request record positions 67-69 (RIC (From)) not valid. |
| AW | Rejected. Logistic Reassignment Transaction (DEE, DEF, DDX) received more than 1 year after the ETD. (The D4X will be rejected if no memorandum due-in is on record at the gaining item manager (GIM) to indicate it is a valid procurement receipt.) |
| AX | Rejected. Government Services Administration (GSA) is source of supply for requested SPR. GSA does not participate in MILSTRAP SPR procedures. If required, submit funded DoD MILSTRIP requisition citing applicable required delivery date. |
| AY | Rejected. Location Reconciliation Request and/or Transaction History Transmittal does not equal the number of transactions recorded in the Location Reconciliation Notification and/or Location Reconciliation History Notification. |
| AZ | Rejected. Number of Location Reconciliation Requests received from storage activity exceed reasonable variance from owner/manager. |

# AP 2.9. APPENDIX 2.9

## ASSET STATUS REPORTING CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies in the Asset Status Reporting Request the type of reporting required and indicates whether a request is for commencement, change, or termination of reporting. Each new code will update the reporting requirement. Identifies the type of reporting being furnished in asset status reports.

RECORD POSITION: 7

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EA – Asset Status or Transaction Reporting Code"

| CODE | EXPLANATION |
|---|---|
| A and B | Reserved for future assignment by DoD. |
| C | Commence daily asset status reporting (Document Identifier Code (DIC) DZF) on the date indicated in record positions 23-26. |
| D | Commence monthly asset status reporting (DIC DZF) on the date indicated in record positions 23-26. |
| E | Terminate reporting on the date indicated in record positions 23-26. |
| F and G | Reserved for future assignment by DoD. |
| H | Change type of reporting to daily asset status reporting (Code C above) on the date indicated in record positions 23-26. |
| J | Change type of reporting to monthly asset status reporting (Code D, above) on the date indicated in record positions 23-26. |
| K and L | Reserved for future assignment by DoD. |
| M | Commence daily asset status reporting (DIC DZF) as soon as possible. |

| CODE | EXPLANATION |
|---|---|
| N[1] | Submit a one-time asset status report (DIC DZF) for the asset visibility/redistribution program. Submit the report by the date entered in record positions 23-26. |
| O | Reserved for future assignment by DoD. |
| P[1] | Report assets above the activity's requisitioning objective using MILSTRIP DIC FTE. |
| Q thru Y | Reserved for future assignment by DoD. |
| Z | One-time asset status report is requested/furnished on an expedited basis. The date the report is required is entered in record positions 23-26. |
| 0 thru 9 | Reserved for intra-Component use. |

[1] Restricted for use based upon agreement of the DoD Components involved.

# AP2.10. APPENDIX 2.10

## ASSET TRANSFER STATUS CODE

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: For response to the gaining inventory manager (GIM) follow-up request for asset data. Also used for follow-up and reconciliation requests for due-in information pertaining to logistically reassigned items.

RECORD POSITION: 65-66

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EB – Asset Transfer Status Code"

| CODE | EXPLANATION |
|---|---|
| AA | No assets are available for transfer. (Applies to Document Identifier Code (DIC) DLB.) No record of due-in; cancel memorandum due-in record. (Applies to DICs DLD and DLF.) |
| AB | DIC DEE/DEF Logistic Transfer/ Decapitalization transactions and DIC DD_/DF_ due-in transactions (provided due-in existed) submitted previously. Losing inventory manager (LIM) will submit duplicate transactions. (Applies to DIC DLB.) Due-in (full or partial quantity) has been received. LIM will provide duplicate DIC DEE/DEF logistics transfer/decapitalization transactions and DIC D4X/D6X memorandum receipt transactions. (Applies to DICs DLD and DLF.) |
| AC | DIC DEE/DEF Logistics Transfer/Decapitalization transaction will be submitted. (Applies to DIC DLB.) |
| AD | No assets are available for transfer but due-ins exist. Due-in transactions will be submitted. (Applies to DIC DLB.) Delinquent due-in exists. Routine follow-up action being taken by the LIM. (Applies to DICs DLD and DLF.) |
| AE | Additional due-in available for transfer. LIM will provide memorandum due-in. (Applies to DIC DLF when additional due-in is available for transfer or when no DIC DLE was received.) |
| AF | Change to estimated delivery date. Revised delivery date is provided. (Applies to DICs DLD and DLF.) |
| AG | Original due-in transaction has been reversed (i.e., cancelled). Cancel delinquent due-in. (Applies to DICs DLD and DLF.) |

| CODE | EXPLANATION |
|---|---|
| AH | Original preaward procurement due-in has been awarded on a contract. LIM will submit DIC DDX reversal for the preaward due-in and a new DIC DDX with contract number, quantity, EDD, etc. (Applies to DICs DLD and DLF.) |
| A1 | Contract delivery action is complete. LIM will submit DIC DDX reversal for the portion of the due-in quantity not received. (Applies to DICs DLD and DLF.) |
| AJ | Materiel pending litigation or returned to contractor. GIM will retain due-in pending resolution by ACO. (Applies to DICs DLD and DLF.) |
| AK | Invalid due-in. Original due-in transaction will be reversed (i.e., cancelled). (Applies to DICs DLD and DLF.) |

# AP 2.11. APPENDIX 2.11

## SPECIAL PROGRAM REQUIREMENT

## STATUS CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: Used to inform forecasting activities submitting Special Program Requirement (SPR) documents of action taken.

RECORD POSITION: 65-66

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EY Special Program Requirements Status Code"

| CODE | EXPLANATION |
|---|---|
| PA | Request or modifier accepted. Submit requisition in time to all for delivery within the appropriate Uniform Materiel Movement and Issue Priority System (UMMIPS) time standard. |
| PB | SPR is not within inventory control point (ICP) acceptance criteria. The ICP will maintain the SPR quantity only until the procurement lead time and/or assembly time away from the support date to advise the forecasting activity of any technical or management changes and to assure return/retention should unexpected assets materialize. Continuation of this requirement into the procurement lead time and/or assembly time period depends solely on receipt of a requisition sufficiently in advance of the support date. The number of days for procurement lead-time and/or assembly time included in the support date is indicated in record positions 62-64. |
| PC | Request or modifier accepted. Extra time is required to assemble after receipt of requisition. The required assembly time in number of days is included in record positions 62-64. |
| PD | Cancellation accepted. |
| PE | Rejected. The request is a duplicate of a previously submitted request. |
| PF | Rejected. Remarks listed herein or separate correspondence referring to this document number explain reason(s) for this action. |

| CODE | EXPLANATION |
|---|---|
| PI | USAF Request Rejected by DLA. SPR is from an Air Force activity. Per Air Force guidance, all future forecasts to DLA should be submitted via Demand Data Exchange. Contact the AF Global Logistics Support Center Planning for DLA Managed Consumables Flight Office for more information.[1] |
| PJ | Rejected. Item coded (or being coded) obsolete in latest stock lists/catalogs. See superseding item in stock number field. Resubmit under stock number of superseding item. |
| PM | Rejected. Request received less than 90 calendar days in advance of the support date. Submit requisition. |
| PN | Rejected. Source of supply is local manufacture or fabrication. |
| PP | Rejected. Source of supply is local procurement. |
| PQ | Rejected. Stocks not available to meet your support date. Procurement/assembly required. Request received less than procurement lead time/assembly time in advance of support date. Procurement lead time/ assembly time in number of days is in record positions 62-64. Submit funded requisition. |
| PR | SPR for which a PB Status Code was previously furnished is now procurement lead time and/or assembly time away from support date. Immediate requisition is needed to continue this requirement and to allow for delivery in time to meet support date. (See chapter l3 for SPR requisition preparation.) |
| PS | Rejected. The item is coded (or is being coded) as a terminal item in latest stock lists/catalogs and has no known replacement. |
| PT | Substitute item available. If substitute stock number shown in stock number field is acceptable, resubmit using Document Identifier Code (DIC) DYG and submit requisition in time to allow for deliver within the appropriate UMMIPS time standard. In the event substitute item is not acceptable, resubmit using DIC DYH. |
| PV | Cancelled. Item has been logistically reassigned to the activity indicated in record positions 77-79. Submit new SPR to gaining activity. |
| PW | This is an interim reply to your request. Manual review being made and additional response will be furnished. |
| PX | Rejected. The item is an Acquisition Advice Code J item (centrally procured for shipment directly to user or another service, not stocked by procuring activity). Submit funded requisition in time to permit procurement. Procurement lead time in days is shown in record positions 62-64. |

[1] Refer to ADC 366, New Special Program Requirement (SPR) Status Code to Reject Air Force SPRs Submitted for Planning for DLA Managed Consumables (PDMC) Flight

| CODE | EXPLANATION |
|---|---|
| PY | Cancelled. Item has been changed from stocked to non-stocked by the Integrated Materiel Manager (IMM). If still required, submit requisition for quantity required, so that procurement action can be initiated for direct shipment. |

# AP2.12. APPENDIX 2.12

## SMALL ARMS AND LIGHT WEAPONS TRANSACTION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic/numeric [1]

EXPLANATION: Transaction codes are used for reporting changes affecting the SA/LW status in the master file of the Component Registries and the DoD Registry.

RECORD POSITION: 7

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EX – Small arms and Light Weapons (SA/LW) Transaction Codes"

| CODE | EXPLANATION |
|---|---|
| A | Weapon not received. Used to respond to follow-up request. |
| B | Initial registration of SA/LW. |
| C | Inventory Adjustment Gain. Reports of a serial number gain through inventory adjustments will be made under this transaction. |
| D | Shipment Reversal. Used to reverse an invalid shipment transaction (code S) for which a serial number was previously reported to a Component Registry. |
| E | Used for intra-Component reconciliation of SA/LW serial numbers, and for inter-Component reconciliation when reconciling with DLA Defense Distribution Depots. |
| F | Shipment to FMS/grant aid. Used for issues of small arms directed under grant aid or FMS agreements. |
| G | Shipment to General Officers. Used to record issues to general officers. |

[1]Unassigned codes are reserved for future DoD assignment. Codes 1, 2, 3, 4, and 5 are predesignated for intra-Army use in controlling category I non-nuclear missiles and rockets under the DoD SA/LW Serilaization Program. DoD assignment or revision of codes 1 through 5 for intra-Army use will not be staffed prior to publication in this manual. When category I non-nuclear missiles and rockets are designated for DoD-wide registration under the DoD SA/LW Serilaization Program, the code 1 through 5 assignments will be reviewed for inter-Component application.

| CODE | EXPLANATION |
|---|---|
| H | Mass Stock Number Change. Used by the Component Registry to accommodate stock number changes in SA/LW. |
| I | Interrogation/Inquiry Record. Enter all inquiries from law enforcement agencies and from appropriate Military and civilian activities for weapons located in foreign countries on the DoD Registry file when no record exists on the active or inactive file. |
| J | Emergency Suspense Status. Includes weapons shipped for mobilization or shipments with personnel/units to combat areas pending return to the supply system. |
| K | Multi-Field Correction. Used by reporting activities to correct erroneous serial number, NSN, MCN, LCN, or owning activity address (DoDAAC/UIC of activity in possession of the weapon) reported and posted to the Component Registries master file. |
| L | Inventory Adjustment - Loss. Reports inventory adjustment loss after all investigative requirements, including/Financial Liability Investigation of Property Loss Report (DD Form 200). |
| M | DoDAAC/UIC Mass Change. This transaction will cause all serial numbers to be dropped from a DoDAAC/UIC (record positions 5l-56) and to be recorded with another DoDAAC/UIC (record positions 45-50), which normally results from unit redesignation. Only one transaction is required to change the DoDAAC/UIC in all records. |
| N | Shipment to Other Agencies. Reports shipments to activities outside the control of DoD. This would include shipments to civilian activities, non-DoD governmental activities, and nonreporting (classified) Military activities. (Excludes FMS/Grant Aid shipments.) |
| O | Reserved for future DoD assignment. |
| P | Procurement Gains. Prepared by procurement sources for initial registration of weapons when they are shipped. |
| Q | Notification of Suspected Loss. Reports potential lost or stolen weapon and investigation/Financial Liability Investigation of Property Loss Report (DD Form 200) is in process. |
| R | Receipt. Confirms receipts of SA/LW from one reporting activity to another. Used to report receipts between DoD activities. |
| S | Shipment. Reports shipment from one reporting activity to another. Used to report shipments between DoD activities. |

| CODE | EXPLANATION |
|---|---|
| T | Confirmation of completed shipment from one Component to another. Used by the DoD Registry to reflect shipments completed between Services. |
| U | Found or Recovered. Investigation/report of survey completed, if required. Weapon has been located. (Prior to 1 Nov 84, code was for dual issue/receipt transactions for intra-Component transactions for intra-Component Registry reporting.) |
| V | Demilitarization. Used by demilitarization activities to report destruction of weapons through demilitarization. |
| W thru Y | Reserved for future DoD assignment. |
| Z | Initial Registration and Shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as B and S transactions. |
| 1 | Reserved for future DoD assignment for intra-Army use. |
| 2 | Expended tactical category I non-nuclear missile(s) or rocket(s). This code is used when the missile or rocket has been expended in use (fired) and terminates the requirement to report under the DoD SA/LW Serialization Program. |
| 3 thru 5 | Reserved for future DoD assignment for intra-Army use. |

# AP2.13. APPENDIX 2.13

## SMALL ARMS AND LIGHT WEAPONS ERROR TRANSACTION REJECT CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Indicates the type of transaction error. These codes will be used on line or on reject transactions to identify erroneous transactions rejected by the DoD and Component Registries.

RECORD POSITIONS: 23-24

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EW Small Arms and Light Weapons (SW/LW) Error Transaction Reject Codes"

| ERROR CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 05 | Identifies an existing SA/LW record on the Component Registry Master File but reporting activity did not submit E reconciliation record. | Verify active/inactive records. If weapon is on active file, return the error transaction to the Component Registry with the required transaction code in record position 7 to indicate that the Component Registry is correct, thereby removing the reject suspense and precluding follow-up action. |
| 06 | Identifies a duplicate record submitted for reconciliation by a reporting activity. | No action required. Duplicate records will be rejected to the Component Registry for verification action. Number of duplicates will be identified as summary information to the activity being reconciled. |

| ERROR CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 07 | Identifies a reconciliation request submitted to the Component Registry that reflects another reporting activity as the owner. Reject is included in the SA/LW Record Reject Suspense File which must be cleared to complete the reconciliation. | Verify active/inactive records.<br><br>1. If a receipt, request shipping activity to submit required shipment transactions and resubmit error transaction with an R in record position 7 and other pertinent data punched as required to post to Master File and remove the reject suspense.<br><br>2. If not a receipt of shipment, and weapon is physically on hand as reported, take the necessary action prescribed for duplicate serial numbers within the same NSN. |
| 08 | Reflects confirmation that the Component Registry had added serial number as a result of a reconciliation E transaction processed. No prior receipt of a transaction record received by the Component Registry. | No action required. The reconciliation record will be recorded in the next Component Registry Master File update as an initial registration. The number of code 8 records posted to the Component Master File will be identified as summary information to the activity being reconciled. |
| 09 | Identifies a reconciliation request submitted to the Component Registry that is not scheduled for reconciliation on date received. | Verify when reconciliation is scheduled. Reject suspense will not be created. |
| 1A | NSN not Equal to Current NSN | DoD Registry and Component Registry use. |
| 1B | Invalid NSN | DoD Registry and Component Registry use. |
| 1C | NSN Table Date Invalid | DoD Registry and Component Registry use. |
| 2A | Document Identifier Code/ Routing Identifier Code Invalid | Notify reporting activity of the error condition so that its files will be corrected. Correct and resubmit transaction. |
| 2B | Serial Number Contains Blanks | Notify reporting activity of the error and request a corrected transaction be submitted. |
| 2C | Invalid Transaction Code | Correct and resubmit transaction. |

| ERROR CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 2D | Unmatched Stock Number | 1. If the stock number is not reportable under chapter 12, notify the reporting units to discontinue reporting for this tock number.<br><br>2. If the stock number is in error, notify the reporting activity of the error and request that a corrected transaction be resubmitted.<br><br>3. If the stock number is valid and pertinent, but does not appear in the stock number file, prepare and submit transaction H to the computer. |
| 2F | Document Number Date in Error | Verify, correct, and resubmit transaction. |
| 2G | Document Number Serial in Error | Verify, correct, and resubmit transaction. |
| 2J | Invalid DoDAAC/UIC from or DoDAAC/UIC to a Mass Change | Assure that DoDAAC/UIC (from-to) are valid and in the file; correct DoDAAC/UIC. |
| 2K | Invalid DoDAAC/UIC in Document Number | Verify, correct, and resubmit transaction. |
| 2L | Invalid Transaction Date | Verify, correct, and resubmit transaction. |
| 2M | Action Date Greater Than Current Date | Verify, correct, and resubmit transaction. |
| 2O | Invalid DoDAAC/UIC | Verify, correct, and resubmit transaction. |
| 3A | Document Number Interrogation Exceeds Limit | Correct and return transaction by next cycle. Notification will be by card/listing. Listings will reflect error code and narrative description. |
| 3B | Serial Number Interrogation Exceeds Limit | Same as 3A. |
| 3C | Stock Number Interrogation Exceeds Limit | Same as 3A. |
| 3D | DoDAAC/UIC Number Interrogation Exceeds Limit | Same as 3A. |

| ERROR CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 3F | Transaction Date Prior to Master Date | Verify, correct, and resubmit transaction. |
| 3G | Unmatched Transaction | Missing transaction(s). Verify, correct, and resubmit transaction. |
| 3H | New Serial Number Matches Previously Established Master File | 1. Error in reported serial number.<br>2. Duplicate serial number exists.<br>3. Reporting activity must be contacted to verify reported serial number if serial number is in error. Correct and resubmit transaction. |
| 3I | From DoDAAC/UIC in Transaction Does Not Match DoDAAC/UIC in Master File | Verify, correct, and resubmit transaction. |
| 3J | Transaction Matched on Stock Number But Not on Serial Number | 1. Serial number error exists in transaction.<br>2. There are missing transactions in the computer. Verify, correct, and resubmit transactions. |
| 3K | Receipt Transaction Received Prior to Shipment Transaction | Post receipt. Reject Transaction to shipping activity--verify serial number shipped--correct if required. |
| 3L | Input Transaction is Incompatible to Master File | Compare rejected transaction against master file and take necessary action to make input transaction (record position 7) compatible, e.g., S transaction on the master file will accept R transaction only. |
| 3M | Duplicate on Serial Number, Stock Number, and Transaction Code | Request printout from the computer by stock number and serial number (Transaction Code 3). Examine transaction to determine if transaction is an exact duplicate. If it is not, correct and resubmit transaction. |

| ERROR CODE | DOCUMENT TITLE | EXPLANATION |
|---|---|---|
| 3U | NSN And Weapon Serial Number Duplicates Another Weapon On Master File | 1. Verify NSN (record positions 8-22) and serial number (record position 67) of weapon. If incorrect, resubmit correct transaction.<br><br>2. If correct and weapon was received from activity shown in master file, submit receipt R transaction to the Component Registry.<br><br>3. If correct, and weapon was not received from activity shown on master file, take the necessary action described for duplicate serial numbers within same NSN. |

# AP2.14. APPENDIX 2.14

## TYPE OF MEDIA CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | One |
| TYPE OF CODE: | Alpha |
| EXPLANATION: | Identifies the type of media for transmittal of inventory control point requested transaction history. |
| RECORD POSITION: | 60 |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Data Element ID 1270 Qualifier "FB – Type of Media Code" |

| CODE | EXPLANATION |
|---|---|
| A | Transaction images to be transmitted using DLA Transaction Services methodologies for exchanging computer-readable transactions.[1] |

[1] See DLM 4000.25-4, Defense Automatic Addressing System, for an explanation of DLA Transaction Services methodologies for transaction exchange.

# AP2.15, APPENDIX 2.15

## INVENTORY ADJUSTMENT - PHYSICAL INVENTORY ERROR CLASSIFICATION CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | Three |
| TYPE OF CODE: | Alpha/Numeric |
| EXPLANATION: | Provides processing activities a means of mechanically identifying the causes for errors which resulted in potential/actual inventory adjustments and the processing operations in which they occurred |
| DLSS RECORD POSITIONS: | 63-65 of inventory adjustment transactions (Document IIdentifier Code (DIC) D8A/D9A and D8B/D9B |
| DLMS SEGMENT/QUALIFIER: | DLMS 947I LQ segment, LQ01 qualifier 'EL' used with W19 segment, W1901 Quantity or Status Adjustment Reason Code 'AA-Physical Count' |

AP2.15.1. PURPOSE

AP2.15.1.1. The physical inventory program error classification codes provide a standard means for Components to classify the causes of actual/potential adjustments for subsequent analysis, evaluation, and corrective action.

AP2.15.1.2. The error classification code is a required entry on MILSTRAP documentation for use in preparing reports and for providing evaluation data to higher authority in standard error classification categories.

AP2.15.2. CODE STRUCTURE

AP2.15.2.1. First Position. The first character is the operation code which shall be numeric or alphabetic and shall identify the operation during which the error occurred and not the operation in which the error was detected. Code assignment for the first character is controlled by DoD and may not be assigned by the Components. The following operation codes are assigned as the first character in the error classification code:

| CODE | OPERATION | CODE | OPERATION |
|---|---|---|---|
| 0 | Not assigned; reserved for future assignment by DoD | 6 | Warehousing/ Rewarehousing |
| 1 | Receiving | 7 | Location Survey |
| 2 | Issue | 8 | Other |
| 3 | Physical Inventory | 9 | Not assigned; reserved for future assignment by DoD |
| 4 | Cataloging Changes | A-Z | Not assigned; reserved for future assignment by DoD |
| 5 | Logistics Reassignments | | |

AP2.15.2.2. Second Position. The second character is the type of error code which is alphabetic or numeric and identifies the type of error which occurred. Code assignment for the second character is controlled by DoD and may not be assigned by the Services/ Agencies. The following type of error codes are assigned as the second character in the error classification code:

| CODE | LEGEND | DEFINITION |
|---|---|---|
| A | System/Program Error | Property accountability record was not correctly updated by a valid transaction because system failed or program contained a logic error |
| B | Document Not Posted | Physical processing was completed but transaction update of the property accountability record was not effected |
| C | Source Document Error | Error in the source document national stock number (NSN), quantity, unit of issue, condition, type of pack, lot number, ownership/ purpose, and/or location (routing identifier) caused erroneous update of property accountability record |
| D | Data Entry Error | Input transaction did not match source document NSN, quantity, unit of issue, condition, type of pack, lot number, ownership/purpose, and/or location (routing identifier) and caused erroneous update of the property accountability record |

| CODE | LEGEND | DEFINITION |
|---|---|---|
| E | Rejected Document Not Posted | Transaction was rejected during processing and was not reinput to update the property accountability record |
| F | Duplicate Document Posted | Same transaction updated the property accountability record more than once |
| G | Reversal Document Not Posted | Property accountability record was updated by a transaction processed to completion and required transaction reversal was not processed |
| H | Erroneous Reversal Posted | Prior action to reverse a transaction which updated the property accountability record was taken in error |
| I | Not Assigned | |
| J | Misidentified/Mixed Materiel | Assets in storage location were identified by incorrect/multiple stock number, unit of issue, supply condition, shelf-life, type of pack, lot number, or ownership/purpose |
| K | Duplicate Physical Processing | Transaction updated the property accountability record once but materiel physically processed more than once |
| L | Wrong Materiel Selected | Materiel selected did not match transaction which updated the property accountability record (i.e., wrong stock number, quantity, unit of issue, supply condition, type of pack, lot, ownership/purpose, and/or location was physically selected) |
| M | Materiel Selected From Wrong Location | Storage location from which materiel was selected did not match storage location cited in the transaction |
| N | Physical Processing Not Complete | Transaction updated the property accountability record but physical processing of materiel was not completed |
| O | Not Assigned | |
| P | Erroneous Denial | Denial processed in error. Materiel found after denial was submitted |
| Q | Materiel Not Stored/Stored Incorrectly | Materiel was not stored in finite location or placed in finite location when processing the storage transaction |
| R | Infloat Document Control Error | Erroneous data posted to the property accountability record because infloat documents were not considered or were not available |

| CODE | LEGEND | DEFINITION |
|---|---|---|
| S | Erroneous Count | Materiel incorrectly counted |
| T | Erroneous Adjustment Posted | Prior action to adjust the property accountability record was taken in error |
| U | Catalog Change Not Posted | Transaction resulted in erroneous update of the property accountability record because the property accountability record was not updated by catalog change transaction |
| V | Erroneous Catalog Change Posted | Erroneous data posted to property accountability record due to error in catalog change record due to error in catalog change transaction (e.g., wrong unit of issue to or from, etc.) |
| W | Bin Tag/Locator Label Error | Bin tag/locator label missing, incomplete, or reflected erroneous data for assets in storage location |
| X | Theft | Inventory adjustment attributed to probable theft |
| Y | No Conclusive Findings | Cause for the inventory discrepancy could not be determined |
| Z | Not Assigned | Reserved for future DoD assignment |
| 0-9 | Not Assigned | Reserved for future DoD assignment |

AP2.15.2.3. Third Position. The third character may be assigned by each Component to internally amplify the error classification. Numeric and alphabetic code assignments in this position will be controlled by each individual Component for their internal use.

# APPENDIX 2.16

## INVENTORY ADJUSTMENT - ACCOUNTING ERROR CLASSIFICATION CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | Three |
| TYPE OF CODE: | Alpha/Numeric |
| EXPLANATION: | Provides processing activities a means of mechanically identifying the causes for errors which resulted in potential/actual inventory adjustment (accounting error) transactions,[1] and the processing operations in which they occurred |
| DLSS RECORD POSITIONS: | rp 63-65 of Inventory Adjustment (Accounting Error) transaction (DI Code D8B/D9B) |
| DLMS SEGMENT/QUALIFIER: | DLMS 947I LQ segment, LQ01 qualifier 'ACC' used with W19 segment, W1901 Quantity or Status Adjustment Reason Code 'AB-Accounting Error' |

AP2.16.1 PURPOSE

AP2.16.1.1 The physical inventory program error classification codes for accounting error inventory adjustments (Document Identifier Code (DIC) D8B/B9B) provide a standard means for DoD Components to classify the causes of actual/potential accounting error inventory adjustments for subsequent analysis, evaluation, and corrective action.

AP2.16.1.2 The error classification code is a required entry on MILSTRAP documentation for use in preparing reports and for providing evaluation data to higher authority in standard error classification categories.

AP2.16.2 CODE STRUCTURE

AP2.16.2.1 First Position. The first character shall be numeric or alphabetic and shall identify the type of transaction during which the error occurred. Code assignment for the first character is controlled by DoD and may not be assigned by the DoD Components. The following operation codes are assigned as the first character in the error classification code:

[1] The owner/manager may use the Inventory Adjustment –Accounting Error Classification Codes in rp 63-65 in DIC D8B/D9B Inventory Adjustment Transactions (Accounting Errors) pending the establishment of single shared asset balances (see chapter 7).

| CODE | OPERATION | CODE | OPERATION |
|---|---|---|---|
| 0 | Not assigned; reserved for future assignment by DoD | 6 | Condition Code Transfer (DAC) |
| 1 | Receipt (D4_/D6_) | 7 | Not Assigned |
| 2 | Issue (D7_/A5_) | 8 | Other |
| 3 | Physical Inventory (D8A/D9A) | 9 | Not assigned; reserved for future assignment by DoD |
| 4 | Cataloging Changes | A-Z | Not assigned; reserved for future assignment by DoD |
| 5 | Logistics Reassignments | | |

AP2.16.2.2 Second Position. The second character is alphabetic or numeric and identifies the type of error which occurred. Code assignment for the second character is controlled by DoD and may not be assigned by the DoD Components. The following type of error codes are assigned as the second character in the error classification code:

| CODE | LEGEND | DEFINITION |
|---|---|---|
| A | System/Program Error | Total item property record (TIPR) was not correctly updated by a valid transaction because system failed or program contained a logic error |
| B | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| C | Source Transaction Error | Error in the source transaction national stock number (NSN), quantity, unit of issue, condition, type of pack, lot number, ownership/ purpose, and/or location (routing identifier) caused erroneous update of TIPR |
| D | Data Entry Error | Input transaction did not match source transaction NSN, quantity, unit of issue, condition, type of pack, lot number, ownership/purpose, and/or location (routing identifier) and caused erroneous update of the TIPR |
| E | Rejected Document Not Posted | Transaction was rejected during processing and was not reinput to update the TIPR |
| F | Duplicate Document Posted | Same transaction updated the TIPR more than once |
| G | Reversal Document Not Posted | TIPR was not updated by a reversal transaction processed and transmitted by the storage activity. |
| H | Erroneous Reversal Posted | Prior action to reverse a transaction which updated the TIPR was taken in error |
| I | Not Assigned | |

| CODE | LEGEND | DEFINITION |
|---|---|---|
| J | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| K | Duplicate Physical Processing | Transaction updated the TIPR once but inventory accounting adjustment processed more than once |
| L | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| M | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| N | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| O | Not Assigned | |
| P | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| Q | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| R | Infloat Transaction Control Error | Erroneous adjustment posted to the TIPR because infloat transactions were not considered or were not available |
| S | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| T | Erroneous Inventory Adjustment (Accounting Error) Posted | Prior action to adjust the TIPR was taken in error |
| U | Catalog Change Not Posted | Transaction resulted in erroneous update of the TIPR because the inventory accounting record was not updated by catalog change transaction |
| V | Erroneous Catalog Change Posted | Erroneous data posted to TIPR due to error in catalog change record due to error in catalog change transaction (e.g., wrong unit of issue to or from, etc.) |
| W | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| X | Not Assigned | Not assigned for Inventory Adjustment (Accounting Error) |
| Y | No Conclusive Findings | Cause for the inventory adjustment (accounting error) could not be determined |
| Z | Not Assigned | Reserved for future DoD assignment |
| 0-9 | Not Assigned | Reserved for future DoD assignment |

AP2.16.2.3 Third Position. The third character may be assigned by each Component to internally amplify the error classification. Numeric and alphabetic code assignments in this position shall be controlled by each individual Component for their internal use.

# AP2.17. APPENDIX 2.17

## DISCREPANCY INDICATOR CODES

| | |
|---|---|
| NUMBER OF CHARACTERS**:** | One |
| TYPE OF CODE: | Alphabetic |
| EXPLANATION: | A one-digit code used in the material receipt acknowledgement (MRA) to indicate when a supply or transportation discrepancy or product quality deficiency affects the receipt posting and/or MRA process. |
| RECORD POSITIONS: | 63 of MRA (DIC DRA/DRB)<br><br>80 (intra-Army use only) of Other Than Procurement Instrument Source Receipts (DIC D6_). |
| DLMS SEGMENT/QUALIFIER | LQ Segment, LQ01 Data Element ID 1270 Qualifier "EI – Discrepancy Indicator Code" |

CODES USED WITH MRA:

| CODE | DEFINITION |
|---|---|
| A | SDR being submitted. (Excludes shortage and partial or total nonreceipt.) |
| B | No record of requisition. (Use in DIC DRB reply to DIC DRF follow-up if there is no record of the requisition and the materiel has not been received.) In DLMS use with 527R MRA in response to a follow-up (identified by beginning segment BR02 code TH with BR06 Action Code V). |
| C | Reserved for future DoD assignment. |
| D | Transportation discrepancy report being submitted. (Excludes shortage and partial or total nonreceipt.) |
| E | Product quality deficiency report being submitted. |
| F | Shortage or partial or total nonreceipt. Quantity not received entered in record positions 25-29 of MRA. |

CODES USED WITH MRA:

| CODE | DEFINITION |
|---|---|
| G | Nonreceipt due to extended transit time. (Use in DIC DRB reply to DIC DRF follow-up, if more time is needed to pick up the materiel.) Only for use by Navy ships and only when materiel is being held at a Navy Local Logistics Support Center or Materiel Processing Center. In DLMS use with 527R MRA in response to a follow-up (identified by beginning segment BR02 code TH with BR06 Action Code V). [1] |
| H-L | Reserved for future DoD assignment. |
| U | Reserved for future DoD assignment. |
| ***V*** | ***MRA is based on a systemic virtual receipt. MRA is generated from virtual receipt transaction which the Navy industrial site (Navy Shipyard/Fleet Readiness Center) created from a Supply Status transaction (DLMS 870S) with Status Code 'PD'. Authorized for Navy and DLA use in DLMS 527R MRA under Supply, Storage and Distribution/Inventory Management and Stock Positioning (SS&D/IMSP). Refer to ADC 372.*** |
| W | Reserved for future DoD assignment. |
| X | Discrepant receipt, other than shortage and partial or total nonreceipt, which does not meet qualifying criteria for discrepancy report submission. |
| Y-Z | Reserved for future DoD assignment. |

CODES USED WITH INTRA-ARMY RECEIPT (OTHER THAN PROCUREMENT INSTRUMENT SOURCE) TRANSACTIONS (DIC D6_):

| CODE | DEFINITION |
|---|---|
| M | Damaged Receipt (for intra-Army use) |
| N | Receipt Storage (for intra-Army use) |
| P | Receipt Overage (for intra-Army use) |
| Q | Wrong Material (for intra-Army use) |

[1] Refer to ADC 474. As required by DoD 4140.1-R, the DoD Components must provide implementation status for this approved change. DLA has identified their earliest possible implementation as the latter half of fiscal year 2013.

R Duplicate Receipt (for intra-Army use)

S Receipt previously processed as a Materiel Receipt Discrepancy (for intra-Army use)

T Condemned Upon Receipt or Shelf-Life Expired (for intra-Army use)

# AP 2.18. APPENDIX 2.18

## TYPE INSPECTION CODES

| | |
|---|---|
| NUMBER OF CHARACTERS: | One |
| TYPE OF CODE: | Numeric |
| EXPLANATION: | Type Inspection Code is used with either MILSTRAP Document Identifier Code (DIC) DLX (Logistics Reassignment Technical and Quality Data (and corresponding DLMS 536L)); or with DLMS 842C (Stock Screening Request) and 842S/Q (Storage Quality Control Report (SQCR)) |
| RECORD POSITION: | 48 of DIC DLX |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Data Element ID 1270 Qualifier "EZ – Type Inspection Codes" |

Type inspection codes used with MILSTRAP DIC DLX and corresponding DLMS 536L:

| CODE | EXPLANATION |
|---|---|
| 1 | Contractor. |
| 2 | Standard source inspection. |
| 3 | Inspection in accordance with ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use" (formerly MIL-I-45208A, "Military Specification Inspection System Requirements"). |
| 4 | Inspection in accordance with ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use" (formerly MIL-Q-9858A, "Military Specification Quality Program Requirements"). |

Type inspection codes used with DLMS 842S/Q SQCR and 842C. Only those codes identified with an asterisk (*) may be used on the 842C stock screening request transaction[1]:

| CODE | EXPLANATION |
|---|---|
| *A | Aviation Safety Action Message (ASAM) |
| C | Cyclic |
| *F | Safety of Flight (SOF) |
| O | Outbound Shipment |
| *P | Special Inspection |
| *Q | Quality Related (product quality discrepancy report (PQDR) or supply discrepancy report (SDR) |
| S | Shelf-life Inspection |
| T | Stock Readiness |
| *U | Safety of Use (SOU) |
| *X | CSI |
| *Z | Other |

[1] Refer to ADC 240, DLMS Transactions for Stock Screening Request/Reply and Web-Enhanced Stock Screening Requests and Storage Quality Control Reports (SQCRs).

# AP2.19. APPENDIX 2.19

## REVIEW PERIOD INDICATOR CODES

**NUMBER OF CHARACTERS:** One

**TYPE OF CODE:** Numeric

**EXPLANATION:** A code identifying the review period relative to the effective transfer date (ETD).

**RECORD POSITION:** 7

**DLMS SEGMENT/QUALIFIER:** LQ Segment, LQ01 Data Element ID 1270 Qualifier "EV – Review Period Indicator Code"

| CODE | EXPLANATION |
|---|---|
| 1 | ETD minus 120 days review period. |
| 2 | ETD minus 30 days review period. |
| 3 | ETD plus 90 days review period. |
| 4 | ETD plus 270 days review period. |

# AP2.20. APPENDIX 2.20

## COMPETITIVE CHARACTERISTICS CODE

| | |
|---|---|
| NUMBER OF CHARACTERS: | One |
| TYPE OF CODE: | Alphabetic |
| EXPLANATION: | Obsolete code describing the basis for competitiveness or noncompetitiveness, formerly published in Defense Federal Acquisition Regulation Supplement (DFARS). This code is published here only for convenience in interpreting the data when entered in the Document Identifier Code DLW, Logistics Reassignment Contract History Data transaction. |
| RECORD POSITION: | 65 |

| CODE | EXPLANATION |
|---|---|
| A | Price competitive. |
| B | Design/technical competitive. |
| C | Follow on after price competition. |
| D | Follow on after design/technical competition. |
| E | Noncompetitive - catalog or market price. |
| F | Noncompetitive - other. |

# AP2.21. APPENDIX 2.21

## TYPE OF CONTRACTOR CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

EXPLANATION: Obsolete code, formerly published in Military Standard Contract Administration Procedures (MILSCAP) which identifies the type of contractor. This code is published here only for convenience in interpreting the data when entered in the Document Identifier Code DLW, Logistics Reassignment Contract History Data transaction.

RECORD POSITION: 80

| CODE | EXPLANATION |
|---|---|
| A | Large Business. Any domestic concern (see Defense Federal Acquisition Regulation Supplement (DFARS) 25.001) that does not meet the size standards set by the Small and Disadvantaged Business Administration (see FFederal Acquisition Regulation (FAR) subpart 19.1). |
| E | Woman-Owned Large Business. A business concern that is woman-owned (see FAR 52.219-3) and not small (see FAR sub-part 19.1). |
| F | Woman-Owned Small Business. A business concern that is woman-owned (see FAR 52.219-3) and small (see FAR subpart 19.1). |
| I | Intra-Governmental. The contractor is a Federal Government Agency other than DoD (see (DFARS) 4.671-5(b)(13)(vi) and (vii)). |
| J | Small Business. A business concern in the United States, its possessions, or Puerto Rico meeting the criteria established in FAR 19.101. |
| K | Nonprofit. Any corporation, foundation, trust, or institution not organized for profit (see DFARS 4.671-5(e)(v)). |
| L | Contractor for Work Outside USA. Any business concern outside the United States, its possessions, or Puerto Rico (see DFARS 4.671-5(e)(1)(iv)). |
| M | Disadvantaged Large Business Concern. A business concern owned and controlled by socially and economically disadvantaged individuals (see FAR 52.219-2) that is not small (see FAR 19.101). |

| CODE | EXPLANATION |
|---|---|
| N | Disadvantaged Small Business Concern. A business concern owned and controlled by socially and economically disadvantaged individuals (see FAR 52.219-2) that is small (see FAR 19.101). |
| R | Foreign Contractor for Work Within USA. The contractor is not a domestic concern (see DFARS 25.001), and the work will be performed within the United States, its possessions, or Puerto Rico. |

# AP2.22. APPENDIX 2.22

## TYPE DUE-IN INDICATOR

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: A code identifying the type of due-in.

RECORD POSITION: 49 and 67

DLMS SEGMENT/QUALIFIER: LQ Segment, LQ01 Data Element ID 1270 Qualifier "EH – Type Due-In Indicator"

| CODE | EXPLANATION |
|---|---|
| 1 | Purchase request. |
| 2 | Contract. |
| 3 | Other. |

# AP2.23. APPENDIX 2.23

## TYPE LOCATION RECONCILIATION REQUEST [1]

| | |
|---|---|
| NUMBER OF CHARACTERS: | One |
| TYPE OF CODE: | Numeric |
| EXPLANATION: | Used to identify the type of location reconciliation request |
| RECORD POSITION: | 7 |
| DLMS SEGMENT/QUALIFIER: | LQ Segment, LQ01 Data Element ID 1270 Qualifier "FH – Type Location Reconciliation Request" |

| CODE | EXPLANATION |
|---|---|
| 1 | End-of-day processing |
| 2 | Annual location reconciliation request |

[1]The end-of-day processing and location reconciliation process will not be required with the establishment of single shared asset balances (see Chapter 7).

# AP2.24. APPENDIX 2.24

## OTHER CODES

NUMBER OF CHARACTERS: Variable

TYPE OF CODE: Variable

EXPLANATION: This appendix provides the source, and other information, for codes used or referred to in this manual which are prescribed by other DoD publications and which are not republished in this manual.

References in this Appendix are linked to the authoritative sources from the DLA Logistics Management Standards Website pages, unless otherwise specified, for the following publication categories at:

DoD Directives: www.dla.mil/j-6/dlmso/eLibrary/Manuals/directives.asp

DoD Instructions: www.dla.mil/j-6/dlmso/eLibrary/Manuals/instructions.asp

DoD Manuals/Regulations etc.: www.dla.mil/j-6/dlmso/elibrary/manuals/regulations.asp

DoD Component Joint: www.dla.mil/j-6/dlmso/eLibrary/Manuals/joint.asp

Military Standards: www.dla.mil/j-6/dlmso/eLibrary/Manuals/milstds.asp

Non-DoD: www.dla.mil/j-6/dlmso/eLibrary/Manuals/nondod.asp

DoD Component Regulations/Manuals etc.
www.dla.mil/j-6/dlmso/eLibrary/Manuals/other.asp

| CODE | AUTHORITATIVE SOURCE |
|---|---|
| Acquisition Method | DoD 4100.39-M, FLIS, Volume 10 Table 71 |
| Acquisition Method Suffix | DoD 4100.39-M, FLIS, Volume 10 Table 71 |
| Advice | DLM 4000.25-1, MILSTRIP, Appendix AP2.15 |
| Call/Order Serial Number | DFARS[1] |

[1] Defense Federal Acquisition Regulations (DFAR) applies for structure of contract data entries assigned/prescribed by DoD inventory control points (ICP)/integrated materiel managers (IMM). Federal Acquisition Regulation (FAR) applies for structure of contract data entries assigned/prescribed by non-DoD IMMs.

| CODE | AUTHORITATIVE SOURCE |
|---|---|
| Commercial and Government | Cataloging Handbook H4/H8 Entity Commercial and Government Entity (CAGE) Code |
| Contract Line-Item Number | DFARS[1] |
| Controlled Inventory Item | DoD 4100.39-M, FLIS, Volume 10, Table 61. |
| Criticality Designator | DoD 4000.25-5-M, MILSCAP, Appendix A9. |
| Data Universal Numbering System | FAR, section 52.204-6. |
| Delivery Date (Standard/Required) | DLM 4000.25-1, MILSTRIP, Appendix AP2.14. |
| Demand | DLM 4000.25-1, MILSTRIP, Appendix AP2.8. |
| Distribution | DLM 4000.25-1, MILSTRIP, Appendix AP2.12. |
| Document Number | DLM 4000.25-1, MILSTRIP, Appendix AP2.7. |
| DoD Activity Address | DLM 4000.25, DLMS, Volume 6, Chapter 2. |
| Essentiality | DoD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items. |
| Fund | DLM 4000.25, Volume 4 |
| Media and Status | DLM 4000.25-1, MILSTRIP, Appendix AP2.4. |
| National Stock Number | DLM 4000.25-1, MILSTRIP, Appendix AP2.5. |
| Normal Source of Procurement | DoD 4100.39-M, FLIS, Volume 10, Table 138. |
| Part Number | DLM 4000.25-1, MILSTRIP, Appendix AP2.5. |
| Priority Designator | DLM 4000.25-1, MILSTRIP, Appendix AP2.14. |
| Procurement Instrument Identification Number | FAR or DFARS[2] |
| Project | DLM 4000.25-1, MILSTRIP, Appendix AP2.13. |
| Production Equipment | DoD 4100.39-M, FLIS, Volume 4, Chapter 7. |
| Routing Identifier | DLM 4000.25-1, MILSTRIP, Appendix AP2.3. |
| Signal | DLM 4000.25-1, MILSTRIP, Appendix AP2.10. |
| Status | DLM 4000.25-1, MILSTRIP, Appendix AP2.16. |
| Stock Number | DLM 4000.25-1, MILSTRIP, Appendix AP2.5. |
| Subsistence Type of Pack | DLM 4000.25-1, MILSTRIP, Appendix AP2.20. |

[2] Ibid.

| CODE | AUTHORITATIVE SOURCE |
|---|---|
| Suffix | DLM 4000.25-1, MILSTRIP, Appendix AP2.8. |
| Supplementary Address | DLM 4000.25-1, MILSTRIP, Appendix AP2.9. |
| Type of Business | DFARS, 253.204-71 (*f*),section D. |
| Type of Contract | DFARS, 253.204-70 (c)(4)(v)(C) |
| Unit of Issue | DoD 4100.39-M, FLIS, Volume 10, Table 53 |
| Vendor Shipment Number | FAR or DFARS[3] |

[3] Ibid

# AP3. APPENDIX 3

## FORMATS INDEX


| APPENDIX | Document Identifier Code(s) | TITLE |
|---|---|---|
| AP3 | | Index |
| AP3 | | Introduction |
| AP3.1 | D4_ | Materiel Receipt - Procurement Instrument Source |
| AP3.2 | D6_ | Materiel Receipt - Other Than Procurement Instrument Source |
| AP3.3 | D7_ | Issue |
| AP3.4 | D8_, D9_ | Inventory Adjustment - Increase or Decrease |
| AP3.5 | D8E, D8F, D9E, D9F | Inventory Adjustment - Increase or Decrease (Logistics Transfer/ Capitalization/Decapitalization) |
| AP3.6 | D8S, D9S | Inventory Adjustment - Increase or Decrease (Ownership Transfer) |
| AP3.7 | DA1, DA2 | Single Managed Conventional Ammunition Freeze/ Unfreeze Action |
| AP3.8 | DAC, DAD | Inventory Adjustment - Dual (Condition/Purpose Transfer) |
| AP3.9 | DAS | Inventory Adjustment - Dual (Ownership Transfer) |
| AP3.10 | DD_ | Due-In - Procurement Instrument Source |
| AP3.11 | DEE, DEF | Logistics Transfer/Decapitalization |
| AP3.12 | DF_ | Due-In - Other Than Procurement Instrument Source |
| AP3.13 | DG_ | Backorder |
| AP3.14 | DHA | Demand |
| AP3.15 | DJA | Physical Inventory Request |
| AP3.16 | DLA | Logistics Transfer/Decapitalization Follow-up |
| AP3.17 | DLB | Reply To Logistics Transfer/Decapitalization Follow-up |
| AP3.18 | DLC | Logistics Reassignment Delinquent Due-In Follow-Up |
| AP3.19 | DLD | Logistics Reassignment Delinquent Due-In Response |
| AP3.20 | DLE | Logistics Reassignment Due-In Reconciliation Request |
| AP3.21 | DLF | Logistics Reassignment Due-In Reconciliation Response |
| AP3.22 | DLS | Logistics Reassignment General Management Data |
| AP3.23 | DLT | Logistics Reassignment Backorder and Demand Data |
| AP3.24 | DLU | Logistics Reassignment On-Hand Asset Data |
| AP3.25 | DLV | Logistics Reassignment Due-In Asset Data |

| APPENDIX | Document Identifier Code(s) | TITLE |
|---|---|---|
| AP3.26 | DLW | Logistics Reassignment Contract History Data |
| AP3.27 | DLX | Logistics Reassignment Technical and Quality Data |
| AP3.28 | DM_ | War Materiel Requirements Data |
| AP3.29 | DRA, DRB | Materiel Receipt Acknowledgment |
| AP3.30 | DRF | Follow-Up For Delinquent Materiel Receipt Acknowledgment |
| AP3.31 | DSA | Small Arms Multi-Field Corrections |
| AP3.32 | DSB | Small Arms Mass Stock Number Change |
| AP3.33 | DSC | Small Arms Correction |
| AP3.34 | DSD | Small Arms Receipt/Shipment Follow-Up |
| AP3.35 | DSF | Small Arms Reconciliation/Reject Follow-Up |
| AP3.36 | DSM | Weapon Serial Number Control |
| AP3.37 | DSR | Small Arms Reconciliation/Reject |
| AP3.38 | DU_ | Pre-Positioned Materiel Receipt - Procurement Instrument Source |
| AP3.39 | DW_ | Pre-Positioned Materiel Receipt - Other Than Procurement Instrument Source |
| AP3.40 | DXA | Materiel Receipt Follow-Up - Procurement Instrument Source |
| AP3.41 | DXB | Materiel Receipt Follow-Up - Other Than Procurement Instrument Source |
| AP3.42 | DXC | Reply To Materiel Receipt Follow-Up - Procurement Instrument Source |
| AP3.43 | DXD | Reply To Materiel Receipt Follow-Up - Other Than Procurement Instrument Source |
| AP3.44 | DYA, DYB, DYL, DYM | Special Program Requirement Request |
| AP3.45 | DYC | Special Program Requirement Cancellation |
| AP3.46 | DYD | Special Program Requirement Modifier |
| AP3.47 | DYG | Special Program Requirement Substitute Item Acceptance |
| AP3.48 | DYH | Special Program Requirement Substitute Item Rejection |
| AP3.49 | DYJ | Special Program Requirement Follow-Up |
| AP3.50 | DYK | Special Program Requirement Status |
| AP3.51 | DZ9 | Status Notification Transaction |
| AP3.52 | DZA | Asset Status |
| AP3.53 | DZB | Storage Item Data Correction/Change |

| APPENDIX | Document Identifier Code(s) | TITLE |
|---|---|---|
| AP3.54 | DZC | Logistics Reassignment Storage Information |
| AP3.55 | DZD | Logistics Reassignment Storage Information Reply |
| AP3.56 | DZE | Asset Status Reporting Request |
| AP3.57 | DZF | Asset Status Reporting (Base, Post, Camp, and Station Level Use) |
| AP3.58 | DZG | Transaction Reject |
| AP3.59 | DZH | Location Reconciliation Request |
| AP3.60 | DZJ | Transaction History Request |
| AP3.61 | DZK | Transaction History Transmittal |
| AP3.62 | DZM | End of Day Transaction Count |
| AP3.63 | DZN | Location Reconciliation Notification |
| AP3.64 | DZP | Location Reconciliation History Notification |

# AP3. APPENDIX 3

## FORMATS INTRODUCTION

AP3.1. General. The AP3 series appendices prescribe the alignment and data entries for the MILSTRAP formats.

AP3.2. Formats. MILSTRAP formats are described in Appendices AP3.1 through AP3.64.

AP3.3. Special Explanation/Instruction. To prevent repeating lengthy and repetitious footnotes, explanations, and instructions, the following are provided for reference purposes and shall be referred to in the applicable formats:

AP3.3.1. For ammunition and ammunition related items in Federal supply group 13, and Federal supply classes 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140, quantities exceeding 99,999 may be expressed in thousands by placing an M in record position 29. For example: A quantity of 1,950,000 would be expressed as 1950M (1950 in record positions 25-28 and an M in record position 29). Quantities not evenly divisible by thousands shall require two transactions. The first transaction shall reflect the rounded thousands using the M modifier and the second transaction shall reflect the residual quantity: For example: A quantity of 100,001, the first document shall reflect a quantity of 0100M and the second document shall reflect a quantity of 00001.

AP3.3.2. When reversal or cancellation of the original transaction is required, enter a reversal indicator in record position 25. Chapter 9 provides a list of the MILSTRAP transactions that are authorized for reversal.

AP3.3.2.1. Reversal Indicator. In punched-card transactions, the reversal indicator was an eleven-zone over punch of the quantity digit in record position 25 of the quantity to be reversed. In non punched-card MILSTRAP 80 record position transactions, the reversal indicator is the Extended Binary Coded Decimal Interchange Code (EBCDIC) or American Standard Code for Information Interchange equivalent of the punched-card entry, which is also entered in record position 25 of the reversal quantity for the 80 record position MILSTRAP transactions. (NOTE: A transaction reversal for Defense Logistics Management System (DLMS) transactions is accomplished with a negative sign in front of the quantity. Therefore, the MILSTRAP legacy 80 record position transaction reversal indicator as described below does not apply in DLMS transactions. The EBCDIC reversal indicators are a minus sign for a blank entry, a } (closing brace) for an entry of zero, or an alphabetic J through R for an entry of 1 through 9 respectively. Since significant digits are to be preceded by zeros, the blank and minus sign indicators in record position 25 are actually invalid entries and are mentioned only to cover all possibilities. The punched card and EBCDIC reversal indicators are as follows:

| QUANTITY ENTRY | RECORD POSITION 25 PUNCHED-CARD TRANSACTION ENTRY | RECORD POSITION 25 EBCDIC REVERSAL | EBCDIC REVERSAL QUANTITY ENTRY |
|---|---|---|---|
| 1 | 11-zone and blank | - (MINUS) | - 1 |
| 00001 | 11-zone and 0 (zero) | } | }0001 |
| 10001 | 11-zone and 1 | J | J0001 |
| 20001 | 11-zone and 2 | K | K0001 |
| 39999 | 11-zone and 3 | L | L9999 |
| 42180 | 11-zone and 4 | M | M2180 |
| 57832 | 11-zone and 5 | N | N7832 |
| 60000 | 11-zone and 6 | O | O0000 |
| 78364 | 11-zone and 7 | P | P8364 |
| 80000 | 11-zone and 8 | Q | Q0000 |
| 99999 | 11-zone and 9 | R | R9999 |

AP3.3.2.2. For ammunition, an M-modifier may be entered in record position 29 of the quantity field to denote thousands. In such cases, the quantity and reversal indicators would appear as shown in the following example for a reversal quantity of 800000:

| QUANTITY ENTRY | RECORD POSITION 25 PUNCHED-CARD TRANSACTION ENTRY | RECORD POSITION 25 EBCDIC REVERSAL CHARACTER | EBCDIC REVERSAL QUANTITY ENTRY |
|---|---|---|---|
| 0800M | 11-zone and 0 (zero) | } | }800M |

AP3.3.3. When all data elements, other than quantity, are identical and the quantity due-in or being adjusted exceeds 99,999 or 9999M (M-Modifier thousands - and residual quantities are for ammunition); or when all data elements are the same, except the condition of materiel, for materiel being received or being adjusted; assign consecutive suffix codes in record position 44 beginning with alpha code A in the initial transaction; otherwise, leave blank.

AP3.3.4. Date Indicator is a three-position field used to identify the year and month (e.g., 305 is year 2003, month of May). Date indicators refer to the last day of the month unless otherwise noted in the transaction. The Date Indicators in special program requirement (SPR) transactions refer to the first day of the month as noted in the formats.

AP3.3.5. Exception Rule Available for Communicating Larger Quantities in Identified Transactions. For ammunition and ammunition related items in FSG 13, and FSC 1410, 1420, 1427, 1440, 5330, 5865, 6810 or 8140, exception rule for ammunition and ammunition related items: By trading partner agreement and by coordination with DLA Transaction Services, an exception rule is available for communicating larger quantities in identified transactions. This rule is only applicable when the initiating system is DLMS compliant (and supports larger quantities), and the receiving system is using legacy MILSTRAP. Under this rule, when the quantity exceeds 99,999, the DLA Transaction Services transaction conversion from DLMS to legacy format shall transmit the initial quantity using the standard configuration using the qualifier "M" in rp 29 to represent thousands, per AP3.3.1. The residual quantity from the DLMS transaction shall be transmitted separately using the original document number and original/blank suffix code. The legacy trading partner system shall be responsible for accumulating the quantities transmitted separately (rather than superseding or rejecting as duplicate transactions). Refer to ADC 441, Exception Rules to Accommodate Communication of Ammunition/Ammunition Related Quantities in Excess of Five Digits.

AP3.4. General Guidance for Quantity, Day, and Date Entries

AP3.4.1. Quantity. Unless otherwise stated in the format explanation and instructions, quantity fields must be completely filled. If the quantity being entered does not fill the prescribed number of positions, right justify the entry and precede the significant digits with zeroes. For instance, a quantity of 55 would be entered in record positions 25-29 as 00055.

AP3.4.2. Day. The term Julian day is not recognized for data element terminology. Accordingly, all instructions covering the entry of a 3-digit day refer to the ordinal day of the calendar year. For instance, 25 February shall be entered as 056 and 14 July would be entered as 195 or 196 in a leap year.

AP3.4.3. Date. Date entries of four positions, unless otherwise specified, consist of the last position of the calendar year and the 3-digit ordinal day of the calendar year. For instance, 25 February 2003 would be entered as 3056.

# AP3.1. APPENDIX 3.1

## MATERIEL RECEIPT - PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the D4 series. |
| Routing Identifier Code (TO) | 4-6 | Enter (or perpetuate) RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock of Part Number | 8-22 | Enter stock or part number of item received. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity received, preceding significant digits with zeros.[1, 2] |
| Procurement Instrument Identification Number or Due-In Document Number | 30-43 | Enter the PIIN in record positions 30-42 and leave record position 43 blank or, for intra-Component use only, enter or perpetuate the controlling document number in record positions. |
| Procurement Instrument Identification Number | (30-42) | Enter (or perpetuate) procurement instrument identification number. |
| Blank | (43) | Leave blank. |
| or | | |
| Due-In Document Number | (30-43) | For intra-Component use only, enter (or perpetuate due-in document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3] |

[1] See Appendix AP3 - Formats Introduction, AP3.3.1.
[2] See Appendix AP3 - Formats Introduction, AP3.3.2.
[3] See Appendix AP3 - Formats Introduction, AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Item Number | 45-50 | Enter the contract/exhibit line item number or sub-line item number as indicated below, if applicable; otherwise, leave blank. |
| Contract/Exhibit Line Item Number | (45-48) | Contract Line Item Number: Enter the CLIN preceding significant digits with zeros.<br><br>Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, preceding significant digits with zeros. |
| Contract/Exhibit Subline Item Number | (49-50) | Enter the contract or exhibit subline item number, if applicable; otherwise, zero fill. |
| Multiuse | 51-53 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |
| Distribution | 54-56 | Enter (or perpetuate) distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter (or perpetuate) project code; otherwise, leave blank. |
| | 60-66 | Continued on next page |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Shipment Number or DSS Operations Control Number (OCN) | 60-66 | Enter vendor shipment number shown on shipping document, preceding significant digits with zeros, unless trading partner agreement requires entry of the Distribution Standard System (DSS) OCN. The OCN is randomly assigned by DSS to systemically identify a specific receipt transaction. The OCN is used to link DIC D4S to the corresponding DI Code Z4S which is created based on a trading partner agreement with DSS. The DSS Z4S Supplemental Receipt Data transaction contains both the OCN and the vendor shipment number. Trading partner agreements for use of OCN are as follows:<br>Army: OCN is used for local procurement.<br>Air Force: OCN is never used.<br>Navy: OCN is used when RIC TO is Navy (starts with N, P, Q, R, or V) and RIC FROM is Navy (depot RIC SDF, SDM, SDX, SEB, SCJ, SCQ, SCF, SCH, SDH, SLM, and SCN).<br>Mapping: OCN is used when RIC TO is HM8 (Mapping). |
| Routing Identifier (Receiving Location) | 67-69 | Enter (or perpetuate) RIC of the activity at which item is received. |
| Ownership/Purpose | 70 | Storage Activity: Enter (or perpetuate) the ownership/purpose code shown on shipping documents or in pre-positioned materiel receipt transaction; otherwise, leave blank. |
| Supply Condition | 71 | Enter (or perpetuate) supply condition code of item received. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year (Released by Carrier) | 73-75 | Enter ordinal day of the calendar year materiel released by carrier. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Multiuse | 76 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |
| Call/Order Serial Number | 77-80 | Enter applicable call/order serial number; otherwise, leave blank. |

# AP3.2. APPENDIX 3.2

## MATERIEL RECEIPT – OTHER THAN PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the D6 series. |
| Routing Identifier Code (TO) | 4-6 | Enter (or perpetuate) the RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank.[1] |
| Stock o***r*** Part Number | 8-22 | Enter stock or part number of item received. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Received) | 25-29 | Enter quantity received, preceding significant digits with zeros. [2, 3] |
| Document Number | 30-43 | Enter controlling document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignments of suffix codes are necessary.[4] |
| Supplementary Address | 45-50 | Enter (or perpetuate) SUPADD; otherwise, leave blank. |
| Signal | 51 | Enter (or perpetuate) the signal code; otherwise, leave blank. |
| Fund | 52-53 | Enter (or perpetuate) fund code; otherwise, leave blank. |
| Distribution | 54-56 | Enter (or perpetuate) distribution code; otherwise, leave blank. |

[1] Navy uses rp 7 for Navy Materiel Turned Into Store (MTIS) indicator 'S'. The MTIS indicator identifies and allows completion of a receipt that was initiated through a unique MTIS Interface between DSS and Navy Uniform Automated Data Processing System (UADPS) II (U2). Navy use is documented in MILSTRAP for mapping purposes for conversion to DLMS in a mixed DLSS/DLMS environment. (See PDC 249).
[2] See Appendix AP3 - Formats Introduction, AP3.3.1.
[3] See Appendix AP3 - Formats Introduction, AP3.3.2.
[4] See Appendix AP3 - Formats Introduction, AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Project | 57-59 | Enter (or perpetuate) project code; otherwise, leave blank. |
| Dual-Use | 60-66 | |
| Multi-Use | (60-66) | For intra-DoD Service use, enter data prescribed by DoD Component.[5, 6, 7] |
| or | | |
| DSS Operations Control Number (OCN) | (60-66) | For inter-DoD Component use, and intra-DLA use, DLA storage activities will enter the DSS OCN; otherwise, leave blank[8]. |
| Routing Identifier Code (Receiving Location) | 67-69 | Enter (or perpetuate) the RIC identifying activity at which item is received, if available; otherwise, leave blank. |
| Ownership/Purpose | 70 | Enter ownership/purpose code. |
| Supply Condition | 71 | Enter supply condition code of item received. |
| Management | 72 | Enter management code; otherwise leave blank. |
| Day of Year (Released by Carrier) | 73-75 | Enter ordinal day of the calendar year that materiel was released by carrier.[9] |
| Multiuse | 76-80 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.[10], [11] |

[5] For intra-Army use, rp 60-61 identifies the priority designator. (See ADC 234.)
[6] For intra-Army use, rp 65-66 identifies the advice code. (See ADC 234.)
[7] Priority designator is identified in Army Regulation (AR) for intra-Army use in rp 60-61.
[8] See ADC 218
[9] On an intra-Army basis, Army sometimes uses D6X for their Direct Support/Reparable Exchange process by citing X in rp 73 with rp 74-75 blank. This is a temporary deviation from standard processing in place until implementation of Army Exchange Pricing (estimated to be April 2009). (See ADC 267.)
[10] For Navy CAV-ORM DIC D6K, rp 76-78 identifies the Shipper RIC.
[11] For intra-Army use only, rp 80 identifies the discrepancy indicator code (see appendix AP2.17. (See ADC 272.)

# AP3.3. APPENDIX 3.3

## ISSUE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the D7 series. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Media and Status | 7 | Enter M&S code from original document. |
| Stock of Part Number | 8-22 | Enter stock or part number of item issued. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity issued, preceding significant digits with zeros.[1, 2] |
| Document Number | 30-43 | Enter document number from source document. |
| Suffix | 44 | Enter assigned suffix code; otherwise, leave blank. |
| Supplementary Address | 45-50 | Perpetuate from source document. |
| Signal | 51 | Perpetuate from source document. |
| Fund | 52-53 | Perpetuate from source document. |
| Distribution | 54-56 | Perpetuate from source document. |
| Project | 57-59 | Perpetuate from source document. |
| Priority | 60-61 | Perpetuate from source document. |
| Delivery Day | 62-64 | Perpetuate from source document. |
| Advice | 65-66 | Perpetuate from source document. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the storage activity from which the item is to be shipped. |

[1]See Appendix AP3 - Formats Introduction, AP3.3.1

[2] See Appendix AP3 - Formats Introduction, AP3.3.2.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Ownership/Purpose | 70 | Enter ownership/purpose code from which item is to be shipped. |
| Supply Condition | 71 | Enter supply condition code from which item is to be shipped. |
| Management | 72 | Enter appropriate issue management code. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which transaction is prepared. |
| Multiuse | 76-80 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank.[3, 4] |

[3] For Navy, rp 77 identifies the "issue on request" code. Navy uses when a customer receives material without a material release order and DSS sends a D7_ (with an "I" in position 77) to Navy systems (e.g., Uniform Automated Data Processing System (UADPS) II (U2) and Uniform Inventory Control Program (UICP) ) to indicate that material has been issued. (See ADC 235)

[4] For Navy, rp 80 identifies the Navy Issue Reversal Code B,R, or S. Navy uses when interfacing with DLA DSS. Code R is only authorized for use with Navy's legacy Uniform Automated Data Processing System (UADPS) 3 (U2), and will not be authorized for use with other DoD Component legacy systems, or with any modernized systems. (See ADC 259.)

# AP3.4. APPENDIX 3.4

## INVENTORY ADJUSTMENT – INCREASE OR DECREASE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the D8 or D9 series except D8E, D8F, D8S, D9E, D9F, and D9S. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which this transaction is being forwarded. |
| Type of Physical Inventory/Transaction History | 7 | Enter the appropriate type of physical inventory/transaction history code. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being adjusted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter the quantity being adjusted, preceding significant digits with zeros. [1, 2] |
| Document Number | 30-43 | For reclassification of previously suspended returns, enter document number under which materiel was received; otherwise, enter appropriate document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3] |
| Multiuse | 45-51 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |

[1]See Appendix AP3 - Formats Introduction, AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, AP3.3.2.

[3]See Appendix AP3 - Formats Introduction, AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Fund | 52-53 | Enter appropriate fund code for intra-Component use. For inter-Component use, leave blank. |
| Distribution | 54-56 | Enter appropriate distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter appropriate project code if stocks are segregated and maintained by code reflected in the project field; otherwise, leave blank. |
| Multiuse | 60-62 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |
| Dual Use | 63-65 | |
| Error Classification | (63-64) | For DIC D8A and D9A, enter appropriate DoD assigned error classification code from appendix AP2.15, otherwise, leave blank. |
| | (65) | For DIC D8A and D9A, enter Component assigned code amplifying the DoD error classification code; otherwise, leave blank. |
| or | | |
| Multiuse | (63-65) | For intra-Component use with DIC other than D8A/D9A, enter data prescribed by Component. For inter-Component use except for DIC D8A/D9A, leave blank. |
| Multiuse | 66 | For intra-Component use, enter data prescribed by Component. |
| | | For inter-Component use, leave blank. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity at which item is stored. |
| Ownership/Purpose | 70 | Enter appropriate ownership/purpose code, if applicable. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Supply Condition | 71 | Enter supply condition code of inventory balance being affected. |
| Management | 72 | Enter appropriate management code; otherwise, leave blank. |
| Day of Year | 73-75 | Enter the ordinal day of the calendar year on which the adjustment is processed by the initiating activity. |
| Multiuse | 76-80 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |

# AP3.5. APPENDIX 3.5

## INVENTORY ADJUSTMENT – INCREASE OR DECREASE (LOGISTICS TRANSFER/ CAPITALIZATION/DECAPITALIZATION)

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC D8E, D8F, D9E, or D9F, as appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the inventory control point (ICP) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being adjusted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity of the increase or decrease, preceding significant digits with zeros. [1,2] |
| Document Number | 30-43 | For DIC D8_ increase transactions, perpetuate document number from DIC DEE or DEF transactions. For DICD9_, decrease transactions, enter current document number of the losing ICP using a consecutive serial number for each different inventory control record balance. |
| Suffix | 44 | For DIC D8_ transactions, perpetuate code from DIC DEE or DEF transaction. For DIC D9_transactions, enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. 3 |
| Routing Identifier (Losing) | 45-47 | Enter RIC of the losing ICP. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank | 48-53 | Leave blank. |
| Distribution | 54-56 | Enter distribution code if inventory control records are maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter project code if inventory control records are maintained by codes reflected in the project field; otherwise, leave blank. |
| Blank | 60-61 | Leave blank. |
| Day of Year (Effective) | 62-64 | Enter original effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization. |
| Ownership/Purpose | 65 | To be used by gaining ICP. |
| Supply Condition | 66 | To be used by gaining ICP. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of storage activity at which item is stored. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of the inventory balance being affected. |
| Supply Condition | 71 | Enter supply condition code of the inventory balance being affected. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which transaction is prepared. |
| Blank | 76-80 | Leave blank. |

# AP3.6. APPENDIX 3.6

## INVENTORY ADJUSTMENT – INCREASE OR DECREASE (OWNERSHIP TRANSFER)

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC D8S or D9S, as appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being adjusted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity of the increase or decrease, preceding significant digits with zeros. [1 / 2] |
| Document Number | 30-43 | Enter appropriate document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. [3] |
| Blank | 45-51 | Leave blank. |
| Fund | 51-53 | For intra-Component use, enter appropriate code. For inter-Component use, leave blank. |
| Distribution | 54-56 | Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter project code if stocks are segregated and maintained by code reflected in the project field; otherwise, leave blank. |

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank | 60-66 | Leave blank. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity at which item is stored. |
| Ownership | 70 | Enter ownership code reflected by RIC in record positions 4-6. |
| Supply Condition | 71 | Enter supply condition code of the inventory balance being affected. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year | 73-75 | Enter ordinal day of the calendar year on which adjustment is processed to the Single Manager for Conventional Ammunition record. |
| Blank | 76-80 | Leave blank. |

# AP3.7. APPENDIX 3.7

## SINGLE MANAGED CONVENTIONAL AMMUNITION FREEZE/UNFREEZE ACTION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DA1 or DA2, as appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which this transaction is being forwarded, if applicable. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being frozen/unfrozen. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity being frozen/unfrozen, preceding significant digits with zeros. [1] / [2] |
| Document Number | 30-43 | Enter or perpetuate the controlling document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3] |
| Blank | 45-66 | Leave blank. |
| Routing Identifier Code | 67-69 | Enter or perpetuate RIC of the (Storage Activity) storage activity where stock is positioned. |
| Ownership/Purpose | 70 | Enter ownership/purpose code, if applicable. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Supply Condition | 71 | Enter or perpetuate supply condition code of the inventory balance being frozen or unfrozen. |
| Management | 72 | Enter or perpetuate management code; otherwise, leave blank. |
| Blank | 73 | Leave blank. |
| Date (Freeze/Unfreeze) | 74-78 | For DIC DA1, enter date freeze was lifted. For DIC DA2, enter date freeze was applied. Enter last two digits of the calendar year in record positions 72-73 and the ordinal day of the calendar year in record positions 74-76 (e.g. 02029 is January 29, 2002). |
| Blank | 79-80 | Leave blank. |

# AP3.8. APPENDIX 3.8

## INVENTORY ADJUSTMENT – DUAL (CONDITION/PURPOSE TRANSFER)

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DAC or DAD, as appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being adjusted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity being adjusted, preceding significant digits with zeros.[1/2] |
| Document Number | 30-43 | For reclassification of previously suspended receipts, enter document number under which the materiel originally was received. For other adjustments, enter appropriate document number.[3] |
| Suffix | 44 | For reclassification of previously suspended receipts, enter suffix code under which the materiel was originally received. For other adjustments, enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[4] |

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3] For intra-DLA use only, if DAC is applicable to Supply Condition Code (SCC) L, enter PIIN in rp 30-42.

[4]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier Code (Losing) | 45-47 | For intra-Component, enter code prescribed by the Component.[5] For inter-Component, leave blank. |
| Multiuse | 48-50 | For intra-Component, enter data prescribed by the Component.[5] For inter-Component use, leave blank. |
| Blank | 51 | Leave blank. |
| Fund | 52-53 | For intra-Component use, enter appropriate code. For inter-Component use, leave blank. |
| Distribution | 54-56 | Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank. |
| Multiuse | 60-64 | For intra-Component use, enter data prescribed by the Component. For inter- Component use, leave blank. |
| Ownership/Purpose (TO) | 65 | Enter appropriate TO ownership purpose code, if applicable. |
| Supply Condition (TO) | 66 | Enter the TO supply condition code. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity at which item is stored. |
| Ownership/Purpose (FROM) | 70 | Enter appropriate FROM ownership/ purpose code, if applicable. |
| Supply Condition (FROM) | 71 | Enter the FROM supply condition code. |
| Management | 72 | Enter appropriate management code; otherwise, leave blank. |

[5] For intra-DLA use only, if DAC is applicable to SCC L, enter the intra-DLA Contract Line Item Number in rp 45-50.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Day of Year | 73-75 | Enter the ordinal day of the calendar year that the adjustment is processed by the initiating activity. |
| Multiuse | 76-80 | For intra-Component use, enter data prescribed by the Component. For inter- Component use, leave blank. |
| For Navy Commercial Asset Visibility-Organic Repairables Module, the following data is entered in the rp 76-80 multi-use field:[6] | | |
| Materiel Control Code | 76 | Navy Commercial Asset Visibility-Organic Repairables Module system enters the Materiel Control Code. |
| Estimated Completion Date | 77-80 | Navy Commercial Asset Visibility-Organic Repairables Module system enters the estimated completion date in YDDD format. |

[6] ***Refer to ADC 461***

# AP3.9. APPENDIX 3.9
## INVENTORY ADJUSTMENT – DUAL (OWNERSHIP TRANSFER)

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DAS. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the storage activity to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being adjusted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity being adjusted, preceding significant digits with zeros.[1 / 2] |
| Document Number | 30-43 | Enter document number under which the materiel originally was issued. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary. [3] |
| Routing Identifier Code (Losing) | 45-47 | Enter RIC of Service from which materiel is being transferred. |
| Multiuse | 48-50 | For intra-Service, enter data prescribed by the Service. For inter-Service use, leave blank. |
| Blank | 51 | Leave blank. |
| Fund | 52-53 | Enter fund code for intra-Service use. For inter-Service use, leave blank. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix Ap3 - Formats Introduction, Paragraph AP3.3.2.

[3] See Appendix Ap3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Distribution | 54-56 | Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank. |
| Blank | 60-64 | Leave blank. |
| Ownership (TO) | 65 | Enter TO ownership code. |
| Supply Condition | 66 | Enter supply condition code. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity at which item is stored. |
| Ownership (FROM) | 70 | Enter FROM ownership code. |
| Supply Condition | 71 | Perpetuate the supply condition code entered in record position 66; otherwise leave blank. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year | 73-75 | Enter ordinal day of the calendar year on which the adjustment is processed to the Single Manager for Conventional Ammunition (SMCA) record. |
| Multiuse | 76-80 | For intra-Service use, enter data prescribed by the Service. For inter-Service use, leave blank. |

# AP3.10. APPENDIX 3.10

## DUE-IN –PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the DD series (third digit codes in this series correspond to the third digit codes provided in the D4 series). |
| Routing Identifier Code (TO) | 4-6 | Enter DIC of the Inventory Control Point (ICP) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item due-in. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Due-In) | 25-29 | Enter quantity due-in, preceding significant digits with zeros. [1 / 2] |
| Procurement Instrument Identification Number or Due-In Document Number | 30-43 | |
| Procure Instrument Identification Number | (30-42) | Enter (or perpetuate) procurement instrument identification number. |
| Blank | (43) | Leave blank. |
| or | | |
| Document Number | (30-43) | For intra-Component use only enter (or perpetuate) due-in document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3] |

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

[3]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Item Number | 45-50 | Enter the contract/exhibit line item number or subline item number as follows: |
| Contract/Exhibit Line Item Number | (45-48) | Contract Line Item Number:<br>Enter the CLIN beginning in record position 48, preceding significant digits with zeros.<br>Exhibit Line Item Number:<br>Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, beginning with record position 46, preceding significant digits with zeros. |
| Contract/Exhibit Subline Item Number | (49-50) | Enter the contract or exhibit subline item number beginning in record position 50, if applicable; otherwise, zero fill. |
| Routing Identifier Code (FROM) | 51-53 | Enter DIC of the ICP transmitting this transaction for logistics reassignment due-in; otherwise, leave blank. |
| Distribution | 54-56 | Enter distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter project code; otherwise, leave blank. |
| Unit Price | 60-66 | Enter unit price if prescribed by Component managing the item; otherwise, leave blank. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter DIC of the storage activity to which the item is due-in. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of item due-in. |
| Multiuse | 71-72 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.[4] |

[4] For DIC DDX, DLA enters the supply condition code in rp 71 on an inter-Component basis based upon trading partner agreement. All DOD Components must implement use of SCC with DLMS 527D due-in transaction corresponding to MILSTRAP DIC DD_ functionality, in their modernized systems. MILSTRAP DIC DD_ corresponds to DLMS 527D with beginning segment Transaction Type Code DA and use of CS segment for contract number or purchase request number. DLMS 527D for MILSTRAP DIC DDX functionality includes LIN01 code T. Refer to ADC 423.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date Indicator (Estimated Delivery) | 73-75 | Enter last digit of the calendar year and 2-digit month signifying estimated delivery date; e.g., 207 is 2002, month of July.[5] |
| Multiuse | 76 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Call/Order Serial Number | 77-80 | Enter applicable call/order serial number; otherwise, leave blank. |

[5] See Appendix AP3 - Formats introduction, Paragraph AP3.3.4.

# AP3.11. APPENDIX 3.11

## LOGISTICS TRANSFER/DECAPITALIZATION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DEE or DEF, as appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point (ICP) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being transferred. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Transfer/ Decapitalization) | 25-29 | Enter quantity being transferred/ decapitalized, preceding significant digits with zeros. [1 / 2] |
| Document Number | 30-43 | Enter current document number of the losing ICP using consecutive numbers for each different inventory record control balance. |
| Suffix | 44 | Enter consecutive suffix code (beginning with the letter A in the initial transaction) when quantity for inventory control record balance exceeds 99,999. |
| Routing Identifier Code (Losing) | 45-47 | Enter RIC of the losing ICP. |
| Blank | 48-53 | Leave blank. |
| Distribution | 54-56 | Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank. |

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Multiuse | 57-61 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |
| Day of Year (Effective) | 62-64 | Enter the effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization. |
| Ownership/Purpose | 65 | To be used by gaining Inventory Control Point (ICP). |
| Supply Condition | 66 | To be used by gaining ICP. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity at which item is stored. |
| Ownership/Purpose | 70 | Enter appropriate ownership/purpose code of the balance being transferred/ decapitalized. |
| Supply Condition | 71 | Enter supply condition code of the balance being transferred/decapitalized. |
| Multiuse | 72 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Blank | 73 | Leave blank.[3] |
| Unit Price | 74-80 | Enter unit price in effect for valuing the inventory. (For transfers within a Component, this field may be left blank.) |

[3] For intra-DLA use only, enter the intra-DLA logistics reassignment price type indicator when applicable; otherwise leave blank. (See ADC 125.)

# AP3.12. APPENDIX 3.12

## DUE-IN-OTHER THAN PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the DF series (third digit codes in this series correspond to the third digit codes provided in the D6 series). |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point (ICP) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item due-in. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Due-In) | 25-29 | Enter quantity due-in, preceding significant digits with zero.[1 / 2] |
| Document Number | 30-43 | Enter controlling document number. |
| Suffix | 44 | Enter controlling suffix code, otherwise leave blank. |
| Supplementary Address | 45-50 | Enter SUPADD; otherwise, leave blank. |
| Signal | 51 | Enter signal code; otherwise, leave blank. |
| Fund | 52-53 | Enter fund code; otherwise, leave blank. |
| Distribution | 54-56 | Enter distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter project code; otherwise, leave blank. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Multiuse | 60-66 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.[3, 4, 5] |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity to which the item is due-in. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of item due-in. |
| Supply Condition | 71 | Enter supply condition code of the item due-in. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Date Indicator (Estimated Delivery) | 73-75 | Enter last digit of calendar year and 2-digit month signifying estimated delivery date; e.g., 307 is 2003, month of July.[6] |
| Routing Identifier Code (FROM) | 76-78 | Enter RIC of the ICP transmitting this transaction for logistic reassignment due-in; otherwise, leave blank. |
| Blank | 79-80 | Leave blank. |

[3] For intra-Army use, rp 60-61 identifies the priority designator. (See ADC 234.)
[4] For intra-Army use, rp 65-66 identifies the advice code. (See ADC 234.)
[5] Priority Designator is identified in Army Regulation (AR) for intra-Army use in rp 60-61.
[6] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

# AP3.13. APPENDIX 3.13

## BACKORDER

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the DG series (third digit codes in this series correspond to the third digit codes provided in the D7 series). |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Media and Status | 7 | Enter M&S code from source document. |
| Stock or Part Number | 8-22 | Enter stock or part number of item Number backordered. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Backordered) | 25-29 | Enter quantity backordered, preceding significant digits with zeros.[1 / 2] |
| Document Number | 30-43 | Enter document number from original document. |
| Suffix | 44 | Enter assigned suffix code; otherwise, leave blank. |
| Supplementary Address | 45-50 | Perpetuate from source document. |
| Signal | 51 | Perpetuate from source document. |
| Fund | 52-53 | Perpetuate from source document. |
| Distribution | 54-56 | Perpetuate from source document. |
| Project | 57-59 | Perpetuate from source document. |
| Priority | 60-61 | Perpetuate from source document. |
| Day of Year (Delivery) | 62-64 | Perpetuate from source document. |
| Advice | 65-66 | Perpetuate from source document. |

[1] See Appendix AP3 – formats introductions, paragraph AP3.3.1.

[2] See Appendix AP3 – formats introductions, paragraph AP3.3.2.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity against which the backorder is recorded. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of item backordered. |
| Supply Condition | 71 | Enter supply condition code of the item backordered. |
| Management | 72 | Enter issue management code; otherwise, leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which the transaction is processed. |
| Multiuse | 76-80 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |

# AP3.14. APPENDIX 3.14

## DEMAND

| FIELD LEGEND | RECORD POSITION | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DHA. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point (ICP) to which this transaction is being forwarded. |
| Media and Status | 7 | Enter M&S code from source document. |
| Stock or Part Number | 8-22 | Enter stock or part number from source document. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity of the demand, preceding significant digits with zero. [1] / [2] |
| Document Number | 30-43 | Enter document number from source document. |
| Suffix | 44 | Enter assigned suffix code; otherwise, leave blank. |
| Supplementary Address | 45-50 | Perpetuate from source document. |
| Signal | 51 | Perpetuate from source document. |
| Fund | 52-53 | Perpetuate from source document. |
| Distribution | 54-56 | Perpetuate from source document. |
| Project | 57-59 | Perpetuate from source document. |
| Priority | 60-61 | Perpetuate from source document. |
| Day of Year (Delivery) | 62-64 | Perpetuate from source document. |
| Advice | 65-66 | Perpetuate from source document. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.

| FIELD LEGEND | RECORD POSITION | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity from which the item should have been shipped. (Leave blank on submission to ICP.) |
| Blank | 70-71 | Leave blank. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which the transaction is processed. |
| Blank | 76-80 | Leave blank. |

# AP3.15. APPENDIX 3.15

## PHYSICAL INVENTORY REQUEST

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DJA. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which this transaction is being forwarded. |
| Type of Physical Inventory/Transaction History | 7 | Enter appropriate type of inventory/transaction history code. |
| Stock or Part Number | 8-22 | Enter stock or part number of item to be counted. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Blank | 25-34 | Leave blank. |
| Date (Physical Inventory Infloat Control) | 35-38 | Enter the ordinal date established for initiating controls on all in-process transactions and materiels which could affect the outcome of the inventory. |
| Blank | 39-43 | Leave blank. |
| Multiuse | 44-46 | For inter-Component use, when agreed by the Components involved, enter the lot/segment number for controlling the inventory; otherwise, leave blank. For intra-Component use, enter the data prescribed by the Component. |
| Blank | 47-53 | Leave blank. |
| Distribution | 54-56 | Enter distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank. |
| Project | 57-59 | Enter project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank or date (Physical Inventory Cutoff) | 60 - 64 | Leave blank, or for materiel owners with existing interface agreements with DLA enter Physical Inventory Cutoff Date. |
| Multiuse | 65-66 | For intra-Component transactions, enter the data prescribed by the Component. For inter-Component use, leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity from which this transaction is being forwarded. |
| Ownership/Purpose | 70 | Enter the ownership/purpose code if stocks are segregated and maintained by codes reflected in the ownership/purpose field; otherwise, leave blank. |
| Supply Condition | 71 | Enter the applicable supply condition code of the item to be counted when Type of Physical Inventory/Transaction History Code L, N, and P is entered in record position 7; otherwise, leave blank. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Blank | 73-75 | Leave blank. |
| Multiuse | 76-78 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Dual Use | 79-80 | |
| Multiuse | (79-80) | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| or | | |
| Subsistence Type of Pack | (79) | For Subsistence Items Only: Enter the applicable subsistence type of pack code (see MILSTRIP). |
| Blank | (80) | For Subsistence Items Only: Leave blank. |

# AP3.16. APPENDIX 3.16

## LOGISTICS TRANSFER/DECAPITALIZATION FOLLOW-UP

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier | 1-3 | Enter DIC DLA. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the losing item manager to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of transferred item for which asset data is being requested. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Blank | 25-29 | Leave blank. |
| Document Number | 30-43 | Enter gaining item manager (GIM) assigned document number controlling this transaction. |
| Blank | 44-61 | Leave blank. |
| Day of Year (Effective) | 62-64 | Enter the original effective day (ordinal day of the calendar year) of the logistic transfer or decapitalization. |
| Blank | 65-66 | Leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the GIM preparing this transaction. |
| Blank | 70-80 | Leave blank. |

# AP3.17. APPENDIX 3.17

## REPLY TO LOGISTICS TRANSFER/ DECAPITALIZATION FOLLOW-UP

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLB. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the gaining item manager (GIM) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Perpetuate from follow-up transaction. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Blank | 25-29 | Leave blank. |
| Document Number | 30-43 | Perpetuate from follow-up transaction. |
| Blank | 44-64 | Leave blank. |
| Asset Transfer | 65-66 | Enter appropriate code from appendix AP2.10. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the losing item manager (LIM) preparing this reply. |
| Blank | 70-80 | Leave blank. |

# AP.3.18. APPENDIX 3.18

## LOGISTICS REASSIGNMENT DELINQUENT DUE-IN FOLLOW-UP

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLC. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the losing item manager (LIM) to which this transaction is being forwarded. |
| Second Follow-up Indicator | 7 | Enter 2 if second follow-up; otherwise leave blank. |
| National Stock Number | 8-22 | Enter NSN of the item. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Due-In) | 25-29 | Enter open quantity due-in, preceding significant digits with zeros.[1] |
| Various Fields | 30-50 | Perpetuate from DIC DDX or DFX memorandum due-in. |
| Call/Order Serial Number | 51-54 | Enter call/order serial number, if applicable; otherwise, leave blank. |
| Quantity (Received) | 55-59 | Enter DIC D4X or D6X memorandum receipt quantity reported to the GIM. Zero fill if none received. Leave blank if data not available. |
| Blank | 60-66 | Leave blank. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity to which the item is due-in. |
| Blank | 70 | Leave blank. |
| Supply Condition | 71 | Enter supply condition code of the item due-in. |

[1]See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date (Estimated Delivery) | 72-76 | Enter estimated delivery date of delinquent due-in (i.e., last two digits of the calendar year in record positions 72-73 and the ordinal day of the calendar year in record positions 74-76). If not available, leave blank. |
| Routing Identifier Code (FROM) | 77-79 | Enter RIC of the gaining item manager (GIM) preparing this transaction. |
| Blank | 80 | Leave blank. |

# AP3.19. APPENDIX 3.19

## LOGISTICS REASSIGNMENT DELINQUENT DUE-IN RESPONSE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLD. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the gaining item manager to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| National Stock Number | 8-22 | Enter NSN of the item. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Due-In) | 25-29 | Enter open quantity due-in, preceding significant digits with zeros.[1] |
| Various Fields | 30-50 | In reply to follow-up, perpetuate from DIC DLC transaction. When providing revised due-in EDDs as they occur, perpetuate data provided in DIC DDX or DFX memorandum due-in. |
| Call/Order Serial Number | 51-54 | Enter call/order serial number, if applicable; otherwise, leave blank. |
| Quantity (Received) | 55-59 | Enter DIC D4_ or D6_ quantity received. Zero fill if none received. Leave blank if data not available. |
| Blank | 60-64 | Leave blank. |
| Asset Transfer Status | 65-66 | Enter appropriate code from appendix AP2.10 of this manual. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity to which the item is due-in. |
| Blank | 70 | Leave blank. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Supply Condition | 71 | Enter supply condition code of the item due-in. |
| Date (Estimated Delivery) | 72-76 | For Asset Transfer Status Code AF, enter the last two digits of the calendar year and ordinal day of the calendar year of the revised estimated delivery date; otherwise, leave blank. |
| Routing Identifier Code (FROM) | 77-79 | Enter RIC of the losing item manager preparing this transaction. |
| Blank | 80 | Leave blank. |

# AP3.20. APPENDIX 3.20

## LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION REQUEST

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLE. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the losing item manager (LIM) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| National Stock Number | 8-22 | Enter NSN of the item. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Due-In) | 25-29 | Enter open quantity due-in, preceding significant digits with zeros.[1] |
| Various Fields | 30-50 | Perpetuate from the DIC DDX or DFX memorandum due-in. |
| Call/Order Serial Number | 51-54 | Enter call/order serial number, if applicable; otherwise, leave blank. |
| Quantity (Received) | 55-59 | Enter DIC D4X or D6X memorandum receipt quantity reported to the gaining item manager (GIM). Zero fill if none received. Leave blank if data not available. |
| Blank | 60-66 | Leave blank. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity to which the item is due-in. |
| Blank | 70 | Leave blank. |
| Supply Condition | 71 | Enter supply condition code of the item due-in. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date (Estimated Delivery) | 72-76 | Enter estimated delivery date of delinquent due-in (i.e., last two digits of the calendar year in record positions 72-73 and the ordinal day of calendar year in record positions 74-76). If not available, leave blank. |
| Routing Identifier Code (FROM) | 77-79 | Enter RIC of the GIM preparing this transaction. |
| Blank | 80 | Leave blank. |

# AP3.21. APPENDIX 3.21

## LOGISTICS REASSIGNMENT DUE-IN RECONCILIATION RESPONSE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLF. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the gaining item manager to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| National Stock Number | 8-22 | Enter NSN of the item. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (Due-In) | 25-29 | Enter open quantity due-in, preceding significant digits with zeros.[1] |
| Various Fields | 30-50 | Perpetuate from the DIC DLE request. If no request received, perpetuate from DIC DD_ or DF_ due-in record. |
| Call/Order Serial Number | 51-54 | Enter call/order serial number, if applicable; otherwise, leave blank. |
| Quantity (Received) | 55-59 | Enter DIC D4_ or D6_ quantity received. Zero fill if none received. Leave blank if data not available. |
| Blank | 60-64 | Leave blank. |
| Asset Transfer Status | 65-66 | Enter appropriate code from appendix AP2.10 of this manual. |
| Routing Identifier Code (Storage Activity) | 67-69 | Enter RIC of the storage activity to which the item is due-in. |
| Blank | 70 | Leave blank. |
| Supply Condition | 71 | Enter supply condition code of the item due-in. |

[1] See Appendix AP3 – formats introductions, paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date (Estimated Delivery) | 72-76 | Enter estimated delivery date of delinquent due-in (i.e., last two digits of the calendar year in record positions 72-73 and the ordinal day of calendar year in record positions 74-76). If not available, leave blank. |
| Routing Identifier Code (FROM) | 77-79 | Enter RIC of the losing item manager preparing this transaction. |
| Blank | 80 | Leave blank. |

# AP3.22. APPENDIX 3.22

## LOGISTICS REASSIGNMENT

## GENERAL MANAGEMENT DATA

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLS. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the gaining item manager to which the transaction is being forwarded. |
| Review Period Indicator | 7 | Enter review period indicator 1 or 2 in accordance with appendix AP2.19. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Blank | 21-23 | Leave blank. |
| Routing Identifier Code (FROM) | 24-26 | Enter RIC identifying the losing item manager preparing the transaction. |
| Date (Extracted) | 27-31 | Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal day in record positions 29-31). |
| Unit Cube | 32-38 | Enter the actual maximum cube of unit pack in feet (rounded to three decimals); otherwise, leave blank. |
| Unit Weight | 39-43 | Enter maximum gross weight of unit pack in pounds (rounded to two decimals); otherwise, leave blank. |
| Date (Last Buy) | 44-48 | Enter date of last purchase request initiation (enter two-digit year in record positions 44-45 and three- digit ordinal day in record positions 46-48); otherwise, leave blank. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date (Last Demand) | 49-53 | Enter date last demand was recorded (enter two-digit year in record positions 49-50 and three-digit ordinal day in record positions 51-53); otherwise, leave blank. |
| Production Lead-time (Days) | 54-56 | Enter number of production lead-time days; otherwise, leave blank. |
| Essentiality | 57 | Enter essentiality code; otherwise, leave blank. |
| Blank | 58 | Leave blank. |
| Requirement Contract Indicator | 59 | Enter Y (yes) if a current term/requirement type contract is available for placement of purchase orders for stock replenishment and/or direct delivery to requisitioners; otherwise, leave blank. |
| Date (Contract End) | 60-64 | Enter date current contract will end (enter two-digit year in record positions 60-61 and three-digit ordinal day in record positions 62-64); otherwise, leave blank. |
| Contract Extension Options | 65 | Enter 0 if contract cannot be extended beyond current end date. Enter 1, 2, 3, etc. for each year, if contract contains optional contract extension clauses; otherwise, leave blank. |
| Quantity (Total Onhand/Due-in Wholesale Assets) | 66-75 | Enter the sum of the onhand and due-in wholesale assets for this NSN as reflected in the sum of record 1, record positions 32-41, of DICs DLU and DLV respectively. |
| Blank | 76-80 | Leave blank. |

# AP3.23. APPENDIX 3.23

## LOGISTICS REASSIGNMENT BACKORDER AND DEMAND DATA

### RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLT. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the gaining item manager (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 DIC and NSN. Enter Z01 if only one record is required. |
| Routing Identifier Code (FROM) | 24-26 | Enter RIC identifying the losing item manager 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 other war reserve materiel requirement, protectable 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

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Quantity (Total Demand) | 55-63 | Enter sum of recurring and nonrecurring demand quantities (previous four quarters); otherwise, leave blank. |
| Total Demand Frequency Count | 64-72 | Enter total frequency of recurring and nonrecurring demands (previous four quarters); otherwise leave blank. |
| Quantity (Reorder Point Level) | 73-80 | Enter the computed reorder point quantity; otherwise, leave blank. |

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLT. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC 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. |
| Quantity (1st Quarter Nonrecurring Demand) | 38-46 | Enter total nonrecurring demand quantity; otherwise leave blank. |
| 1st Quarter Nonrecurring Demand Count | 47-51 | Enter total nonrecurring demand frequency; otherwise leave blank. |
| Blank | 52 | Leave blank. |
| Quantity (2d Quarter Recurring Demand) | 53-61 | Enter total recurring demand quantity; otherwise leave blank. |
| 2d Quarter Recurring Demand Count | 62-66 | Enter total recurring demand frequency; otherwise leave blank. |
| Quantity (2d Quarter Nonrecurring Demand) | 67-75 | Enter total nonrecurring demand quantity; otherwise leave blank. |
| 2d Quarter Nonrecurring Demand Count | 76-80 | Enter total nonrecurring demand frequency; otherwise leave blank. |

# RECORD 3

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLT. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC 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 DIC and NSN. On the last record, enter Z and the appropriated two-positoin sequence number |
| Quantity (3d Quarter Recurring Demand) | 24-32 | Enter total recurring demand quantity; otherwise leave blank. |
| 3d Quarter Recurring Demand Count | 33-37 | Enter total recurring demand frequency; otherwise leave blank. |
| Quantity (3d Quarter Nonrecurring Demand) | 38-46 | Enter total nonrecurring demand quantity; otherwise leave blank. |
| 3d Quarter Nonrecurring Demand Count | 47-51 | Enter total nonrecurring demand frequency; otherwise leave blank. |
| Blank | 52 | Leave blank. |
| Quantity (4th Quarter Recurring Demand) | 53-61 | Enter total recurring demand quantity; otherwise leave blank. |
| 4th Quarter Recurring Demand Count | 62-66 | Enter total recurring demand frequency; otherwise leave blank. |
| Quantity (4th Quarter Nonrecurring Demand) | 67-75 | Enter total nonrecurring demand quantity; otherwise leave blank. |
| 4th Quarter Nonrecurring Demand Count | 76-80 | Enter total nonrecurring demand frequency; otherwise leave blank. |

# RECORD 4[1]

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLT. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC 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 DIC 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. |
| 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. |

[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 DIC DLT record 4 should NOT revise their legacy systems to do so.

# RECORD 4[1]

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Quantity (Numeric Stockage Objective and Insurance) | 59-67 | Enter total quantity of all buys from numeric stockage objective quantity and insurance quantity, only is not included in reorder point quantity computation; otherwise, leave blank. |
| Quantity (Funded Planned Requirement) | 68-76 | Enter funded planned requirement quantity not included in reorder point quantity computation; otherwise, leave blank. |
| Blank | 78-80 | Leave Blank. |

# AP3.24. APPENDIX 3.24

## LOGISTICS REASSIGNMENT ON-HAND ASSET DATA[1]

### RECORD 1

| FIELD LEGEND | RECORD POSITION | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLU. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the gaining item manager 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 DIC and NSN. Enter Z01 if only one record is required. |
| Routing Identifier Code (FROM) | 24-26 | Enter RIC identifying the losing item manager preparing the transaction. |
| Date (Extracted) | 27-31 | Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal day in record positions 29-31). |
| Quantity (Total Onhand Wholesale Assets) | 32-41 | Enter the total quantity of onhand wholesale assets (all locations); otherwise, leave blank. |
| Blank | 42-46 | Leave blank. |
| Quantity (Onhand Wholesale) | 47-56 | Enter onhand wholesale quantity; Wholesale) otherwise, leave blank.[2] |

[1] The DIC DLU records convey the total onhand wholesale assets. The records provide the individual quantities, by ownership/purpose and supply condition, at each storage activity. The sum of all assets reported for individual locations are to equal the total quantity in record positions 32-41. When an individual quantity is entered, the routing identifier code, ownership/purpose code, and supply condition code for that quantity must be entered; otherwise all four fields are left blank.

[2] The DIC DLU records convey the total onhand wholesale assets. The records provide the individual quantities, by ownership/purpose and supply condition, at each storage activity. The sum of all assets

# RECORD 1

| FIELD LEGEND | RECORD POSITION | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier Code (Storage Location) | 57-59 | Enter RIC of the storage location; otherwise, leave blank.[2] |
| Ownership/Purpose | 60 | Enter ownership/purpose code; otherwise, leave blank.[2] |
| Supply Condition | 61 | Enter supply condition code; otherwise, leave blank.[2] |
| Quantity (Onhand Wholesale) | 62-71 | Enter onhand wholesale quantity; otherwise, leave blank.[2] |
| Routing Identifier Code (Storage Location) | 72-74 | Enter RIC of the storage location; otherwise, leave blank.[2] |
| Ownership/Purpose | 75 | Enter ownership/purpose code; otherwise, leave blank.[2] |
| Supply Condition | 76 | Enter supply condition code; otherwise, leave blank.[2] |
| Blank | 77-80 | Leave blank. |

reported for individual locations are to equal the total quantity in record positions 32-41. When an individual quantity is entered, the routing identifier code, ownership/purpose code, and supply condition code for that quantity must be entered; otherwise all four fields are left blank.

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLU. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC 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. |
| Blank | 24-31 | Leave blank. |
| Quantity (Onhand Wholesale) | 32-41 | Enter onhand wholesale quantity; otherwise, leave blank.[3] |
| Routing Identifier Code (Storage Location) | 42-44 | Enter RIC of the storage location; otherwise, leave blank.[3] |
| Ownership/Purpose | 45 | Enter ownership/purpose code; otherwise, leave blank.[3] |
| Supply Condition | 46 | Enter supply condition code; otherwise, leave blank. |
| Quantity (Onhand Wholesale) | 47-56 | Enter onhand wholesale quantity; otherwise, leave blank. |
| Routing Identifier Code (Storage Location) | 57-59 | Enter RIC of the storage location; otherwise, leave blank. |
| Ownership/Purpose | 60 | Enter ownership/purpose code; otherwise, leave blank. |

[3] The DIC DLU records convey the total onhand wholesale assets. The records provide the individual quantities, by ownership/purpose and supply condition, at each storage activity. The sum of all assets reported for individual locations are to equal the total quantity in record positions 32-41. When an individual quantity is entered, the routing identifier code, ownership/purpose code, and supply condition code for that quantity must be entered; otherwise all four fields are left blank.

| | | |
|---|---|---|
| Supply Condition | 61 | Enter supply condition code; otherwise, leave blank.[4] |
| Quantity (Onhand | 62-71 | Enter onhand wholesale quantity; Wholesale) otherwise, leave blank.[3] |
| Routing Identifier Code (Storage Location) | 72-74 | Enter RIC of the storage location; otherwise, leave blank.[4] |
| Ownership/Purpose | 75 | Enter ownership/purpose code; otherwise, leave blank.[4] |
| Supply Condition | 76 | Enter supply condition code; otherwise, leave blank.[4] |
| Blank | 77-80 | Leave blank. |

[4] The DIC DLU records convey the total onhand wholesale assets. The records provide the individual quantities, by ownership/purpose and supply condition, at each storage activity. The sum of all assets reported for individual locations are to equal the total quantity in record positions 32-41. When an individual quantity is entered, the routing identifier code, ownership/purpose code, and supply condition code for that quantity must be entered; otherwise all four fields are left blank.

# AP3.25. APPENDIX 3.25

## LOGISTICS REASSIGNMENT DUE-IN ASSET DATA[1]

### RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLV. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the gaining item manager (GIM) to which this transaction is being forwarded. |
| Review Period | 7 | Enter review period indicator 1 or 2 in Indicator accordance with appendix AP2.19. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Package Sequence Number | 21-23 | To sequence the records, enter A01 if more than one record is required for this DIC and NSN. Enter Z01 if only one record is required. |
| Routing Identifier Code (FROM) | 24-26 | Enter RIC identifying the losing item mamanger preparing the transaction. |
| Date (Extracted) | 27-31 | Enter date data was extracted from files. Enter two-digit year in record positions 27-28 and three digit ordinal date in record positions 29-31. |
| Quantity (Total Due-In Wholesale) | 32-41 | Enter the total due-in wholesale quantity; otherwise, leave blank.[1] |
| Blank | 42-49 | Leave blank. |
| Quantity (Due-In Wholesale) | 50-58 | Enter due-in wholesale quantity; otherwise, leave blank.[1] |

[1] The DIC DLV records convey the total due-in wholesale assets. The records provide the individual quantities due-in at each storage activity by due-in date and due-in indicator. The sum of all the due-in quantities for the individual locations are to equal the total quantity in record 1, record positions 32-41. When an individual quantity is entered, the RI code, due-in date and due-in indicator for that quantity must be entered; otherwise all four fields are left blank.

# RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier Code (Storage Location) | 59-61 | Enter RIC of the storage location; otherwise, leave blank.[2] |
| Date (Due-In) | 62-66 | Enter due-in date; otherwise, leave blank.[2] |
| Type Due-In Indicator | 67 | Enter type due-in indicator in accordance with appendix AP2.22; otherwise, leave blank.[2] |
| Blank | 68-80 | Leave blank. |

[2] The DIC DLV records convey the total due-in wholesale assets. The records provide the individual quantities due-in at each storage activity by due-in date and due-in indicator. The sum of all the due-in quantities for the individual locations are to equal the total quantity in record 1, record positions 32-41. When an individual quantity is entered, the RI code, due-in date and due-in indicator for that quantity must be entered; otherwise all four fields are left blank.

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLV. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the GIM to which the transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Package Sequence Number | 21-23 | Enter A02 on this record and increment by one (i.e. A03, A04, etc.) for each additional record. On the last record, enter Z and appropriate two position sequence number. If only this record is required, enter Z02. |
| Blank | 24-31 | Leave blank. |
| Quantity (Due-In Wholesale) | 32-40 | Enter due-in wholesale quantity; otherwise, leave blank.[2] |
| Routing Identifier (Storage Location) | 41-43 | Enter RIC of the storage location; otherwise, leave blank.[2] |
| Date (Due-In) | 44-48 | Enter due-in date; otherwise, leave blank.[3] |
| Type Due-In Indicator | 49 | Enter type due-in indicator in accordance with appendix AP2.22; otherwise, leave blank.[3] |
| Quantity (Due-In Wholesale) | 50-58 | Enter due-in wholesale quantity; otherwise, leave blank.[3] |
| Routing Identifier Code (Storage Location) | 59-61 | Enter RIC of the storage location; otherwise, leave blank.[3] |
| Date (Due-In) | 62-66 | Enter due-in date; otherwise, leave blank.[3] |
| Type Due-In Indicator | 67 | Enter type due-in indicator in accordance with appendix AP2.22; otherwise, leave |

[3] The DIC DLV records convey the total due-in wholesale assets. The records provide the individual quantities due-in at each storage activity by due-in date and due-in indicator. The sum of all the due-in quantities for the individual locations are to equal the total quantity in record 1, record positions 32-41. When an individual quantity is entered, the RI code, due-in date and due-in indicator for that quantity must be entered; otherwise all four fields are left blank.

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| | | blank.[3] |
| Blank | 68-80 | Leave blank. |

# AP3.26. APPENDIX 3.26

## LOGISTICS REASSIGNMENT CONTRACT HISTORY DATA[1]

### RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLW. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the gaining item manager (GIM) to which the transaction is being forwarded. |
| Review Period Indicator | 7 | Enter appropriate review period indicator in accordance with appendix B26. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Package Sequence Number | 21-23 | Enter A01 indicating first record for Number this PIIN/supplementary PIIN/ CLIN. If record position 24 = N, enter Z01. |
| Contract Data Availability Indicator | 24 | Enter Y (yes) or N (no).[2] |
| Procurement Instrument Identification Number | 25-37 | Enter PIIN.[2] |
| Supplementary Procurement Identification Instrument Number | 38-43 | Enter supplementary PIIN; otherwise, leave blank.[2] |
| Contract Line Item Number or Contract Subline Item Number | 44-49 | Enter CLIN or contract subline item number. Not mandatory for Government Services Administration (GSA).[2] |
| Unit of Issue | 50-51 | Enter UI of item from contract.[3] |

[1] Review periods subsequent to the ETD-120 days are to include updated information. If updated transactions have blank spaces, the blank spaces will not overlay any data in the file.

[2] If record position 24 is N, record positions 25-80 will be blank.

# RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Contract Unit Price | 52-61 | Enter CLIN unit price from award to four decimals; zero fill left and right. E.g., enter 0000127500 for $12.75.[3 / 4] |
| Price Status | 62 | Air Force, Navy and Marine Corps enter E for estimated or A for actual. Army enter price status code in accordance with appendix E of DoD MILSCAP as follows: E = has price listed; U = unavailable; N = not applicable; C = not separately priced; 9 = MILS exceeds two positions; blank = firm fixed price (equal to A for actual).[3] |
| Date (Transmitted) | 63-67 | Enter date data was transmitted. Enter two-digit year in record positions 63-64 and three-digit ordinal day in record positions 65-67.[3] |
| Blank | 68-70 | Leave blank. |
| Date (Award) | 71-75 | Enter contract award date or effective date. Enter two-digit year in record positions 71-72 and three-digit ordinal day in record positions 73-75.[3] |
| Routing Identifier Code (FROM) | 76-78 | Enter RIC identifying the losing item manager preparing the transaction.[3] |
| Blank | 79-80 | Leave blank. |

[3] If record position 24 is N, record positions 25-80 will be blank.

[4] If record position 62 is U, N, C, or 9, zero fill record positions 52-61. If record position 62 is E or blank, enter contract unit price in record positions 52-61.

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLW. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the GIM to which the transaction is being forwarded. |
| Review Period Indicator | 7 | Enter appropriate review period indicator in accordance with appendix AP2.19. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Package Sequence Number | 21-23 | Enter A02 indicating second record for this PIIN/supplementary PIIN/CLIN. |
| Blank | 24 | Leave blank. |
| Procurement Instrument Identification Number | 25-37 | Enter PIIN. |
| Supplementary Procurement Instrument Identification Number | 38-43 | Enter supplementary PIIN; otherwise, leave blank. |
| Contract Line Item Number or Contract Subline Item Number | 44-49 | Enter CLIN or contract subline item number. Not mandatory for GSA. |
| Contractor/Supplier Commercial and Government Entity | 50-58 | Enter CAGE code of awardee, right justify and fill left with zeros. For GSA enter Data Universal Numbering System number. |
| Quantity (Delivered) | 59-69 | Enter total quantity delivered on CLIN or contract subline item number. |
| Blank | 70-78 | Leave blank. |
| Type of Business | 79 | Enter type of business code; otherwise, leave blank. |
| Type of Contractor | 80 | Enter code indicating type of contractor; otherwise leave blank. This may be the only |

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| | | descriptive data available if Type of Business code is not available. (The type of contractor code is obsolete and is no longer published in MILSCAP. It was replaced by the type of business code. This code is temporarily published in MILSTRAP, appendix AP2.21 only for convenience in interpreting this field when data is entered in this transaction.) |

# RECORD 3

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLW |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the GIM to which the transaction is being forwarded. |
| Review Period Indicator | 7 | Enter appropriate review period indicator in accordance with appendix AP2.19. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Package Sequence Number | 21-23 | Enter A03 indicating third record for this PIIN/supplementary PIIN/ CLIN. |
| Blank | 24 | Leave blank. |
| Procurement Instrument Identification Number | 25-37 | Enter PIIN. |
| Supplementary Procurement Instrument Identification Number | 38-43 | Enter supplementary PIIN; otherwise, leave blank. |
| Contract Line Item Number or Contract Subline Item Number | 44-49 | Enter CLIN or contract subline item number. Not mandatory for GSA. |
| Manufacturer's Reference or Part Number | 50-76 | Enter manufacturer's part number being supplied; otherwise, leave blank. Do not include Original Equipment Manufacturer (OEM) CAGE code. |
| Blank | 77-80 | Leave blank. |

# RECORD 4

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLW. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the GIM to which the transaction is being forwarded. |
| Review Period Indicator | 7 | Enter appropriate review period indicator in accordance with appendix AP2.19. |
| National Stock Number | 8-20 | Enter NSN of item being transferred |
| Package Sequence Number | 21-23 | Enter Z04 indicating last record for this PIIN/supplementary PIIN/CLIN.[5] |
| Blank | 24 | Leave blank. |
| Procurement Instrument Identification Number | 25-37 | Enter PIIN. |
| Supplementary Procurement Instrument Identification Number | 38-43 | Enter supplementary PIIN; otherwise, leave blank. |
| Contract Line Item Number (CLIN) or Contract Subline Item Number | 44-49 | Enter CLIN or contract subline item number. Not mandatory for GSA. |
| Design Contractor and Government Entity | 50-54 | Enter CAGE code of OEM or design control activity; otherwise, leave blank. |
| Quantity Variance Positive | 55-56 | Enter percentage of positive variance allowed; otherwise, leave blank. |
| Quantity Variance Negative | 57-58 | Enter percentage of negative variance allowed; otherwise, leave blank. |

[5]Package Sequence Number Z04 indicates that all contract history data for the PIIN/supplementary PIIN/CLIN, entered in record positions 25-49 of the Package Sequence Number A01 record, has been identified. If there are additional contract history records for this NSN, continue preparation of DIC DLW for up to a maximum of 25 submissions per NSN.

# RECORD 4

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Contract Administration Services Component Identifier | 59-64 | Enter contract administration services code component's DoD activity address (see DoD 4140.59H); otherwise, leave blank. For GSA one position, right justify, zero fill. Enter L if locally administered. |
| Competitive Characteristics | 65 | Enter competitive characteristics code; otherwise leave blank. (This code is obsolete and is no longer published in DFARS. This code is temporarily published in MILSTRAP, appendix AP2.20, only for convenience in interpreting this field when data is entered in this transaction.) |
| Criticality Designator | 66 | Enter criticality designator code; otherwise, leave blank. |
| Acquisition Method | 67 | Enter acquisition method code at time of award; otherwise, leave blank. |
| Acquisition Method Suffix | 68 | Enter acquisition method suffix code at Suffix time of award; otherwise, leave blank. |
| Date (Shipped) | 69-73 | If active record and date is available, enter date of last shipment for this CLIN or zero fill if no shipment has been made. If purged record, enter contract physically completed date. For GSA enter last receipt date. (Enter two-digit year in record positions 69-70 and three-digit ordinal day in record positions 71-73.) |
| Date (Original Contract Delivery) | 74-78 | Enter original contract delivery date Contract if available. Air Force will enter last delivery date when multiple deliveries per CLIN or contract subline item number. If original contract delivery date is not available, Army will enter contract physically completed date; Navy will enter date of last shipment or zeros if no date is available. (Enter two-digit year in record positions 74-75 and three-digit ordinal day in record positions 76-78.) |

# RECORD 4

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Type of Contract | 79 | Enter type of contract code; otherwise, leave blank. |
| Blank | 80 | Leave blank. |

# AP3.27. APPENDIX 3.27

## LOGISTICS REASSIGNMENT TECHNICAL AND QUALITY DATA

### RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLX. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the gaining item manager (GIM) to which the transaction is being forwarded. |
| Review Period Indicator | 7 | Enter appropriate review period indicator in accordance with appendix AP2.19. |
| National Stock Number | 8-20 | Enter NSN of item being transferred. |
| Package Sequence Number | 21-23 | To sequence the records, enter A01 if more than one record is required for this DIC and NSN. Enter Z01 if only one record is required. |
| Routing Identifier Code (FROM) | 24-26 | Enter RIC identifying losing item manager preparing the transaction. |
| Date (Extracted) | 27-31 | Enter date data was extracted from files. (Enter two-digit year in record positions 27-28 and three-digit ordinal date in record positions 29-31). |
| Blank | 32 | Leave blank. |
| End Item National Stock Number, Name, Type, or Model Number | 33-45 | Enter the NSN, name, type, or model number for the end item application; otherwise leave blank. For items with multiple applications, enter data for most critical application, or enter the word various. |
| Critical Application Indicator | 46 | Enter Y (yes) if the item has a critical application as defined by DLAR 3200.1 et al. otherwise, enter N (no). |

# RECORD 1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Place of Inspection | 47 | Enter 1 for Source Inspection. Enter 2 for Destination Inspection. Leave blank if place of inspection has not been established. |
| Type of Inspection Code | 48 | Enter the appropriate type of inspection code in accordance with appendix AP2.18. Leave blank if type of inspection has not been indicated or established. |
| First Article Test | 49 | Enter Y (yes) if first article testing is required. Enter N (no) if not required. Leave blank if first article testing requirements have not been indicated or determined. |
| Source, Maintenance, and Recoverability | 50-54 | Enter applicable source, maintenance, and recoverability code; otherwise leave blank. |
| Packaging Data Availability Indicator | 55 | Enter Y (yes) if specific preservation, packaging, packing, and marking data is available for the item. Enter N (no) if specific requirements have not been developed/specified. |
| Product Quality Deficiency Report History Indicator | 56 | Enter Y (yes) if reports on contractor performance are on file at the LIM. Enter N (no) if no reports are on file. |
| Purchase Description Indicator | 57 | Enter Y (yes) if a purchase description is being included on the following DLX record(s) for the NSN. Enter N (no) if a purchase description is not available. |
| Blank | 58-80 | Leave blank. |

# RECORD 2

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DLX. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of gaining item manager to which the transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| National Stock Number | 8-20 | Enter NSN of the item being transferred |
| Package Sequence Number | 21-23 | Enter A02, and increment by one (i.e., A03, A04, etc.) for each additional record. On last record, enter Z and the appropriate two position sequence number. If only this record is required, enter Z02. |
| Blank | 24-31 | Leave blank. |
| Purchase Description | 32-79 | Enter clear text purchase description; otherwise, leave blank. Continue description on additional DIC DLX records using package sequence number to maintain correct sequence number to maintain correct sequence. Max of 30 records can be used. |
| Blank | 80 | Leave blank. |

# AP3.28. APPENDIX 3.28

## WAR MATERIEL REQUIREMENTS DATA

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC in the DM series. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the item manager to which this transaction is being forwarded. |
| Transaction Serial Number | 7 | Enter consecutive numeric serial number for each transaction within a DIC for this stock or part number (e.g., 1 for first DMA, 2 for second DMA, 1 for first DMB, etc.).[1] |
| Stock or Part Number | 8-20 | Enter stock or part number of item required. |
| Unit of Issue | 21-22 | Enter UI of item. |
| Quantities | 23-70 | a. For DICs DMA, DMB, and DMC, respectively, enter the monthly OWRMR quantity for recurring U.S. requirements, nonrecurring U.S. requirements, and nonrecurring Allies requirements. |
| First Month | (23-30) | |
| Second Month | (31-38) | |
| Third Month | (39-46) | |
| Fourth Month | (47-54) | b. For DIC DMD, enter the forecasted monthly reparable return quantity. |
| Fifth Month | (55-62) | |
| Sixth Month | (63-70) | |
| | | c. For DIC DME, enter the PWRMR in record positions 23-30 and the PWRMRP in record positions 31-38; leave record positions 39-70 blank.[1] |
| Blank | 71 | Leave blank. |
| Total Number of Transactions | 72-73 | Enter the total number of WMR transactions submitted for all DICs for this stock or part number. |

[1] Use additional transactions as required, entering the consecutive transaction serial number within each DIC, to accommodate submission of the number of months data specified by the Defense Guidance issued each year.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Routing Identifier Code (FROM) | 74-76 | Enter RIC of the activity from which this transaction is being submitted. |
| Date (Transaction Preparation) | 77-80 | Enter the date (last digit of the calendar year and ordinal day of the calendar year) on which this transaction is prepared. |

# AP3.29. APPENDIX 3.29

## MATERIEL RECEIPT ACKNOWLEDGEMENT

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DRA when submitting materiel receipt acknowledgment (MRA).<br>Enter DIC DRB when submitting a delinquent MRA in reply to followup.[1] |
| Routing Identifier Code (TO) | 4-6 | Enter the RIC of activity to receive this transaction.[2] |
| Multiuse | 7 | |
| Mode of Shipment<br>or<br>Service Use | | For security assistance shipments, enter the applicable mode of shipment, if available; otherwise, leave blank.<br>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 follow-up, when no record of the basic requisition document number exists, duplicate record positions 8-24 and record positions 30-51 from the DIC DRF Follow-up.

[2] Duplicate from the following in listed order of preference: record positions 4-6 of the DIC DRF, MRA follow-up or DIC AS_ Shipment Status; record positions 67-69 of the DD Form 1348-1 or DIC AE_ Supply Status; record positions 4-6 of the original requisition. For intra-DoD Component follow-up requirements, enter code prescribed as the DoD Component.

[3] If the stock number/part number of the item received cannot be fully entered in record positions 8-22, leave blank. If item received exceeds stock number field and is wrong item or cannot be identified leave record positions 8-22 blank and enter Discrepancy Indicator Code A in record position 63.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Quantity | 25-29 | Enter total quantity received for the document number and suffix code entered in record positions 30-44. For total or partial nonreceipt, enter the missing quantity and enter Discrepancy Indicator Code F in record position 63.[4] |
| Document Number | 30-43 | Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record. |
| Suffix | 44 | Enter suffix code, if any, from receipt documentation. For total or partial nonreceipt or missing documentation, duplicate from due-in record. |
| Supplementary Address | 45-50 | Duplicate from receipt document. For total or partial nonreceipt, duplicate from due-in record. |
| Signal | 51 | Duplicate from receipt document. For total or partial nonreceipt, duplicate form due-in record. |
| Blank | 52-53 | Leave blank. |
| Routing Identifier Code (TO) | 54-56 | When prescribed by Component, enter applicable RIC for:[5]<br>a. Activity requiring MRA in addition to activity indicated in record positions 4-6.<br>b. Management Control Activity requiring MRA in addition to Inventory Control Point (for Government Furnished Material 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] DLA Automatic Addressing System will edit and provide an MRA to the activity identified by a valid RIC in record position 54-56.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Day of Year (Posted to Record/Shipped) | 60-62 | Enter ordinal day of calendar year as follows:<br>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.<br>b. For security assistance shipments, when mode is entered in record position 7 enter the day shipped; otherwise, enter day this transaction is prepared. |
| Discrepancy Indicator | 63 | Enter code from appendix AP2.17, when applicable; otherwise, leave blank. |
| Blank | 64-66 | Leave blank. |
| Service Use | 67-69 | Enter data prescribed by the Component. |
| Blank | 70-72 | Leave blank. |
| Service Use | 73-80 | Enter data prescribed by the Component. |

# AP3.30. APPENDIX 3.30

## FOLLOW-UP FOR DELINQUENT MATERIEL RECEIPT ACKNOWLEDGEMENT

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DRF. |
| Routing Identifier Code(From) | 4-6 | Enter RIC of activity preparing the transaction.[1] |
| Media and Status | 7 | Duplicate form the Materiel Release Confirmation (MRC) (DIC AR_) or DIC ASH Shipment Status.[2] |
| Stock or Part Number | 8-22 | Duplicate form the MRC or DIC ASH Shipment Status.[2] |
| Unit of Issue | 23-24 | Duplicate form the MRC or DIC 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 DIC ASH Shipment Status.[2] |
| Suffix | 44 | Duplicate from the MRC or DIC ASH Shipment Status.[2] |
| Supplementary Address | 45-50 | Duplicate from the MRC or DIC 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. |
| Day of Year (Date Shipped) | 57-59 | Duplicate form the MRC or DIC ASH Shipment Status. [4] |

[1] For Intra-Component followup requirements, enter code prescribed by the Component.
[2] See MILSTRIP for transaction format.
[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Shipment Unit Number | 60-76 [5] | Duplicate from the MRC or DIC ASH Shipment Status. [4] |
| Mode of Shipment | 77 | Duplicate from the MRC or DIC ASH Shipment Status.[4] |
| Day of Year (Transaction) | 78-80 | Enter ordinal day of the calendar year this transaction is prepared. |

[4] See footnote 2 on page AP3.30-1.
[5] Based on November 1993 implementation of MILSTRIP AMCL 138; otherwise priority is entered in record positions 60-61.

# AP3.31. APPENDIX 3.31

## SMALL ARMS AND LIGHT WEAPONS MULTI-FIELD CORRECTIONS

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSA |
| Routing Identifier Code (TO) | 4-6 | Enter the appropriate RIC as follows:<br>Component — RIC<br>Army — AGT<br>Navy — P64<br>Air Force — FLZ<br>DLA — S9D |
| Small Arms and Light Weapons Transaction | 7 | Enter Small Arms and Light Weapons Transaction Code K. |
| Stock or Part Number | 8-22 | Enter stock or part number, Management Control Number (MCN), or Local Control Number (LCN) on Component Registry. |
| Blank | 23 | Leave blank. |
| DoD Activity Address Code (Reporting Activity) | 24-29 | Enter DoDAAC of reporting activity. For U.S. Army only, use Unit Identification Code (UIC) if DoDAAC not assigned. |
| Blank | 30 | Leave blank. |
| Serial Number | 31-41 | Enter serial number on master file. |
| Corrected Stock Number | 42-56 | Enter new or corrected stock or part or Part number, MCN, or LCN, if applicable; otherwise, leave blank. |
| Blank | 57 | Leave blank. |
| Corrected DoD Activity Address Code (Accountable Activity) | 58-63 | Enter new or corrected DoDAAC/UIC of unit/activity or property book officer owning/ possessing weapon, if applicable; otherwise, leave blank. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank | 64 | Leave blank. |
| Corrected Serial Number | 65-75 | Enter new or corrected serial number, if applicable; otherwise, leave blank. |
| Dual Use | 76-80 | |
| Reject Error | (76-77) | For rejects, enter reject code from appendix AP2.13. |
| Transaction Date | (78-80) | Rejected transactions will contain the last three digits of the ordinal date on the rejected document. |
| or | | |
| Transaction Date | (76-80) | Enter last two-digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80 when entering the transaction on the Component Registry. |

# AP3.32. APPENDIX 3.32

## SMALL ARMS AND LIGHT WEAPONS MASS STOCK NUMBER CHANGE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSB |
| Routing Identifier Code (TO) | 4-6 | Enter the appropriate RIC as follows:<br>Component — RIC<br>Army — AGT<br>Navy — P64<br>Air Force — FLZ<br>DLA — S9D |
| Small Arms and Light Weapons Transaction | 7 | Enter Small Arms and Light Weapons Transaction Code H. (See AP2.12.) |
| Stock or Part Number (Recorded) | 8-22 | Enter stock or part number, Management Control Number (MCN), or Local Control Number (LCN) on Component Registry. |
| Stock or Part Number (New) | 23-37 | Enter new stock or part number, MCN, or LCN. |
| Date (Effective) | 38-42 | Enter last two-digits of the calendar year in record positions 38-39 and three-digit ordinal day for the calendar year in record positions 40-42 on which the change is effective. |
| Blank | 43-50 | Leave blank. |
| DoD Activity Address Code (Reporting Activity) | 51-56 | Enter DoDAAC of activity reporting mass stock number change. |
| DoD Activity Address Code (Accountable Activity) | 57-62 | Enter DoDAAC/Unit Identification Code of unit/activity or property book officer owning/possessing weapon. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Multiuse | 63-80 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |

# AP3.33. APPENDIX 3.33

## SMALL ARMS AND LIGHT WEAPONS CORRECTION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSC. |
| Routing Identifier Code (TO) | 4-6 | Enter appropriate RIC for the activity to receive the corrected transaction |
| Small Arms and Light Weapons Transaction | 7 | Perpetuate from rejected transaction or enter corrected transaction code. |
| Stock or Part Number | 8-22 | Perpetuate from rejected transaction or enter corrected stock or part number, Management Control Number, or Local Control Number . |
| Reject Error | 23-24 | Perpetuate from rejected transaction. |
| Date (Reject) | 25-29 | Perpetuate from rejected transaction. |
| Document Number | 30-43 | Perpetuate from rejected transaction. |
| Suffix | 44 | Perpetuate from rejected transaction. |
| DoD Activity Address Code (Shipped To/Received From) | 45-50 | Perpetuate from rejected transaction or enter corrected DoDAAC. |
| DoD Activity Address Code (Reporting Activity) | 51-56 | Perpetuate from rejected transaction or enter corrected DoDAAC. |
| Serial Number | 57-67 | Perpetuate from rejected transaction or enter corrected weapon and light weapons serial number. |
| Blank | 68 | Leave blank. |
| DoD Activity Address Code (Accountable Activity) | 69-74 | Perpetuate from rejected transaction or enter corrected DoDAAC/Unit Identification Code of unit/activity or property book officer owning/possessing weapon. |
| Blank | 75 | Leave blank. |
| Date (Transaction) | 76-80 | Perpetuate from rejected transaction |

# AP3.34. APPENDIX 3.34

## SMALL ARMS AND LIGHT WEAPONS RECEIPT/SHIPMENT FOLLOW-UP

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSD. |
| Routing Identifier Code (TO) | 4-6 | Enter appropriate RIC of the activity to receive this transaction. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter National Stock Number, Management Control Number, or Local Control Number. |
| Multiuse | 23-29 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Document Number | 30-43 | Enter (or perpetuate) appropriate document number. |
| Suffix | 44 | Enter (or perpetuate) suffix code if applicable; otherwise, leave blank. |
| DoD Activity Address Code (Shipped To/ Received From) | 45-50 | Enter DoDAAC of activity Shipped To/ Received From. |
| DoD Activity Address Code (Reporting Activity) | 51-56 | Enter reporting activity/manufacturer DoDAAC identification (for U.S. Army only, use Unit Identification Code (UIC) if DoDAAC not assigned.) |
| Serial Number | 57-67 | Enter serial number. Right justify and fill unused positions with zeros. If the serial number begins with a zero, also enter a 12-zone in the zero position which starts the serial number. |
| Blank | 68 | Blank |
| DoD Activity Address Code (Accountable Activity) | 69-74 | Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank | 75 | Leave blank. |
| Date (Shipped/Received) | 76-80 | Enter last two digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. Follow-ups for receipt data will contain the date the weapon was shipped. Follow-ups for shipment data will contain the date the weapon was received. |

# AP3.35. APPENDIX 3.35

## SMALL ARMS AND LIGHT WEAONS RECONCILIATION/REJECT FOLLOW-UP

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSF. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of activity to receive the transaction. |
| Small Arms and Light Weapons Transaction | 7 | Perpetuate from DIC DSR. |
| Stock Number | 8-22 | Perpetuate from DIC DSR. |
| Reject Error | 23-24 | Perpetuate from DIC DSR. |
| Date (Reject) | 25-29 | Perpetuate from DIC DSR. |
| Document Number | 30-43 | Perpetuate from DIC DSR. |
| Suffix | 44 | Perpetuate from DIC DSR. |
| DoD Activity Address Code (Shipped To/ Received From) | 45-50 | Perpetuate from DIC DSR. |
| DoD Activity Address Code (Reporting Activity) | 51-56 | Perpetuate from DIC DSR. |
| Serial Number | 57-67 | Perpetuate from DIC DSR. |
| Blank | 68 | Leave blank. |
| DoD Activity Address Code (Accountable Activity) | 69-74 | Perpetuate from DIC DSR. |
| Blank | 75 | Leave blank. |
| Date (Transaction) | 76-80 | Perpetuate from DIC DSR. |

# AP3.36. APPENDIX 3.36

## SMALL ARMS AND LIGHT WEAPONS SERIAL NUMBER CONTROL

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSM. |
| Routing Identifier Code (TO) | 4-6 | Enter the appropriate RIC as follows:<br>Component — RIC<br>Army — AGT<br>Navy — P64<br>Air Force — FLZ<br>DLA — S9D |
| Small Arms and Light Weapons Transaction | 7 | Enter small arms and light weapons transaction code from appendix AP2.12. |
| Stock Number | 8-22 | Enter National Stock Number , Management Control Number , or Local Control Number . |
| Multiuse | 23-29 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Document Number | 30-43 | Enter (or perpetuate) appropriate document number. |
| Suffix | 44 | Enter (or perpetuate) suffix code, if applicable; otherwise, leave blank. |
| DoD Activity Address Code (Shipped To/ Received From) | 45-50 | Use for shipment transaction codes F, N, S, and Z and receipt transaction code R. |
| DoD Activity Address Code (Reporting Activity) | 51-56 | Enter Reporting Activity/Manufacturer DoDAAC. For U.S. Army only, use Unit Identification Code (UIC) if DoDAAC not assigned. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Serial Number | 57-67 | Enter serial number. Right justify and fill unused positions with zeros. If the serial number begins with a zero, also enter a 12-zone in the zero position which starts the serial number. |
| Blank | 68 | Leave blank. |
| DoD Activity Address Code<br>(Accountable Activity) | 69-74 | Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon. |
| Blank | 75 | Leave blank. |
| Date | 76-80 | Enter last two digits of calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. For replies to follow-up for shipment data enter date shipped. For replies to follow-up for receipt data enter date received. When answering a DIC DSD follow-up for weapon(s) shipped but not received, leave blank. |

# AP3.37. APPENDIX 3.37

## SMALL ARMS AND LIGHT WEAPONS RECONCILIATION/REJECT

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DSR. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to receive this transaction. |
| Transaction | 7 | Enter Small Arms and Light Weapons Transaction Code E for reconciliation. For rejects, perpetuate from source document. |
| Stock Number | 8-22 | Enter National Stock Number , Management Control Number , or Local Control Number being reconciled. For rejects, perpetuate from source document. |
| Reject Error | 23-24 | Leave blank on reconciliation transaction. For rejects, enter appropriate small arms andl light weapons reject code from appendix Ap2.13. |
| Date (Reject) | 25-29 | Leave blank on reconciliation transaction. For rejects, enter date (last 2 digits of the calendar year and ordinal day of the calendar year) transaction is rejected. |
| Document Number | 30-43 | For reconciliation transaction, enter appropriate document number. For rejects, perpetuate from source document. |
| Suffix | 44 | Enter suffix code, if applicable, on reconciliation transaction. For rejects, perpetuate from source document. |
| DoD Activity Address Code (Shipped To/ Received From) | 45-50 | Leave blank on reconciliation transaction. For rejects, perpetuate from source document. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| DoD Activity Address Code (Reporting Activity) | 51-56 | For reconciliation transactions, enter reporting activity DoDAAC. For Army only, use Unit Identification Code (UIC) if DoDAAC not assigned. For rejects, perpetuate from source document. |
| Serial Number | 57-67 | Enter serial number being reconciled. For rejects, perpetuate from source document. |
| Blank | 68 | Leave blank. |
| DoD Activity Address Code (Accountable Activity) | 69-74 | Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon. For rejects, perpetuate from source document. |
| Blank | 75 | Leave blank. |
| Date (Transaction) | 76-80 | For reconciliation transactions, enter last two digits of the digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. For rejects, perpetuate from source document. |

# AP3.38. APPENDIX 3.38

## PRE-POSITIONED MATERIEL RECEIPT – PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the DU series. |
| Routing Identifier Code (FROM) | 4-6 | Enter RIC of the Inventory Control Point (ICP) to which the receipt will be reported. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item to be received. |
| Unit of Issue | 23-24 | Enter UI of the item. |
| Quantity | 25-29 | Enter quantity to be received, preceding significant digits with zeros.[1] [2] |
| Procurement Instrument Number or Due-In Document Number | 30-43 | |
| Procurement Instrument Source | (30-42) | Enter (or perpetuate) procurement instrument number. |
| Blank | (43) | Leave blank. |
| or | | |
| Due-In Document Number | (30-43) | For intra-Component use only, enter (or perpetuate) due-in document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[3] |
| Item Number | 45-50 | Enter the contract/exhibit line item number or subline item number as indicated below, if applicable; otherwise, leave blank. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.
[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.
[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Contract/Exhibit Line Item Number | (45-48) | Contract Line Item Number:<br>Enter the CLIN, preceding significant digits with zeros.<br><br>Exhibit Line Item Number:<br>Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, preceding significant digits with zeros. |
| Contract/Exhibit Subline Item Number | (49-50) | Enter the contract or exhibit subline item number, if applicable; otherwise, leave blank. |
| Routing Identifier Code(FROM) | 51-53 | Enter RIC of the activity transmitting the document if different from the ICP RIC to which the receipt will be reported; otherwise, leave blank. |
| Distribution | 54-56 | Enter distribution code; otherwise, leave blank**.** |
| Project | 57-59 | Enter project code; otherwise, leave blank |
| Multiuse | 60-66 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank.[4] |
| Routing Identifier Code (TO) | 67-69 | Enter RIC of the storage activity which is to receive item. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of item to be received. |
| Supply Condition Code | 71 | Enter SCC of item to be received. |
| Management | 72 | Enter management code; otherwise, leave blank. |

[4] For intra-Navy use rp 60-66 identifies the 'standard unit price' (see ADC 63).

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date Indicator (Estimated Delivery) | 73-75 | If prescribed by the Component managing the item, enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 207 means 2002, month of July.[5] |
| Multiuse | 76 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Call/Order Serial Number | 77-80 | Enter applicable call/order serial number; otherwise, leave blank. |

[5] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

# AP3.39. APPENDIX 3.39

## PRE-POSITIONED MATERIEL RECEIPT –OTHER THAN PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITIONS | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter appropriate DIC from the DW series. |
| Routing Identifier Code (FROM) | 4-6 | Enter RIC of the Inventory Control Point to which the receipt will be reported. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item to be received. |
| Unit of Issue | 23-24 | Enter UI of the item. |
| Quantity | 25-29 | Enter quantity to be received, preceding significant digits with zeros.[1/2] |
| Document Number | 30-43 | Enter controlling document number. |
| Suffix | 44 | Enter controlling suffix code; otherwise, leave blank. |
| Supplementary Address | 45-50 | Enter SUPADD; otherwise, leave blank. |
| Signal | 51 | Enter signal code; otherwise, leave blank. |
| Fund | 52-53 | Enter fund code; otherwise, leave blank. |
| Distribution | 54-56 | Enter distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter project code; otherwise, leave blank. |
| Multiuse | 60-66 | For intra-DoD Component use, enter data prescribed by the DoD Component.[3], [4], [5] |
| Dual Use | 65-66 | |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.
[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.2.
[3] For intra-Navy use, rp 60-66 identifies the standard unit price. (See ADC 63.)
[4] For intra-Army use, rp 60-61 identifies the priority designator. (See ADC 234).
[5] Priority Designator is identified in Army Regulation (AR) for intra-Army use in rp 60-61.

| FIELD LEGEND | RECORD POSITIONS | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Multiuse<br>or | (65-66) | For intra-DoD Component use, enter data prescribed by the DoD Component.[6] |
| Optional inter-DoD Component use for delay notification | (65-66) | For Inter-DoD Component use, either shipment delay notification code "BD" in rp 65-66, if required based on Service/Agency NIMS agreement, and assets are not available to replenish the NIMS retail site requirement; otherwise, leave blank.[7] |
| Routing Identifier Code (TO) | 67-69 | Enter RIC of the storage activity which is to receive item. |
| Ownership/Purpose | 70 | Enter ownership/purpose code of item to be received. |
| Supply Condition | 71 | Enter SCC of item to be received. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Date Indicator (Estimated Delivery) | 73-75 | If prescribed by the DoD Component managing the item, enter last digit of the calendar year and two-digit month signifying estimated delivery date, e.g., 211, means 2002, month of November.[8] (When delayed shipment notification "BD" is used in rps 65-66, then the date entry represents the Estimated Shipping Date vice the Estimated Delivery Date). |
| Blank | 76-78 | Leave blank.[9] |
| Multiuse | 79-80 | For intra-DoD Component use, enter data prescribed by Component. For inter-Component use, leave blank. |

[6] For intra-Army use, rp 65-66 identifies the advice code. (See ADC 234).
[7] The DWK, Pre-Positioned Materiel Receipt-Other Than Procurement, may carry "BD" delayed notification on an optional basis, IAW Service/Agency agreement when materiel to support a National Inventory Management Strategy (NIMS) site requirement is delayed. Under this circumstance, the transaction will also carry an Estimated Ship Date. See Chapter 4, Paragraph C4.3.4.
[8] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.
[9] For Navy Commercial Asset Visibility-Organic Repair Module DIC DWK, rp 76-78 identifies the Shipper RIC. (See ADC 124.)

# AP3.40. APPENDIX 3.40

## MATERIEL RECEIPT FOLLOW-UP PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code (DIC) | 1-3 | Enter DIC DXA. |
| Routing Identifier Code (FROM) | 4-6 | Enter RIC identifying the Inventory Control Point 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: |
| Contract/Exhibit Line Item Number | (45-48) | Contract Line Item Number:<br>Enter the CLIN, preceding significant digits with zeros.<br>Exhibit Line Item Number:<br>Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46-48, preceding significant digits with zeros. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| 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 Code (TO) | 67-69 | Enter RIC 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 SCC 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.

# AP3.41. APPENDIX 3.41

## MATERIEL RECEIPT FOLLOW-UP OTHER THAN PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DXB. |
| Routing Identifier Code (FROM) | 4-6 | Enter RIC identifying the Inventory Control Point to which the receipt shall be reported. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number to be received. |
| Unit of Issue | 23-24 | Enter UI of item to be received. |
| Quantity | 25-29 | Enter quantity to be received, preceding significant digits with zeros.[1] |
| Document Number | 30-43 | Enter controlling document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[2] |
| Supplementary Address | 45-50 | Enter SUPADD; otherwise, leave blank. |
| Signal | 51 | Enter signal code; otherwise, leave blank. |
| Fund | 52-53 | Enter fund code; otherwise, leave blank. |
| Distribution | 54-56 | Enter distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter project code; otherwise leave lank. |
| Unit Price | 60-66 | Enter unit price if prescribed by the Component managing the item; otherwise, leave blank. |
| Routing Identifier Code (TO) | 67-69 | Enter RIC identifying the storage activity which is to receive the item. |

[1] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Ownership/Purpose | 70 | Enter ownership/purpose code of the item to be received. |
| Supply Condition | 71 | Enter SCC of the item to be received. |
| Management | 72 | Enter appropriate management code; otherwise, leave blank. |
| Date Indicator (Estimated Delivery) | 73-75 | Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 207 is 2002, month of July.[3] |
| Blank | 76-80 | Leave blank. |

[3] See Appendix AP3 - Formats Introduction, Paragraph AP3.3.4.

# AP3.42. APPENDIX 3.42

## REPLY TO MATERIEL RECEIPT FOLLOW-UP PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DXC. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which the receipt shall 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] |
| Item Number | 45-50 | Enter the contract/exhibit line item number or subline item number as follows: |
| Contract/Exhibit Line Item Number | (45-48) | Contract Line Item Number:<br>Enter the CIIN, preceding significant digits with zeros.<br><br>Exhibit Line Item Number:<br>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. |

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| 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 Code (FROM) | 67-69 | Enter RIC 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 SCC of item to be received. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Date Indicator (Estimated Delivery) | 73-75 | Enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 307 means 2003, month of July.[3] |
| Blank | 76 | Leave blank. |
| Call/Order Serial Number | 77-80 | Enter applicable call/order serial number; otherwise, leave blank |

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

# AP3.43. APPENDIX 3.43

## REPLY TO MATERIEL RECEIPT FOLLOW-UP OTHER THAN PROCUREMENT INSTRUMENT SOURCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DXD. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which the receipt will be reported. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item to be received. |
| Unit of Issue | 23-24 | Enter UI of the item to be received. |
| Quantity | 25-29 | Enter quantity to be received, preceding significant digits with zeros.[1] |
| Document Number | 30-43 | Enter controlling document number. |
| Suffix | 44 | Enter controlling suffix code; otherwise, leave blank. |
| Supplementary Address | 45-50 | Enter SUPADD; otherwise, leave blank. |
| Signal | 51 | Enter signal code; otherwise, leave blank. |
| Fund | 52-53 | Enter fund code; otherwise, leave blank. |
| Distribution | 54-56 | Enter the distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter project code; otherwise, leave blank. |
| Unit Price | 60-66 | Enter vendor shipment number, if known; otherwise, leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the storage activity which is to receive the item. |

[1]See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Ownership/Purpose | 70 | Enter ownership/purpose code of the item to be received. |
| Supply Condition | 71 | Enter SCC of the item to be received. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Date Indicator (Estimated Delivery) | 73-75 | Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., 307 means 2003, month of July.[2] |
| Blank | 76-80 | Leave blank. |

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

# AP3.44. APPENDIX 3.44

## SPECIAL PROGRAM REQUIREMENT REQUEST

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYA, DYB, DYL, or DYM, as appropriate. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point (ICP) to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity required, preceding significant digits with zeros. If the quantity exceeds 99,999, additional transactions will be prepared and submitted for the remaining balance.[1] |
| Document Number | 30-43 | Enter document number controlling this transaction. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[2] |
| Supplementary Address | 45-50 | Enter DoDAAC of the expected ship-to address; otherwise, leave blank. |
| Multiuse | 51-56 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Project | 57-79 | Enter project code; otherwise, leave blank. |
| Coast Designation | 60 | Enter E if consignee location is east of the Mississippi River, Atlantic, Europe, Near east, Africa, Central, or South America. Enter W if consignee location is other than above. |
| Blank | 61 | Leave blank. |

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.
[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date Indicator (Support) | 62-64 | The first day of the month by which it is anticipated materiel will be requisitioned for the program. Enter last digit of the calendar year and 2-digit month signifying the support date; e.g., 503 is 2005, month of March. [3] |
| Advice | 65-66 | Enter MILSTRIP Advice Code 2B (requested item only will suffice; do not substitute/interchange); otherwise, leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity submitting this request. |
| Purpose | 70 | Enter purpose code of item; otherwise, leave blank. |
| Supply Condition | 71 | Enter supply condition code of item required. |
| Blank | 72 | Leave blank. |
| Routing Identifier Code | 73-75 | If the activity submitting the SPR is not the originator of the requirement, enter the RIC of the originator; otherwise, leave blank. |
| Generic Submission | 76 | For clothing and footwear, enter the alpha G to indicate that this is a generic submission and that the stock number indicated is the first size in the series. When used, it will indicate that the quantity entered in record positions 25-29 represents the total requirements for the generic item. This quantity will be converted by the ICP to individual sizes using the applicable tariff. |
| Blank | 77-80 | Leave blank. |

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

# AP3.45. APPENDIX 3.45

## SPECIAL PROGRAM REQUIREMENT CANCELLATION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYC. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item required. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity required, preceding significant digits with zeros. If the quantity exceeds 99,999, additional transactions will be prepared and submitted for the remaining balance.[1] |
| Document Number | 30-43 | Perpetuate from source document. |
| Suffix | 44 | Perpetuate from source document. |
| Supplementary Address | 45-50 | Perpetuate from source document. |
| Multiuse | 51-56 | Perpetuate from source document. |
| Project | 57-59 | Perpetuate from source document. |
| Coast Designation | 60 | Perpetuate from source document. |
| Blank | 61 | Leave blank. |
| Date Indicator (Support) | 62-64 | Perpetuate from source document. |
| Advice | 65-66 | Perpetuate from source document. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity submitting the cancellation. |
| Purpose | 70 | Perpetuate from source document. |

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Supply Condition | 71 | Perpetuate from source document. |
| Blank | 72 | Leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which the transaction is prepared. |
| Generic Submission | 76 | Perpetuate from source document. |
| Blank | 77-80 | Leave blank. |

# AP3.46. APPENDIX 3.46

## SPECIAL PROGRAM REQUIREMENT MODIFIER

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYD. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which the transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item required. |
| Unit of Issue | 23-24 | Enter UI of item required. |
| Quantity | 25-29 | Enter new quantity when quantity required is changed; otherwise, enter quantity from the source document.[1] |
| Document Number | 30-43 | Perpetuate from source document. |
| Suffix | 44 | Perpetuate from source document. |
| Supplementary Address | 45-50 | Enter new address, when applicable; otherwise, perpetuate from source document. |
| Multiuse | 51-56 | Perpetuate from source document. |
| Project | 57-59 | Enter new project code, when applicable; otherwise, perpetuate from source document. |
| Coast Designation | 60 | Enter new coast designation when applicable; otherwise, perpetuate from source document. |
| Blank | 61 | Leave blank. |

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date Indicator (Support) | 62-64 | Enter new support date when applicable (last digit of the calendar year and 2-digit month signifying the support date); otherwise, perpetuate from source document.[2] |
| Advice Code | 65-66 | Perpetuate from source document. |
| Routing Identifier (FROM) | 67-69 | Enter new RIC of the activity submitting the transaction, if applicable; otherwise, perpetuate from source document. |
| Purpose | 70 | Perpetuate from source document. |
| Supply Condition | 71 | Perpetuate from source document. |
| Blank | 72 | Leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which the transaction is prepared. |
| Generic Submission | 76 | Perpetuate from source document. |
| Blank | 77-80 | Leave blank. |

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.4.

# AP3.47. APPENDIX 3.47

## SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM ACCEPTANCE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYG. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Perpetuate from Special Program Requirement (SPR) status. |
| Unit of Issue | 23-24 | Perpetuate from SPR status. |
| Quantity | 25-29 | Perpetuate from SPR status. |
| Document Number | 30-43 | Perpetuate from SPR status. |
| Suffix | 44 | Perpetuate from SPR status. |
| Supplementary Address | 45-50 | Perpetuate from SPR status. |
| Multiuse | 51-56 | Perpetuate from SPR status. |
| Project | 57-59 | Perpetuate from SPR status. |
| Coast Designation | 60 | Perpetuate from SPR status. |
| Blank | 61 | Leave blank. |
| Date Indicator (Support) | 62-64 | Perpetuate from SPR request/modifier. |
| Advice | 65-66 | Perpetuate from SPR request. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC identifying the activity submitting the acceptance transaction. |
| Purpose | 70 | Perpetuate from SPR status. |
| Supply Condition | 71 | Perpetuate from SPR status. |
| Blank | 72 | Leave blank. |
| Day of Year (Transaction) | 73-75 | Enter the ordinal day of the calendar year on which the transaction is prepared. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Generic Submission | 76 | Perpetuate from SPR status. |
| Blank | 77-80 | Leave blank. |

# AP3.48. APPENDIX 3.48

## SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM REJECTION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYH. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item required. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Perpetuate from Special Program Requirement (SPR) Status. |
| Document Number | 30-43 | Perpetuate from SPR Status. |
| Suffix | 44 | Perpetuate from SPR Status. |
| Supplementary Address | 45-50 | Perpetuate from SPR Status. |
| Multiuse | 51-56 | Perpetuate from SPR Status. |
| Project | 57-79 | Perpetuate from SPR Status. |
| Coast Designation | 60 | Perpetuate from SPR Status. |
| Blank | 61 | Leave blank. |
| Date Indicator (Support) | 62-64 | Perpetuate from SPR Request/Modifier. |
| Advice | 65-66 | Perpetuate from SPR Request. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity submitting the rejection transaction. |
| Purpose | 70 | Perpetuate from SPR Status. |
| Supply Condition | 71 | Perpetuate from SPR Status. |
| Blank | 72 | Leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which transaction is prepared. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Generic Submission | 76 | Perpetuate from SPR Status. |
| Blank | 77-80 | Leave blank. |

# AP3.49. APPENDIX 3.49

## SPECIAL PROGRAM REQUIREMENT FOLLOW-UP

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYJ. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Perpetuate from source document. |
| Unit of Issue | 23-24 | Perpetuate from source document. |
| Quantity | 25-29 | Perpetuate from source document. |
| Document Number | 30-43 | Perpetuate from source document. |
| Suffix | 44 | Perpetuate from source document. |
| Supplementary Address | 45-50 | Perpetuate from source document. |
| Multiuse | 51-56 | Perpetuate from source document. |
| Project | 57-59 | Perpetuate from source document. |
| Coast Designation | 60 | Perpetuate from source document. |
| Blank | 61 | Leave blank. |
| Support Date Indicator | 62-64 | Perpetuate from source document. |
| Advice | 65-66 | Perpetuate from source document. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity submitting the request. |
| Purpose | 70 | Perpetuate from source document. |
| Supply Condition | 71 | Perpetuate from source document. |
| Blank | 72 | Leave blank. |
| Routing Identifier Code | 73-75 | Perpetuate from source document. |
| Generic Submission | 76 | Perpetuate from source document. |
| Blank | 77-80 | Leave blank. |

# AP3.50. APPENDIX 3.50

## SPECIAL PROGRAM REQUIREMENT STATUS

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DYK. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of forecasting activity from record positions 67-69 of the incoming request. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of substitute, if offered, or superseding item when requested item is obsolete; otherwise, perpetuate stock number from the document being replied to. |
| Unit of Issue | 23-24 | Enter UI of item in record positions 8-22. |
| Quantity | 25-29 | Perpetuate from document being replied to. |
| Document Number | 30-43 | Perpetuate from document being replied to. |
| Suffix | 44 | Perpetuate from document being replied to. |
| Supplementary Address | 45-50 | Perpetuate from document being replied to. |
| Multiuse | 51-56 | Perpetuate from document being replied to. |
| Project Code | 57-59 | Perpetuate from document being replied to. |
| Coast Designation | 60 | Perpetuate from document being replied to. |
| Blank | 61 | Leave blank. |
| Lead Time | 62-64 | When specified by the status code in record positions 65-66, enter the number of days representing procurement lead time and/or time required for assembly; otherwise leave blank. |
| Special Program Requirement Status | 65-66 | Enter applicable SPR status code from appendix AP2.11. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the ICP preparing this response. |
| Purpose Code | 70 | Perpetuate from document being replied to. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Supply Condition Code | 71 | Perpetuate from document being replied to. |
| Blank | 72 | Leave blank. |
| Day of Year (Transaction) | 73-75 | Enter ordinal day of the calendar year on which transaction is prepared. |
| Generic Submission | 76 | Perpetuate from document being replied to. |
| Gaining Inventory Manager | 77-79 | Enter GIM on logistic reassignments; otherwise leave blank. |
| Blank | 80 | Leave blank. |

# AP3.51. APPENDIX 3.51

## STATUS NOTIFICATION TRANSACTION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZ9. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity which submitted the incoming transaction being rerouted or revised by the Defense Automated Addressing System (DAAS). |
| Request | 7 | Perpetuate from incoming request. |
| Federal Supply Class | 8-11 | When MILSTRIP Status Code BG is entered in record positions 79-80, enter the correct FSC for the National Item Identification Number; otherwise, perpetuate from original transaction. |
| Other fields | 12-56 | Perpetuate from original transaction. |
| Routed Document Identification | 57-59 | Enter DIC identification from record positions 1-3 of the incoming transaction being rerouted or revised by the DAAS. |
| Other Fields | 60-66 | Perpetuate data from original transaction. |
| Routing Identifier Code | 67-69 | When MILSTRIP Status Code BM is entered in record positions 79-80, enter RIC of the source of supply to whom DAAS is rerouting the transaction; otherwise, leave blank. |
| Other Fields | 70-76 | Perpetuate from original transaction. |
| Blank | 77-78 | Leave blank. |
| Status | 79-80 | Enter MILSTRIP Status Code BG when the FSC in the original transaction was revised. Enter MILSTRIP Status Code BM when the original transaction was rerouted to the correct source of supply. |

# AP3.52. APPENDIX 3.52

## ASSET STATUS

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZA. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point (ICP) to where this transaction is being forwarded. |
| Card Overflow | 7 | Enter codes A through Z (Except I and O) when any quantity exceeds the number of digits allotted.<br>For ammunition and ammunition related items in Federal Supply Group (FSG) 13, and Federal Supply Class (FSC) 1410, 1420, 1427, 1440, 5330, 5865, 6810, or 8140 by trading partner agreement, enter code ‘9’ and enter the 7th, 8th and 9th position of the "on-hand" quantity in record position (rp) 52-54, prefixing significant digits with zeros[1]. |
| Stock or Part Number | 8-22 | Enter stock or part number of item reported. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity (On hand) | 25-30 | Enter quantity of the item on hand, preceding significant digits with zeros.<br>For FSG 13 and FSC 1410, 1420, 1427, 1440, 5330, 5865, 6810, or 8140 ammunition and ammunition related items, when ‘9’ is entered in rp 7, follow guidance at rp 7. |
| Quantity (Due-In) | 31-36 | Enter quantity of the item due-in, preceding significant digits with zeros. |
| Quantity (Backordered) | 37-41 | Enter quantity of the item on backorder, preceding significant digits with zeros. |
| Multi-use | 42-66 | When used between Components, leave blank. When used within a Component, enter data prescribed by that Component. See rows below for specific Component use. |

[1] Refer to ADC 444,

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| For Army, the following data is entered in rp 43-64 of the multi-use field[2]. | | |
| Quantity (Requirements Objective | 43-48 | Army enters requirements objective established for purpose code in rp 70. |
| Quantity (Safety Level) | 49-54 | Army enters quantity that reflects the safety level requirement, except for ammunition and ammunition related FSG 13 and FSC 1410, 1420, 1427, 1440, 5330, 5865, 6810, or 8140 as noted for rp 52-54 below. |
| Project Code | 55-57 | Army enters project code. |
| Routing Identifier (Storage Activity) | 58-60 | Army enters code of storage activity at which item is stored if different from activity preparing this transaction (FROM RI Code, rp 67-69). |
| Date (Transaction Preparation) | 61-64 | Army enters Julian date of asset status (date on which transaction was prepared). |
| For ammunition and ammunition related FSG 13 and FSC 1410, 1420, 1427, 1440, 5330, 5865, 6810, or 8140, the following data is entered in rp 52-54 of the multi-use field. | | |
| Quantity Overflow | 52-54 | For ammunition and ammunition related items in Federal Supply Group 13 and Federal Supply Classes 1410, 1420, 1427, 1440, 5330, 5865, 6810, and 8140, when '9' is entered in rp 7, enter the first through sixth positions of the on hand quantity in rp 25 – 30, and the seventh through ninth positions in rp 52 – 54, preceding significant digits with zeroes. For example for a quantity of 98,765,432, enter 765432 in rp 25 – 30 and enter 098 in rp 52-54.[3] |
| Routing Identifier (FROM) | 67-69 | Enter RI code of the ICP preparing the transaction.[4] |

[2] Refer to ADC 250, Revise DLMS Supplement (DS) 846I and MILSTRAP DZA Asset Status Transactions to Support Army Distribution Operations, and Revise DS 846I for Use of Universal Time Coordinate (UTC) and for Administrative Updates.
[3] Refer to ADC 444, Revise Asset Status Report Transactions, DLMS 846I and MILSTRAP DZA, to Document Ammunition Systems Use by Agreement of Nine Digit Quantity On-Hand.
[4] For Army/DLA interface, based upon mutual agreement, a DLA storage activity may prepare the DZA on behalf of the DLA ICP. The DLA ICP RI Code SMS appears in rp 67-69. (Refer to ADC 250, Revise DLMS Supplement (DS) 846I and MILSTRAP DZA Asset Status Transactions to Support Army

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| | | For ammunition and ammunition related items in FSG 13 and FSC 1410, 1420, 1427, 1440, 5330, 5865, 6810, and 8140, enter the RI code of the Storage Activity preparing the transaction.[5] |
| Ownership/Purpose | 70 | When used between Components, enter ownership code of the item. When used within a Component, enter purpose code of the item. |
| Supply Condition | 71 | Enter supply condition code of the item. |
| Multiuse | 72-80 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. See rows below for specific Component use. |
| The following DoD Component data is identified for rp 72-77 multiuse field: | | |
| Time | 72-77 | Army enters time of transaction preparation in HHMMSS Format expressed in universal time coordinate. Refer to ADC 250. |
| Date (Transaction Preparation) | 73-75 | Navy, and ammunition systems, enters transaction preparation date. Navy, and ammunition ICPs, uses this date to determine the most current asset posture when more than one asset report is received within the same cycle. [6] [7] |
| Stockage List Code | 78 | Army enters the Stockage List Code. This is an intra-Army code and use of this data is meaningful to Army only.[8] |

Distribution Operations, and Revise DS 846I for Use of Universal Time Coordinate (UTC) and for Administrative Updates.)

[5] Refer to ADC 444 Revise Asset Status Report Transactions, DLMS 846I and MILSTRAP DZA, to Document Ammunition Systems Use by Agreement of Nine Digit Quantity On-Hand.

[6] Refer to ADC 355, Revise DLMS Supplement (DS) 846I, Asset Status Inquiry/Report to Address Intra-Navy Use of Transaction Preparation Date in Multiuse Field of MILSTRAP DZA Transaction

[7] Refer to ADC 444, Revise Asset Status Report Transactions, DLMS 846I and MILSTRAP DZA, to Document Ammunition Systems Use by Agreement of Nine Digit Quantity On-Hand.

[8] Refer to ADC 458, Documentation of Intra-Army Use of Army Data Elements for MILSTRAP DZA and DLMS 846I Asset Status Transactions

# AP3.53. APPENDIX 3.53

## STORAGE ITEM DATA CORRECTION/CHANGE

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZB. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which this transaction is being forwarded. |
| Item Data Correction/Change | 7 | Enter the code from appendix AP2.7 which indicates the data field(s) affected by the change. |
| Stock or Part Number | 8-24 | Enter data as follows: |
| | (8-20) | Enter stock or part number reported in the storage activity transactions or affected by catalog/stock list change. |
| | (21-24) | Enter production equipment code, DoD identification code, or locally assigned number(s), as appropriate; otherwise, leave blank. |
| Unit of Issue | 25-26 | Perpetuate the UI reported in the storage activity transaction or affected by catalog/stock list change. |
| Stock or Part Number | 27-43 | Enter data as follows: |
| | (27-39) | Enter the new stock or part number when stock or part number is being changed; otherwise, leave blank. |
| | (40-43) | Enter production equipment code, DoD identification code, or locally assigned number(s), as appropriate; otherwise, leave blank. |
| Unit of Issue | 44-45 | Enter new UI when UI is being changed; otherwise, leave blank. |
| Unit of Issue Conversion Factor | 46-50 | Use only when the UI is being changed; otherwise, leave blank. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Decimal Locator | (46) | The following table identifies the position of the decimal in the multiplication factor:<br>0-whole number (no decimal)<br>1-decimal before record position 50<br>2-decimal before record position 49<br>3-decimal before record position 48<br>4-decimal before record position 47 |
| Multiplication | (47-50) | Enter the factor by which the old Factor quantity must be multiplied to convert to the new unit of issue. |
| Shelf-Life | 51 | Enter the new shelf-life code if the shelf-life code is being changed; otherwise, leave blank. |
| Controlled Inventory Item | 52 | Enter the new controlled inventory item code if the code is being changed; otherwise, leave blank. |
| Demilitarization | 53 | Enter the new demilitarization code if code is being changed; otherwise, leave blank. |
| Special Action/ Information for Identifying Repairability, Reclamation, Recoverability, etc. | 54-55 | Reserved for future DoD standardization. Present use to accommodate individual Component assigned codes. |
| Routing Identifier Code (Manager) | 56-58 | Enter the RIC of the manager. |
| Date (Transaction) | 59-62 | Enter last digit of the calendar year and ordinal day of the calendar year this transaction was prepared. |
| Multiuse | 63-66 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity preparing this transaction. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Dual Use | 70-73 | |
| Date | (70-73) | For inter-Component use, enter the effective date (last digit of the calendar year and ordinal day of the calendar year of the catalog/stock list change when applicable; otherwise, leave blank. (See chapter 10.) |
| or | | |
| Multiuse | (70-73) | For intra-Component use, enter data prescribed by the Component; otherwise, leave blank. |
| Multiuse | 74-80 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |

# AP.3.54. APPENDIX 3.54

## LOGISTICS REASSIGNMENT STORAGE INFORMATION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZC. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to where this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being transferred. |
| Unit of Issue | 23-24 | Enter UI of item being transferred. |
| Quantity (Transfer) | 25-29 | Enter quantity being transferred to gaining item manager (GIM); otherwise, enter zeros.[1, 2] |
| Document Number | 30-43 | Perpetuate from the DEE/DEF transaction. |
| Suffix | 44 | Enter consecutive alpha code A through Z when assignment of suffix codes is necessary.[3] |
| Routing Identifier Code (Gaining) | 45-47 | Enter RIC of the GIM. |
| Multiuse | 48-56 | Enter data prescribed by the Component. |
| Project | 57-59 | Enter appropriate code if stocks are segregated and maintained by codes reflected in project code field: otherwise, leave blank. |
| Blank | 60 | Leave blank. |
| Date (Effective Transfer) | 61-64 | Enter ordinal date on which the logistics reassignment is effective. |

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank | 65-66 | Leave blank. |
| Routing Identifier (FROM) | 67-69 | Enter RIC of activity preparing document. |
| Ownership/Purpose | 70 | Enter ownership/purpose code if prescribed by Component; otherwise, leave blank. |
| Supply Condition | 71 | Enter supply condition code of balance affected. |
| Management | 72 | Enter management code as prescribed by Component; otherwise, leave blank. |
| Multiuse | 73-75 | Enter data prescribed by the Component. |
| Quantity (Retention) | 76-80 | Enter quantity being retained by the losing item manager. |

# AP3.55. APPENDIX 3.55

## LOGISTICS REASSIGNMENT STORAGE INFORMATION REPLY

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZD. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC from record positions 67-69 of DIC DZC to which reply is being made or losing item manager (LIM) RIC. |
| Follow-up Indicator | 7 | LIM storage activity not in receipt of a DIC DZC, enter A (denoting follow-up) to provide available asset information to the LIM. Otherwise, leave blank. |
| Stock or Part Number | 8-22 | Perpetuate from DIC DZC. |
| Unit of Issue | 23-24 | Perpetuate from DIC DZC. |
| Quantity (Transfer) | 25-29 | Enter quantity which was available for transfer subject to the retention quantity contained in record positions 76-80 of DIC DZC.[1,2] |
| Document Number | 30-43 | Perpetuate from DIC DZC. |
| Suffix Code | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes are necessary.[3] |
| Routing Identifier Code (Gaining) | 45-47 | Perpetuate from DIC DZC. |
| Multiuse | 48-56 | Enter data prescribed by the Component. |
| Project Code | 57-59 | Perpetuate from DIC DZC. |
| Blank | 60 | Leave blank. |
| Date (Effective Transfer) | 61-64 | Perpetuate from DIC DZC. |

[1] See Appendix AP3 - Formats Introduction, paragraph AP3.3.1.

[2] See Appendix AP3 - Formats Introduction, paragraph AP3.3.2.

[3] See Appendix AP3 - Formats Introduction, paragraph AP3.3.3.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Blank | 65-66 | Leave blank. |
| Routing Identifier Code | 67-69 | Enter RIC of storage activity from which reply is being made. |
| Ownership/Purpose | 70 | Perpetuate from DIC DZC. |
| Supply Condition Code | 71 | Perpetuate from DIC DZC. |
| Management | 72 | Perpetuate from DIC DZC. |
| Multiuse | 73-75 | Enter data prescribed by the Component. |
| Quantity (Retention) | 76-80 | Enter the quantity being retained by the LIM. |

# AP3.56. APPENDIX 3.56

## ASSET STATUS REPORTING REQUEST

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZE. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which the request is submitted (see chapter 8). |
| Reporting | 7 | Enter the appropriate code from appendix AP2.9. |
| Stock or Part Number | 8-22 | Enter the stock or part number of item to be reported. |
| Date | 23-26 | Enter the ordinal date when required by the reporting code in record position 7. Always reflect dates for commencing, or change of reporting, under codes C, D, H, and J, as the first day of a month. Always reflect the date for termination of reporting (code E) as the last day of a month. When the code entered in record position 7 is M or P. this field will be left blank. When the code entered in record position 7 is N or Z, enter the date by which the one-time asset status report is required. |
| Blank | 27-66 | Leave blank. |
| Routing Identifier Code | 67-69 | Enter the appropriate RIC of the activity to which the asset status reports are to be submitted. |
| Multiuse | 70-80 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |

# AP3.57. APPENDIX 3.57

## ASSET STATUS REPORTING (BASE, POST, CAMP, AND STATION LEVEL USE)

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZF. |
| Routing Identifier Code (TO) | 4-6 | Enter the RIC of the activity to which this transaction is being forwarded. |
| Reporting | 7 | Enter code from appendix AP2.9 which indicates type of reporting being accomplished. |
| Stock or Part Number | 8-22 | Enter the stock or part number of item reported. |
| Unit of Issue | 23-24 | Enter the UI of item. |
| Multiuse | 25-30 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Routing Identifier Code | 31-33 | When rp 7 = N, enter RIC of the owning activity to which any resulting MILSTRIP DIC A4_ Lateral Redistribution Orders are to be sent; otherwise enter RIC of the activity preparing this transaction (FROM RIC). |
| Routing Identifier Code (Storage Activity) | 34-36 | Enter the RIC of storage activity at which item is stored, if different from record positions 31-33; otherwise, leave blank. |
| Date | 37-40 | Enter last digit of the calendar year and ordinal day of the calendar year which reflects assets as of close of business. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Quantity (Requisitioning Objective) | 41-46 | When rp 7 = N, enter total system RO for RIC in rp 31-33; if multiple transactions with the same rp 31-33 RIC are generated for the same NSN, each shall reflect the same requisitioning objective.[1] If rp 7 does not equal N, enter requisitioning objective quantity established for item being reported, preceding significant digits with zeros; if quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity is not involved. |
| Quantity (Due-In) | 47-52 | Enter quantity of the item due-in, preceding significant digits with zeros. If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved. When rp 7 = N, this field may be left blank. |
| Multiuse | 53 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Multiuse | 54 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, enter the purpose code of quantity on hand reported in rps 56-61, if required based on Service/Agency agreement; otherwise leave blank. |
| Supply Condition Code | 55 | Enter SCC of quantity on hand reported in record positions 56-61. |

1For Air Force Secondary Inventory Control Activities (SICAs) which own their Services= wholesale and retail assets, only DIC DZFs with the same RIC in rps 31-33 for the same NSN, and 01 entry in rps 79-80 will contain the same SICA total system requisitioning objective. DIC DZFs with the SICA RIC in rp 31-33 without a 01 entry in rps 79-80 will contain the requisitioning objective for the RIC in rps 34-36.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Quantity (On Hand) | 56-61 | When rp 7 = N, enter the quantity on-hand for the activity at which the materiel is stored, i.e., the quantity on-hand for the RIC in rps 31-33 (if no RIC is present in rps 34-36) or the quantity on-hand for the RIC in rps 34-36 if both RICs are present.[2] If rp 7 does not equal N, enter quantity on hand preceding significant digits with zeros. (Does not include reserved quantity entered in record positions 71-76.) If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved. |
| Multiuse | 62 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Multiuse | 63 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, enter the purpose code of quantity on hand reported in rps 65-70, if required by Service/Agency agreement; otherwise leave blank. |
| Supply Condition Code | 64 | Enter SCC of quantity on hand reported in record positions 65-70. |

[2] For all Service Secondary Inventory Control Activities (less Air Force): If both rps 31-33 and rps 34-36 contain RICs, then the recipient must add the on-hand quantity on all the DIC DZF transactions, for the reported NSN, that have the same RIC in rps 31-33. This aggregate on-hand quantity is then compared to the system requisitioning objective in rps 41-46 when making MILSTRIP Lateral Redistribution Order decisions using DoD Total Asset Visibility business rules.
For Air Force Secondary Inventory Control Activities: Both rps 31-33 and rps 34-36 will contain RICs. The recipient must add the quantity on-hand on all DZF transactions containing a "01" in rps 79-80, for the reported NSN, that have the same RIC in rps 31-33. This aggregate on-hand quantity is then compared to the system requisitioning objective contained in rp 41-46 when making Lateral Redistribution Order decisions using DoD Total Asset Visibility business rules.
For DZFs with only one RIC (rps 31-33) and for Air Force Secondary Inventory Control Activity DZFs with two RICs and "blanks" in rps 79-80, the on-hand quantity and requisitioning objective in the individual DZF are compared when making Lateral Redistribution Order decisions using DoD Total Asset Visibility business rules.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Quantity (On Hand) | 65-70 | Enter quantity on hand, preceding significant digits with zeros. (Does not include reserved quantity entered in record positions 71-76.) If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved. |
| Quantity (Reserved) | 71-76 | Enter quantity reserved for special projects/programs, preceding significant digits with zeros. If quantity exceeds 999,999, enter overflow quantity in next transaction. Leave field blank in ensuing transactions when overflow quantity not involved. |
| Blank | 77-78 | Leave blank. |
| Number of Transactions | 79-80 | Enter total number of transactions being submitted for item identified in record positions 8-22 (precede significant digit with zero, when applicable).<br><br>EXCEPTION: when rp 7 = N, leave blank for all Service SICAs except Air Force; for Air Force SICAs, enter a SICA wholesale/retail indicator as follows:<br><br>01 for SICA wholesale<br><br>Blank for SICA retail |

# AP3.58. APPENDIX 3.58

## TRANSACTION REJECT

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZG. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which the transaction is being forwarded. |
| Other Fields | 7-53 | Perpetuate data from the incoming transaction being rejected. |
| Correct Manager's Routing Identifier Code | 54-56 | Enter RIC of correct manager, if known, when code AB is indicated in record positions 79-80; otherwise, leave blank. |
| Rejected Document Identification Code | 57-59 | Enter DIC from record positions 1-3 of the incoming transaction being rejected. |
| Other Fields | 60-66 | Perpetuate data from the incoming transaction being rejected. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity rejecting the document. |
| Other Fields | 70-78 | Perpetuate data from the incoming transaction being rejected. |
| Dual Use | 79-80 | |
| Reject Advice | (79-80) | Enter applicable advice code (see appendix AP2.8 of this manual). |
| or | | |
| MILSTRIP Status | (79-80) | Enter applicable MILSTRIP status code (see MILSTRIP). |

# AP3.59. APPENDIX 3.59

## LOCATION RECONCILIATION REQUEST

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZH. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Type of Location Reconciliation Request | 7 | Enter type of location reconciliation request code which indicates the type of reporting being accomplished. |
| Stock or Part Number | 8-22 | Enter stock or part number of item being requested for reconciliation. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-34 | Enter quantity, preceding significant digits with zeros. |
| Multiuse | 35 | For intra-Component use, enter the data prescribed by the Component. For inter-Component use, leave blank. |
| Date Cutoff | 36-39 | Enter mutually agreed upon cutoff date (last digit of the calendar year and ordinal day of the calendar year; e.g., 6253 is 10 Sep 86) for location reconciliation. |
| Shelf-Life | 40 | Enter shelf-life code of the item. |
| Controlled Inventory Item | 41 | Enter controlled inventory item code applicable to the item. |
| Manager/Owner | 42 | Enter numeric 1 if activity in record Identifier positions 4-6 is the Integrated Materiel Manager (IMM) or numeric 2 if the activity is an owner but not the IMM.[1] |
| Blank | 43 | Leave blank. |

[1] May be used intra-Component or inter-Component when agreed to by the Components involved.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Transaction Lot/Number | 44-46 | Enter the lot/segment number of the Segment transactions being reconciled; otherwise, leave blank. |
| Blank | 47-59 | Leave blank. |
| Consecutive Transaction Number | 60-66 | Enter consecutive number beginning with 0000001 in the first transaction to identify each transaction in the reconciliation. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the storage activity preparing the transaction. |
| Ownership/Purpose | 70 | Enter ownership or purpose code if assets are segregated physically or on the storage activity record; otherwise leave blank.[2] |
| Supply Condition | 71 | Enter SCC of item being reconciled. |
| Inventory Category | 72 | Enter inventory category code, if prescribed by Component managing the item; otherwise, leave blank. |
| Blank | 73-75 | Leave blank. |
| Multiuse | 76-78 | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| Dual Use | 79-80 | |
| Multiuse | (79-80) | For intra-Component use, enter data prescribed by the Component. For inter-Component use, leave blank. |
| or | | |
| Subsistence Type of Pack | (79) | For Subsistence Items Only: Enter subsistence type of pack code (see MILSTRIP) for the item. |
| Blank | (80) | For Subsistence Items Only: Leave blank. |

[2] May be used intra-Component or inter-Component when agreed to by the Components involved.

# AP3.60. APPENDIX 3.60

## TRANSACTION HISTORY REQUEST[1]

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZJ. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the storage activity to which the request is being forwarded. |
| Type of Physical Inventory/Transaction History | 7 | Enter the applicable type of physical inventory/transaction history code. |
| Stock or Part Number | 8-22 | Enter stock or part number of the item for the history/balance being requested. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Transaction History Timeframe | 25-31 | Enter data specifying the period timeframe for which transaction history is being requested. |
| | (25-28) | Enter transaction history start date. |
| | (29-31) | Enter the total number of prior days transaction history required. |
| Blank | 32-53 | Leave blank. |
| Distribution | 54-56 | Enter distribution code if stocks are segregated and maintained by codes reflected in distribution field; otherwise, leave blank. |

[1] May be used intra-Component or inter-Component when agreed to by the Components involved.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Lot/Segment Number | 57-59 | Enter the lot/segment number for controlling the inventory/reconciliation; otherwise, leave blank. |
| Type of Media | 60 | Enter the code which identifies the transaction history transmission media (see appendix AP2.15); otherwise, leave blank. |
| Blank | 61-66 | Leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity from which the request is being forwarded. |
| Ownership/Purpose | 70 | Enter applicable ownership/purpose code for the history/balance requested; otherwise, leave blank. |
| Supply Condition | 71 | Enter applicable SCC for the history/ balance requested; otherwise, leave blank. |
| Blank | 72 | Leave blank. |
| Day of Year (Transaction) | 73-76 | Enter the ordinal date of the calendar year on which the transaction is prepared. |
| Blank | 77-80 | Leave blank. |

# AP3.61. APPENDIX 3.61

## TRANSACTION HISTORY TRANSMITTAL[1]

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZK. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC of the activity to which the transaction is being forwarded. |
| Type of Physical Inventory/Transaction History | 7 | Perpetuate from the DIC DZJ Transaction History Request; otherwise, enter code W for automatic submission of transaction history. |
| Other Fields | 8-29 | Perpetuate from source document.[2] |
| Document Number | 30-43 | When record position 7 of the DIC DZJ request is W and the storage activity has no transactions for the stock or part number requested for the dates specified in record positions 25-31, but transactions are available since the date of last location reconciliation, 8-fill this field; when no transactions are available for the dates specified or since the date of last reconciliation, 9-fill this field. When record position 7 is X and the storage activity has no transactions for the dates specified, 9-fill this field; otherwise, perpetuate from the source document. |
| Other Fields | 44-50 | Perpetuate from source document. |
| Blank | 51 | Leave blank. |
| Fund | 52-53 | Perpetuate from source document. |
| Source Document Identifier Code | 54-56 | Enter DIC from record positions 1-3 of the source document. |

[1] May be used intra-Component or inter-Component when agreed to by the Components involved.

[2] All references to the source document relate to the document on the storage activity transaction history file; e.g., A5_, D4_, D6_, D7_, D8_, D9_, etc.

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Lot/Segment Number | 57-59 | Enter the lot/segment number for controlling the inventory/reconciliation; otherwise, leave blank. |
| Contract Shipment Number | 60-66 | Perpetuate from source document. |
| Routing Identifier Code (FROM) | 67-69 | Enter RIC of the activity from which the transaction is being forwarded. |
| Other Fields | 70 | Perpetuate from source document. |
| Supply Condition | 71 | When record positions 30-43 of the DIC DZK are 8- or 9-filled, enter the applicableSCC; otherwise perpetuate from the source document. |
| Other fields | 72 | Perpetuate from the source document. |
| Ordinal Date | 73-76 | Enter the date on which the source document was entered on the storage activity record. |
| Blank | 77-80 | Leave blank. |

# AP3.62. APPENDIX 3.62

## END OF DAY TRANSACTION COUNT

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZM. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the owner/manager to which the transaction is being forwarded. |
| Type of Accountable Transaction Count | 7 | Enter 1 to identify the number of transactions included in this transmission.<br><br>or<br><br>Enter 2 to identify the individual balance affecting transaction. |
| Blank | 8-27 | Leave blank. |
| Accountable Transaction Document Identifier Code | 28-29 | Enter the first two positions of the balance affecting transactions (D4, D6, D7, D8, D9, DA, DZ). Leave blank if record position 7 is equal to 1. |
| Accountable Transaction Count | 30 | Enter the number of transactions included in this transmission. Leave blank if record position 7 is equal to 2. |
| Blank | 31-37 | Leave blank. |
| Number of Balance Affecting Transactions | 38-43 | Enter the daily volume of balance affecting transactions applicable to the reported DIC in record position 28-29. Leave blank if record position 7 is equal to 1. |
| Blank | 44-66 | Leave blank. |
| Routing Identifier Code (FROM) | 67-69 | Enter the RIC identifying the storage activity preparing the transaction. |

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Date (Transaction) | 70-73 | Enter the ordinal day on which the transaction took place. |
| Blank | 74-80 | Leave blank. |

# AP3.63. APPENDIX 3.63

## LOCATION RECONCILIATION NOTIFICATION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZN. |
| Routing Identifier Code (TO) | 4-6 | Enter RIC identifying the owner/manager to which the transaction is being forwarded. |
| Type of Location Reconciliation Request | 7 | Enter code from Appendix AP2.23 identifying Type of Location Reconciliation Request. |
| Number of DIC DZH Transactions to be Transmitted | 8-14 | Actual number of DIC DZH requests to be transmitted, e.g., 0000151. |
| Date (Cutoff) | 15-18 | Enter the date for location reconciliation. The last digit of the calendar is entered in record position 15 and the day of the year is entered in record positions 16-18; e.g., 2027 is Jan 27, 2002. |
| Routing Identifier Code (FROM) | 19-21 | Enter RIC identifying the storage activity preparing the transaction. |
| Type of Media | 22 | Enter type of media code from Appendix AP2.15 identifying medium used to transmit the transactions. |
| Blank | 23-80 | Leave blank. |

# AP3.64. APPENDIX 3.64

## LOCATION RECONCILIATION HISTORY NOTIFICATION

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
|---|---|---|
| Document Identifier Code | 1-3 | Enter DIC DZP. |
| Routing Identifier Code (TO) | 4-6 | Enter the RIC identifying the owner/manager to which the transaction is being forwarded. |
| Type of Location Reconciliation Request | 7 | Enter code from Appendix AP2.23 identifying Type of Location Reconciliation Request. |
| Number of DIC DZK Transactions to be Transmitted | 8-14 | Actual number of DIC DZK requests to be transmitted, e.g., 0000151. |
| Date (Cutoff) | 15-18 | Enter the date for location reconciliation. The last digit of the calendar is entered in record position 15 and the day of the year is entered in record positions 16-18; e.g., 2029 is Jan 29, 2002. |
| Routing Identifier Code (FROM) | 19-21 | Enter the RIC identifying the storage activity preparing the transaction. |
| Type of Media | 22 | Enter type of media code from Appendix AP2.15 identifying medium used to transmit the transactions. |
| Blank | 23-80 | Leave blank. |

# AP4.1. APPENDIX 4.1

## MATERIEL RECEIPT ACKNOWLEDGMENT TIME LIMITS

AP4.1.1. Time Limits for Reporting Activities:[1]

| ACTION | TIME LIMIT |
|---|---|
| U.S. Forces Send MRA | * 5 calendar days from date materiel received, and:<br>❑ 30 calendar days from the DIC AS_ date shipped field entry (CONUS destination) for nonreceipt;<br>or<br>❑ 90 calendar days from the DIC AS_ date shipped field entry (Overseas destination) for nonreceipt. |
| ILCOs Send MRA | * 120 calendar days from the DIC ASH date shipped field entry for security assistance shipments. |
| Send MRA in Reply to Follow-Up | * 15 calendar days from transaction day in DIC DRF follow-up. |

* Means take the action **before** the time limit is reached.

❑ Means take the action **when** the time limit is reached.

[1] These requirements and timeframes are independent from prescribed shipment tracing and discrepancy/deficiency reporting requirements and timeframes to which the receiving facility must also adhere.

AP4.1.2. Time Limits for ICPs/DLA Disposition Services:

| **ACTION** | **TIME LIMIT** |
|---|---|
| Follow-Up for Delinquent MRA | ❑ 45 calendar days from the date shipped field entry in the MRC or DIC ASH Shipment Status for U.S. Forces shipments (CONUS destination).<br>❑ 105 calendar days from the date shipped field entry in the MRC or DIC ASH Shipment Status for U.S. Forces shipments (Overseas destination).<br>❑ 135 calendar days from the date shipped field entry in the DIC ASH Shipment Status for security assistance shipments. |

❑ Means take the action **when** the time limit is reached.

# AP4. APPENDIX 4

## TIME LIMITS INDEX


| APPENDIX | TITLE |
|---|---|
| AP4.1 | Materiel Receipt Acknowledgment Time Limits |