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BASIC
JANUARY 1977



MILSTRAP

MILitary

Standard

Transaction

Reporting and

Accounting

Procedures

NOTE: THIS COPY OF THE MILSTRAP MANUAL REFLECTS THE MILSTRAP PROCEDURES PRIOR TO ANY PUBLICATION CHANGES. TIME REFERENCE IS JANUARY 1977

DEPARTMENT OF DEFENSE
OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
(Installations and Logistics)



DEFENSE SUPPLY AGENCY
HEADQUARTERS
CAMERON STATION
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FOREWORD

This publication constitutes a complete revision of the Department of Defense Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Manual (DoD 4140.22-M), dated 21 July 1972. The purpose of this revision is to consolidate numerous interim changes issued since September 1972.

The procedures prescribed herein provide a uniform method of integrated items and financial accounting, transaction reporting, affecting logistic reassignments, submission and processing of special program requirements, and serial number registration and reporting of small arms.

This manual is applicable to the Military Services, Defense Agencies and by agreement, to other organizations participating in the MILS systems. The MILSTRAP manual is published by direction of the Assistant Secretary of Defense (Installations and Logistics) under the authority of DoD Directive 4000.25, Administration of Military Standard Logistics Systems.

This manual is effective 3 January 1977.

BY ORDER OF THE DIRECTOR

A handwritten signature in black ink, appearing to read "J. J. McAleer, Jr.", written over the printed name.

J. J. McALEER, JR.
Colonel, USA
Staff Director, Administration

DISTRIBUTION

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This DoD publication supersedes the basic DoD 4140.22-M, MILSTRAP, 21 July 1972, and Interim Changes 1-72, 1-73, 2-73, 1-74, 2-74, 3-74, 4-74, 74-5, 1-75, 2-75, 1-76, 2-76, 3-76, 4-76, and 5-76. Interim Change 3-76 replaced and superseded Interim Changes 3-75 and 4-75.

INTRODUCTION

This manual prescribes standard forms, formats, and codes adaptable to high speed communications and automatic data processing for use in item accounting and financial inventory data of Department of Defense Materiel.

Reference to the Services in this manual include the U. S. Army, U. S. Navy, U. S. Air Force, U. S. Marine Corps and the U. S. Coast Guard. References to Agencies include the Defense Nuclear Agency, and the Defense Supply Agency.

The forms, formats, and codes prescribed herein were developed on the basis of the Services and Agencies requirements for standard transaction reporting and accounting procedures.

It is intended that this manual be maintained and implemented at the Service/Agency headquarters level. Department of Defense activities requiring additional copies of this manual should submit requests through their Service or Agency office responsible for issuing publications. Activities outside the Department of Defense may obtain copies of this manual from the U. S. Government Printing Office, ATTN: Public Documents Division.

Recommendations for revisions to this manual are encouraged. All proposed revisions or corrections should be addressed through established Service or Agency channels to the Director, Defense Supply Agency, ATTN: DSAH-LSD. The Service/Agency designated focal point for MILSTRAP are:

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Defense Nuclear Agency	Director Defense Nuclear Agency ATTN: LGSS Washington, DC 20305
Defense Supply Agency	Director Defense Supply Agency ATTN: DSAH-OS Cameron Station Alexandria, VA 22314

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CHAPTER 1

GENERAL

1-1 PURPOSE. This manual provides policies, procedures and instructions for recording inventory management data passed between elements of a single Service/Agency distribution system or between the various distribution systems of the Department of Defense (DoD). The Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) enlarges upon the Military Standard Requisitioning and Issue Procedures (MILSTRIP) by extending uniform communicating procedures to the elements of information which an inventory control point (ICP) must send to or receive from a stock control activity (SCA) or a storage activity (SA) in the exercise of supply and financial management.

1-2 SCOPE.

a. This manual establishes uniform codes, forms, formats, and procedures for the transmission of item and financial inventory data between the management, stock control and storage elements of Service/Agency distribution systems and from posts, camps, stations and bases to the ICPs as specified in paragraph 8-3. It standardizes data elements interchanged between the Services/Agencies and prescribes use of these same basics for intra-supply system transactions but permits the introduction of additive elements of management data in the latter application.

b. The range of codes, forms, formats and procedures is fixed to accommodate the variations in logistics organizations within and among the Services/Agencies and to accommodate the variety of processing hardware in use. These organizational and operational concepts in their pure, modified or combined forms were given consideration:

- (1) Centralized inventory control and stock control; decentralized storage.
- (2) Centralized inventory control; decentralized stock control and storage.
- (3) Automated procedures (electronic data processing capability).
- (4) Mechanized procedures (electrical accounting machines capability).
- (5) Manual procedures (neither electronic nor electrical processing capability).

c. Within the purview of this manual, the DNA and the DSA are regarded as separate supply services with separate distribution systems. SAs or SCAs for DNA or DSA materiel, even though located at installations of the Military Services, are considered a part of the DNA or DSA distribution system. Whenever this manual sets aside card columns or allows the Service/Agency managing the item to define data entries, DSA may prescribe these data and entries for materiel stored in or accounted for by elements of the DSA distribution system.

d. The codes, forms, formats, and procedures in this manual are mandatory for inter-service use by the Department of the Army, the Department of the Navy, the Department of the Air Force, the Marine Corps, Defense Nuclear Agency and the Defense Supply Agency. The codes, forms, formats and procedures in this manual are mandatory also for intra-supply system use by the Service/Agency when subject data is interchanged between remote elements of a distribution system.

e. The mandatory provision of this manual is not intended to direct or force the use of a code, form, format or procedure if policy or practice renders any of these devices inapplicable. It does prohibit substitution of codes and forms or deviation in formats and procedures if the transactions and circumstances described in this manual exist in the distribution systems utilized by the Service/Agencies.

1-3 EXCLUSIONS.

These procedures are not applicable to:

a. Supply transactions below the ICP, SCA, SA level in the distribution system, i.e., transactions at post, camp, station, base (or equivalent) level with the exception of transaction and asset status reporting provided for in paragraph 8-3 or between post, camp, station, base (or equivalent) and using organizations. MILSTRAP further excludes:

- (1) Perishable subsistence items and brand-name resale subsistence items.
- (2) Bulk petroleum and packaged fuel products.
- (3) Forms and publications.
- (4) Industrial Plant Equipment.
- (5) COMSEC and SIGINT Equipment, COMSEC aids (keying material), and those spare and repair parts which are classified as crypto items or which are normally obtained through crypto channels.
- (6) Aircraft and Missile Propulsion Units.

(7) Nuclear ordnance items designated by DNA for item serial number control.

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

1-4 IMPLEMENTATION.

a. Each Service/Agency shall implement these procedures unless otherwise directed by the Assistant Secretary of Defense (ASD) Installations and Logistics (I&L).

b. Services/Agencies shall submit, to the ASD(I&L) and to the Director, DSA, ATTN: DSAH-LSD, in advance of the effective date, one copy of each of its implementing orders, directives or instructions.

1-5 SYSTEM MAINTENANCE AND RESPONSIBILITIES.

a. The DSA is designated as the DoD MILSTRAP System Administrator. The DoD MILSTRAP System Administrator shall:

(1) Perform analysis and design functions, in coordination with MILSTRAP system participants, to implement guidance and instructions provided by ASD(I&L) and assure involvement of telecommunications planning from the beginning in an intergrated system design.

(2) Develop, publish and maintain in a current status the MILSTRAP operating manual including:

(a) Evaluation and coordination of justified revision proposals with MILSTRAP participants. A copy of all revision proposals will be furnished ASD(I&L).

(b) Resolution of those issues concerning procedural points, not affecting policy, within 90 days after due date for receipt of all comments. Matters affecting policy, together with participant comments and an objective recommendation of the DoD MILSTRAP System Administrator will be referred to ASD(I&L) for resolution.

(c) Assure compatability of MILSTRAP with other assigned systems and operating procedures published by other ASD offices.

(d) Dissemination to system participants and ASD(I&L) a quarterly status review of all revision proposals which have not been approved for publication.

(3) Assure uniform implementation consistent with DoD policies and procedures by:

(a) Reviewing all implementing instructions issued by participants in the system to insure continuing conformance of each instruction to the approved system.

(b) Determining the adequacy of system participant time-phased implementation plans and make recommendations for improvement.

(c) Reviewing and coordinating with system participants all requests for system deviations and exemptions and making appropriate recommendations to the ASD(I&L) based on fact-finding studies and/or analysis of accompanying justifications.

(d) Conducting periodic overall joint evaluations to determine effectiveness of the system and to recommend to ASD(I&L) any areas requiring improvement or expansion.

(e) Maintaining continuous surveillance, through on-site visitations, of selected system segments in order to (1) determine compliance with prescribed system requirements; (2) provide assistance in implementation through cross-fertilization and exchange of techniques/procedures/methods; and (3) furnish clarification and uniform interpretation of the requirements of the system.

(f) Reporting to the ASD(I&L) the findings of evaluations and surveillance visitations, along with comments of system participants.

(4) Monitor DoD component training programs related to the MILSTRAP system and make recommendations for improvements.

b. Heads of participating Services/Agencies shall:

(1) Designate a single office of primary responsibility to act as the MILSTRAP system focal point for:

(a) Assuring continuous liaison with System Administrators and other participating agencies.

(b) Evaluating all suggested MILSTRAP system changes originating in that agency.

(c) Developing and submitting to the DoD MILSTRAP System Administrator an agency position on all system revision proposals.

(2) Develop and execute time-phased programs to implement MILSTRAP.

(3) Accomplish internal training to assure timely and effective implementation and continued operation of the MILSTRAP system and furnish copies of initial training materials to the DoD MILSTRAP System Administrator.

(4) Provide representation to joint system design and development efforts and on-site evaluations of Military Standard Data Systems in coordination with the DoD MILSTRAP System Administrator.

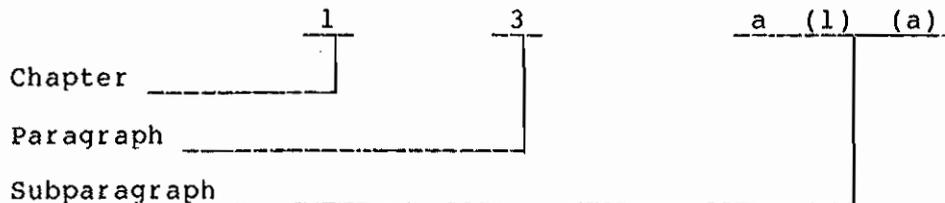
(5) Review internal procedures continually with the objective of eliminating and preventing duplication of record keeping, reports and administrative functions related to information provided by MILSTRAP.

(6) Provide the DoD MILSTRAP System Administrator with annual blanket printing fund authorizations and bulk distribution lists to cover all printed changes to this manual.

(7) Assure that all operating activities under their jurisdiction comply with MILSTRAP.

1-6 NUMBERING SYSTEM.

a. The paragraph numbering system of this manual is designed to indicate the chapter and paragraph for identification and reference purposes. Subdivisions of paragraphs are indicated by lower case letters, number in parentheses, and lower case letter in parentheses, in that order, as follows:



b. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with Arabic numerals beginning with 1. Each page number is preceded by the number of the chapter; for example: the second page of Chapter 4 is numbered 4-2. The page numbering system of the Appendices indicates the number of the Appendix, i.e., B1-, B2- etc., followed by the page number of the Appendix. Thus page 4 of Appendix B1 would be "B1-4." When an Index page(s) precedes an Appendix it will contain the alpha designator of the Appendix and small Roman numbers, e.g., the Index to Appendix C is numbered C-i and C-ii. If introductory pages are included in an Appendix they will be designated by the alpha of the Appendix and the page number, e.g., A-1 etc.

1-7 DEFINITIONS. The following definitions apply for the purpose of the procedures provided herein. Other terms and definitions may be found in DoD Instruction 5000.8, Joint Chiefs of Staff Publication No. 1; and Automatic Data Processing Glossary (Executive Office of the President), December 1963.

a. 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 supply system to the point of issue to a post, camp, station, base (or equivalent).

b. Inter-service supply. Exchange of materiel, inventory control documentation and other management data between a distribution system of one Service/Agency and a distribution system of another.

c. Intra-service supply. Exchange of materiel, inventory control documentation and other management data within or between the distribution systems of a single Service/Agency.

d. 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.

e. Small Arms Reporting. For the purpose of Small Arms reporting (Chapter 12), the following terms and definitions apply:

(1) Small Arms. Defined as handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

(2) Bottoms-up Reconciliation. The flow of data from a DoD Component source to a DoD data bank/registry for the purpose of obtaining file compatibility.

(3) DoD Central Registry. DoD designated activity which maintains visibility of all small arms serial numbers within the DoD and is responsible for the control of serial numbers down to the DoD Component Registries.

(4) DoD Component Registry. Service or Agency activity which maintains visibility of all small arms serial numbers within that Component and provides the DoD Central Registry with small arms status through transaction reporting.

(5) Initial Registration. The initial loading of the small arm serial number data into the DoD Component Registry and/or DoD Central Registry.

(6) Small Arms Transaction Reporting. Reporting of individual transactions affecting the small arms serial numbers status of any DoD Component.

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

f. Stock Control Activity (SCA). The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition and location of materiel due in, on hand and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

g. Storage Activity (SA). 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).



CHAPTER 2

INVENTORY CONTROL SYSTEM

2-1 GENERAL.

a. This chapter introduces the inventory control system applying to materiel which is accounted for on the accountable inventory control record of ICPs or SCAs. It discusses the relationship of MILSTRAP to MILSTRIP, the principles and objectives of the system, and the inventory management data codified by this manual around which the system is designed.

b. 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.

2-2 RELATIONSHIP OF MILSTRAP TO MILSTRIP.

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

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

2-3 PRINCIPLES AND OBJECTIVES OF THE SYSTEM.

a. This inventory control system for the DOD holds to the principle that the structure of the system provides essential information to ICPs for the exercise of supply and financial management without encumbering the system with details peculiar to differing types of materiel. A standard system of this design then imparts uniformity without impairing the latitude of an ICP in the selection of internal management techniques appropriate to the items of supply under its cognizance.

b. This system, in its most sophisticated application, affords flexibility in developing management information at the ICP level. Information conveyed by transactions, supplemented by ancillary codes and data already available to MILSTRIP, may be programmed to obtain an infinite number of combinations of transaction intelligence for management purposes.

c. Salient features of the system are:

(1) A coding structure which conveys the information required for effective management of inventories with an overall reduction in the number of data groupings in use by the supply services. The prescribed structure represents an increase in the degree of detail available for the management of inventories.

(2) A common system of data elements, related codes, documents and card formats which establishes uniformity in the interchange of inventory accounting information within and between the Services/Agencies. Thus the ability to provide requisition processing and storage services across departmental lines is materially enhanced.

(3) An integrated system of item and financial accounting which permits the accumulation of financial data for financial reporting purposes as an adjunct to updating of the inventory control record. Hence financial data may represent the aggregation of quantitative data compiled in the first instance for supply management purposes.

(4) An individual transaction reporting capability which accommodates any combination or variation of existing methods for centralized, decentralized or regional processing of requisitions. If the supply services elect to exploit this capability to its fullest advantage, it is possible to centralize all financial accounting, billing and collection in one element of a supply distribution system. Moreover, individual transaction reporting makes it relatively simple for subordinate elements providing requisition processing and storage services uniformly to transmit the "raw data" which fully describes each change in inventory status.

d. MILSTRAP does not purport 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.

e. The design of MILSTRAP recognizes that applied supply policy may obviate use of a prescribed code or may demand system oriented codes. Accordingly, the procedure allows selectivity in the application of codes and permits in-service/agency 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).

f. Latitude is provided by means of "multi-use data" columns and fields. Unless definitized and prescribed by this manual, entries in these columns/fields shall be prescribed by each Service/Agency in its own operational instructions. If prescribed under this option, entries are meaningful only within the distribution system(s) of that Service/Agency.

2-4 INVENTORY SEGMENTATION CODING. Intelligence regarding the stock balance of an item obtained from dividing the inventory of an item into meaningful categories having distinctive characteristics. The term "inventory segmentation" refers to this process. The inventory control system established by MILSTRAP to account for items of supply which are controlled, managed or stocked in the DoD distribution systems is based on the concept of inventory segmentation by ownership/purpose, condition and location. The intelligence thus provided by the system indicates who has title to the asset or for what purpose the materiel is held within an ownership, the condition of materiel in terms of its readiness for issue, and where the materiel is physically stored. These basic elements of data are required by ICPs, SCAs or SAs for management of inventories, for requisition processing, and for receipt, storage and issue of an item. This intelligence is also required for preparation of financial and supply status reports required for management and decision-making.

a. Ownership/Purpose Codes. Ownership coding provides the means for segmenting and identifying on the accountable inventory control record maintained by other than the owner, the Service or Agency having title to the assets. This is reflected by the numeric code assigned (see Appendix B4). Purpose coding provides the means for segmenting and identifying on the inventory control record maintained by the owner, the purpose or reservation for which materiel is held. This is reflected by the alphabetic code assigned (See Appendix B5).

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

(2) 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.

b. Condition Codes. Condition coding provides the means of segmenting and identifying on the accountable inventory control record the physical state of the materiel or actions underway to change the status of the materiel (see Appendix B6).

c. Location Codes. Location coding provides a means of segmenting and identifying on the inventory control record the activity where materiel is physically stored or located.

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

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

2-5 FROZEN INVENTORY BALANCES. A segment of the inventory may be frozen whenever the accuracy of balances are suspect due to materiel denials, or the balances are being verified following physical inventory or when other reasons justify temporary restriction of transaction activity. This frozen status is maintained until any accurate balance is posted. Under these circumstances, the characteristics of the balance as to ownership/purpose, condition and location will be retained. Services/Agencies are authorized and directed to establish this inventory balance freeze technique through the use of an internal code, a record mark or a similar device. In all cases where the denied quantity plus the on-hand balance quantity are greater than \$200 or when the denied item is a controlled item, this technique will be mandatory in order to avoid generation of sizable loss adjustments prior to research.

2-6 TRANSACTION CODING.

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

b. MILSTRIP already provides, by use of document identifiers to describe requisitions and related actions, the procedural vehicle for a system of transaction identification. It need only be supplemented to provide the documents and codes needed for a full description of receipts, issues and adjustments. Transaction identification developed for MILSTRAP enlarges on the established system. Each character of the three digit alpha/numeric code assigned to receipt, issue and adjustment transactions provides intelligence regarding the effect of the transaction on the supply/financial records (see Appendix B1).

(1) The alphabetic character "D" in the first position of the document identifier is used to categorize inventory accounting transactions.

(2) The second position, when numeric, signifies an inventory transaction affecting on-hand balance(s) and indicates the general nature of the transaction. An even number signifies a receipt or debit and an odd number, an issue or credit.

(3) The second position, when alphabetic, signifies informative data not affecting on-hand balance(s).

(4) The third position augments the second position by furnishing specific information relating to the transaction. In order to interpret the meaning of the entry, the second and third digits must be read as a unit.

2-7 ANCILLARY CODING. Ancillary coding provides more finite management data about a receipt, issue, adjustment or management action than is conveyed by the transaction code alone. Codes are of two types: Those in a series which concern specific transaction codes and card formats, and those in the series which has general application to the inventory control system.

a. Receipt Status Codes. These codes are one-position numeric characters which identify the stage of delivery (see Appendix B2).

b. Type of Physical Inventory Codes. These codes are one-position alphabetic characters which identify the type of inventory requested or conducted (see Appendix B3).

c. Management Codes. These codes are one-position alpha/numeric characters which provide supplemental detail about a receipt, issue or adjustment transaction (see Appendix B7).

2-8 ACCOUNTING FOR MATERIEL UNDERGOING ASSEMBLY, DISASSEMBLY, CONVERSION, MODIFICATION, REPAIR AND TEST. Two methods are provided to account for materiel in these categories. The method to be used is dependent upon the action underway to change the status of the materiel, ownership of the materiel and the type of installation performing the work.

a. Condition Code Changes. This method provides for accounting by means of inventory adjustment transactions the changes to condition when materiel is inducted into repair and upon completion of repair. The circumstances under which these transactions are prepared are explained in paragraph 5-6.

b. Issues and Receipts from In-work. This method provides for accounting by means of appropriate issue, due in and receipt transactions. Issue and due in transactions are created at the time materiel is transferred to the installation responsible for performing the work. Appropriate receipt transactions are created when work is completed and materiel is returned to inventory. The circumstances under which these transactions are prepared are explained in paragraphs 3-3 and 4-11.

2-9 TELECOMMUNICATIONS PRECEDENCE. Telecommunications precedence for MILSTRAP documents is as indicated in Appendix B1A.

CHAPTER 3

ISSUE, BACKORDER AND DEMAND TRANSACTIONS

3-1 GENERAL.

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

- (1) Updating the central inventory control record.
- (2) Recording the appropriate financial transaction.
- (3) Providing a basis for billing the customer.

b. Processing points receiving requisitions, passing actions, follow-ups and cancellations, irrespective of format or method of transmission, will process such transactions in accordance with their respective internal procedures.

c. Internal processing methods may vary due to mechanical 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 MILSTRIP and this manual.

3-2 ISSUE TRANSACTIONS.

a. Issue transaction card prepared on DD Form 1348m, DoD Single Line Item Requisition System Document (Mechanical), is identified by document identifier in the D7 series. Alignment and format is shown in Appendix C1. This card will be used in transmitting issue transaction data from the SCA to the ICP or to another SCA.

b. Issue transactions resulting from a backorder release will be identified by Management Code M in Column 72 of this card (see Appendix B7).

3-3 ISSUE OF MATERIEL FOR ASSEMBLY, DISASSEMBLY, CONVERSION, MODIFICATION, REPAIR AND TEST.

a. Issue transactions utilizing Document Identifier D7L will be submitted to report transfer of:

- (1) Components for assembly action.
- (2) End items for disassembly action.
- (3) End items for conversion and modification.

b. Transfer of materiel to commercial/industrial activities for intra-Service/Agency accomplished repair will be reported by submission of issue transactions containing Document Identifier D7M. When a Service or Agency is repairing items for another Service or Agency, or when repair is to be accomplished at a maintenance facility, induction of items will be reported in accordance with paragraph 5-6.

c. Transfer of items for testing will be reported as follows:

(1) Items for destructive testing by submission of issue transactions containing Document Identifier D7G.

(2) Items for testing at a commercial/government activity by submission of issue transactions identified by Document Identifier D7M.

3-4 BACKORDER TRANSACTIONS. Backorder transaction card prepared on DD Form 1348m is identified by document identifiers in the DG series. Alignment and format is shown in Appendix C2. This card will be used to report establishment or cancellation of a backorder between SCAs and ICPs.

3-5 DEMAND TRANSACTIONS. Demand transaction card prepared on DD Form 1348m is identified by Document Identifier DHA. Alignment and format is shown in Appendix C3. This card will be used between SCAs and ICPs to report the establishment or cancellation of demand for requisitions.

b. The materiel receipt card will be completed by changing or adding to data in the pre-positioned materiel receipt card or by extracting data from the consignment documentation.

4-6 DISCREPANCIES.

a. In addition to accomplishing and forwarding the prescribed materiel receipt card to the SCA/ICP, the SA will report all discrepancies of lost, damaged, or destroyed property and overages or shortages incident to shipment on forms prescribed by the Service/Agency managing the item.

b. When materiel is received without accompanying documentation, one of the following data sources will be used by the SA to develop materiel receipt card(s) to be forwarded to the SCA/ICP:

- (1) Pre-positioned materiel receipt cards.
- (2) Authorized procurement delivery documents and vendors packing lists.
- (3) Advance copies of DD Form 1348-1, DoD Single Line Item Release/Receipt Document, or DD Form 1149, Requisition and Invoice/Shipping Document.
- (4) Transportation and fiscal records.
- (5) Container markings.
- (6) Advice provided by the SCA/ICP upon request of the SA if receipt documentation cannot otherwise be developed.

4-7 TIME STANDARDS FOR PROCESSING RECEIPTS.

a. It is the objective of the system that receipts be processed through the SA, irrespective of geographical location and reflected on both the locator records and the accountable record, with minimal delay. Receipt processing performance will, therefore, be measured in two segments.

(1) Date materiel is turned over by the carrier to the designated receiving activity to date of posting to the on-hand balance of accountable stock record file or receipt in process file.

(2) Date materiel is turned over by the carrier to the designated receiving activity to date when storage location/proof of stowage 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.

b. Performance standards for processing receipts through these time segments are as follows:

(1) Receipts from new procurement and redistribution will be processed through segment one or segment two (whichever is longer in time) within 7 calendar days.

(2) Other receipts, from materiel turned in to stores, excess, rollback stocks, logistical transfers will be processed through segment one or two (whichever is longer in time) within 10 calendar days. Receipt transactions frustrated for a long period of time prior to posting will be included in computing overall performance against these time standards.

4-8 CONTROL OF RECEIPTS.

a. The receipt control procedures outlined herein will be established at SAs to provide for the posting of information relating to the status of materiel in the stow cycle. The cycle commences with the release of materiel and documents into custody and control of the receiving activity.

b. After the materiel has been physically received but prior to or concurrent with movement to storage, the following actions will be accomplished by the SA:

(1) Establish a transaction suspense record to record the materiel as an in-process receipt.

(2) Prepare and expeditiously transmit to the SCA/ICP the appropriate materiel receipt transaction.

c. When the SA is in receipt of requisitions or materiel release orders and there is not sufficient materiel available on the on-hand balance of the stock record (physically stowed), a check will be made of the in-process receipt suspense file to determine if there is a quantity in-process to fully or partially satisfy the requisition document. When in-process receipts are recorded, Priority 01-08 requirements will be filled from these receipts. Filling of Priority 09-15 requirements in these instances will be deferred pending proof of stowage.

d. Periodic reference will be made to the suspense file of in-process receipts to expedite the storage of materiel delayed beyond authorized receipt processing time frames. Special attention will be given to expediting the storage of materiel for which issues have been deferred pending stowage.

e. After proof of stowage is received, the SA will clear the suspense record, update the storage locator record and release the deferred issues.

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

4-9 FOLLOW-UP ON RECEIPTS. When 30 calendar days have elapsed since the shipping date indicated in shipment notification and receipt has not been confirmed, follow-up action will be initiated by the ICP. Extension of the 30 calendar days time frame is authorized when long transit times are involved. Follow-up will be accomplished by transmission of materiel receipt follow-up cards to appropriate SAs. The follow-up documents will be prepared on the DD Form 1486. Follow-ups on expected receipts from procurement instrument sources will be identified by Document Identifier DXA and prepared in the format shown in Appendix C21. Follow-ups on expected receipts from other than procurement instrument sources will be identified by Document Identifier DXB and prepared in the format shown in Appendix C22.

4-10 REPLY TO MATERIEL RECEIPT FOLLOW-UPS.

a. When materiel has been received the SA will respond with the appropriate materiel receipt transaction in the D4_ or D6_ series prepared in the format shown in Appendix C8 or C9.

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

(1) Replies to materiel receipt follow-ups (procurement instrument source) identified by Document Identifier DXA will be prepared in the format shown in Appendix C23 and contain Document Identifier DXC.

(2) Replies to materiel receipt follow-ups (other than procurement instrument source) identified by Document Identifier DXB will be prepared in the format shown in Appendix C24 and contain Document Identifier DXD.

4-11 DUE IN AND RECEIPTS FROM ASSEMBLY, DISASSEMBLY, CONVERSION, MODIFICATION, REPAIR AND TEST.

a. Reporting of expected receipts will be accomplished as follows:

(1) End items from assembly, conversion or modification and components from disassembly by submission of due in (other than procurement instrument source) transactions identified by Document Identifier DFL.

(2) End items from testing by submission of due in (procurement instrument source) transactions identified by Document Identifier DDM or due in (other than procurement instrument source) transactions identified by Document Identifier DFM, as appropriate.

(3) End items from repair (excluding items being repaired at a maintenance facility) by submission of due in (procurement instrument source) transactions identified by Document Identifier DDM or due in (other than procurement instrument source) transactions identified by Document Identifier DFM, as appropriate.

b. Reporting of receipts will be accomplished as follows:

(1) End items from assembly, conversion or modification and components from disassembly by submission of materiel receipt (other than procurement instrument source) transactions identified by Document Identifier D6L.

(2) End items from testing by submission of materiel receipt (procurement instrument source) transactions identified by Document Identifier D4M or materiel receipt (other than procurement instrument source) transactions identified by Document Identifier D6M, as appropriate.

(3) End items from repair (excluding items being repaired at a maintenance facility) by submission of materiel receipt (procurement instrument source) transactions identified by Document Identifier D4M or materiel receipt (other than procurement instrument source) identified by Document Identifier D6M, as appropriate.

(4) In those instances when one Service/Agency is repairing items for another Service/Agency, the repairing Service/Agency may by mutual agreement:

(a) Take up in the item record under the ownership of the other Service/Agency those reparable items received from activities of the other Service/Agency for repair.

(b) Notify the owning ICP of these receipts by means of materiel receipt (other than procurement instrument source) transactions identified by Document Identifier D6A.

(5) Returns of unused materiel originally issued for performance of destructive testing by submission of materiel receipt (other than procurement instrument source) transactions identified by Document Identifier D6G.

CHAPTER 5
ADJUSTMENT TRANSACTIONS

5-1 GENERAL.

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

- (1) Changes in condition of materiel due to damage, deterioration, suspension, or other causes.
- (2) Re-identification of improperly identified materiel.
- (3) Transfer from one purpose code to another.
- (4) Changes in on-hand inventory.

b. The DD Form 1487, DoD Materiel Adjustment Document, is designed for use as either a single transaction or dual transaction input format. The first method accommodates those processing techniques which employ individual increase or decrease adjustment actions (document identifiers in the D8 or D9 series) against the accountable inventory control records. The second technique permits condition and purpose transfers through the use of FROM and TO data fields in the single input card (document identifiers in the DA series). The document identifier employed distinguishes the technique applied. When Service/Agency practice prescribes the use of single transactions in the D8 and D9 series internally for condition transfer, provision will be made for acceptance and processing of DA series documents from other Services/Agencies. (See paragraphs 5-2 and 5-4.)

c. Materiel adjustment cards will not be used to record changes in ownership. Appropriate issue and receipt transactions will be processed for such actions by SCAs or ICPs.

d. Changes in project or distribution codes maintained on the inventory control record will be accomplished by utilizing individual increase and decrease materiel adjustment cards containing appropriate document identifiers in the D8 and D9 series.

5-2 CHANGES IN CONDITION.

a. When inspection of stocks on hand reveals a change in condition of the materiel, SAs will report such variances to the SCA/ICP by means of the materiel adjustment card prepared in accordance with Appendix C10. In these instances, Document Identifier DAC will be utilized and both the "FROM" and "TO" condition codes fields completed.

b. In instances where materiel is found to have deteriorated to an uneconomically repairable state, Services/Agencies may direct automatic turnover of such items to the property disposal activity by the SA, based on criteria promulgated by the Services/Agencies. Management Code M has been provided to identify materiel shipped directly to the property disposal activity and will be punched in applicable adjustment transaction cards.

c. Materiel previously reported as a receipt/return suspended for condition determination, will be classified within 10 calendar days after such suspension. The materiel adjustment card in these instances will be prepared indicating the same document number as shown on the original receipt transaction.

d. Materiel scheduled for turn-in to the Defense Property Disposal Office (DPDO) will be appropriately classified prior to turn-in utilizing Condition Codes A through H to reflect the current condition of materiel.

e. SCA/ICP will utilize above cards to process the appropriate adjustment and issue transactions against inventory control records. See Appendix C11 for alignment and format of individual increase/decrease adjustments.

5-3 RE-IDENTIFICATION OF STOCK, STOCK NUMBER CHANGES AND UNIT OF ISSUE CHANGES.

a. Re-identification of stock.

(1) When inspection reveals that an item in stock has been misidentified, SAs will prepare and transmit two or more materiel adjustment cards prepared as outlined in Appendix C11. The first card will contain the misidentified stock number, the quantity misidentified, the Document Identifier D9J (Decrease - Re-identification of Stock) and Suffix Code "A."

(2) When one new stock number is picked up due to re-identification, the second materiel adjustment card will contain the same document number as the first card, the identified stock number, the quantity of the identified stock number, the Document Identifier D8J (Increase - Re-identification of Stock) and the Suffix Code "B." When more than one new stock number is picked up due to re-identification, an additional D8J adjustment card for each newly identified stock number will be prepared and transmitted. The additional D8J adjustment cards will be prepared in the same manner as the second card except that the suffix codes will progress to "C", "D", etc., as each card is prepared. The suffix codes in the second and ensuing cards will serve to correlate the transactions to the misidentified stock number.

(3) The SCA/ICP will process the adjustment cards against accountable inventory control records to effect the decrease under the incorrectly identified stock number and increase(s) against the correct stock number(s).

b. Stock Number and/or Unit of Issue Changes.

(1) When a stock number only change occurs, ICPs or SCAs will prepare and process two materiel adjustment cards prepared as outlined in Appendix C11. The first card will contain the replaced stock number, the Document Identifier D9K (Decrease - Catalog Data Change), and Suffix Code "A." The second materiel adjustment card will contain the same document number as the first card, the Document Identifier D8K (Increase - Catalog Data Change), and Suffix Code "B."

(2) When a unit of issue only change occurs, ICPs or SCAs will prepare and process two materiel adjustment cards prepared as outlined in Appendix C11. The first card will contain the quantity and unit of issue prior to change of unit of issue, the Document Identifier D9K (Decrease - Catalog Data Change), and Suffix Code "A." The second materiel adjustment card will contain the same document number and stock number as the first card, the new unit of issue, the new adjusted quantity based on the new unit of issue, the Document Identifier D8K (Increase - Catalog Data Change), and Suffix Code "B."

(3) When a simultaneous stock number and unit of issue change occurs, ICPs or SCAs will prepare and process two materiel adjustment cards. The first card will contain the replaced stock number and its unit of issue and quantity, the Document Identifier D9K (Decrease - Catalog Data Change), and Suffix Code "A." The second materiel adjustment card will contain the same document number, the replacing stock number and unit of issue, the new adjusted quantity based on the new unit of issue, the Document Identifier D8K (Increase - Catalog Data Change), and Suffix Code "B."

5-4 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 materiel adjustment card (Document Identifiers D8D and D9D or DAD) will be prepared as outlined in Appendix C10 or C11 and processed against inventory control records.

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

5-6 CONDITION CHANGES FOR ITEMS UNDER REPAIR.

a. When one Service/Agency is repairing items for another Service/Agency, the repairing Service/Agency may, by mutual agreement, notify the owning ICP of the other Service/Agency of condition changes upon:

(1) Induction of items into repair. The owning ICP will be provided with inventory adjustment transactions to indicate transfer of items from Condition Code F (Unserviceable - Repairable) to Condition Code M (Suspended (In Work)). These inventory adjustment transactions will be identified by Document Identifier(s) DAC or D8C and D9C, as appropriate.

(2) Completion of repair action. The owning ICP will be provided with inventory adjustment transactions to indicate transfer of items from Condition Code M (Suspended (In Work)) to the appropriate ready for issue condition. These inventory adjustment transactions will be identified by Document Identifier(s) DAC or D8C and D9C as appropriate.

b. In those instances when items are being repaired at a maintenance facility, reporting of induction into and return from repair will be accomplished in the following manner:

(1) Reporting of induction into repair will be accomplished by submission of inventory adjustment transactions transferring the items from Condition Code F (Unserviceable - Repairable) to Condition Code M (Suspended (In Work)). These inventory adjustment transactions will be identified by Document Identifier(s) DAC or D8C and D9C, as appropriate.

(2) Return of items from repair will be accomplished by submission of inventory adjustment transactions transferring the items from Condition Code M (Suspended (In Work)) to a ready for issue condition. These inventory adjustment transactions will be identified by Document Identifier(s) DAC or D8C and D9C, as appropriate.

5-7 CONDITION CHANGES FOR ITEMS BEING REPORTED/TURNED-IN TO PROPERTY DISPOSAL ACTIVITIES

a. Excess materiel, serviceable materiel and unserviceable materiel being reported/turned-in to Property Disposal Activities which are reflected in Condition Codes J, K, L, M, N or P should be reclassified to the appropriate condition (Condition Codes A through H) prior to preparing documentation to ship the materiel to the Property Disposal Officer. (See paragraph 5-2)

b. Only materiel recorded on accountable records which have been classified in Condition Codes A through H will be turned-in to property disposal office.

CHAPTER 6

LOGISTIC REASSIGNMENTS

6-1 GENERAL.

a. This chapter provides policies and procedures designed to:

(1) Ensure successful Logistic Reassignments (LR) resulting from the DoD program for implementation of Integrated Materiel Management assignments and for implementation of the elimination of multimangement of items.

(2) Provide adequate management control of items in a transitional situation.

(3) Assure uninterrupted supply support of items during the transition period.

b. To facilitate the comprehension of this chapter, the LR process has been divided into three periods of time based upon the Effective Transfer Date (ETD). These periods are identified as pre-ETD, ETD and post-ETD. The pre-ETD period commences on the date the Gaining Item Manager (GIM) assignment/ETD is disseminated to the GIM/Losing Item Manager(s) (LIM) and terminates at ETD. The ETD is the date of the LR. Although the ETD is a specific point in time, for the purpose of this manual, any actions involving data requirements that reflect conditions as of the ETD will be discussed as if such actions took place on the ETD, even though they may have been taken immediately before or after the actual ETD. The specific events required to take place during LR are delineated under the appropriate period.

6-2 POLICY.

a. On items being logistically reassigned to a GIM, the LIM(s) will maintain stock levels through the pre-ETD period at the stock levels that would have been maintained if the items were not going to be logistically reassigned.

b. A physical inventory of stock on hand is not required prior to accomplishing the transfer. However, the LIM will effect physical inventories in accordance with existing inventorying procedures and insure that book balances are reconciled as required. The GIM will accept, as of the ETD, those items and book balances submitted by the LIM.

c. All on hand balances, except item assets in Conditions H, J, K and L and those committed to the support of special projects, programs and/or plans, will be transferred in place.

d. Wholesale assets, other than Condition Code H, J, K or L materiel, generated during the first year subsequent to the ETD will be decapitalized by the LIM(s) to the GIM on an expedited basis. Decapitalization of these assets will be in the same format as used to transfer assets on the ETD.

e. The LIM Service/Agency will process to completion all contracts executed by the LIM Service/Agency. Contract administration will also be performed by each LIM Service/Agency except where the contract administration responsibility has been or will be assigned to the Defense Contract Administration Services.

f. Decapitalized stocks will remain under the physical care and custody of the LIMs storage sites at which the materiel was decapitalized until it is issued, relocated, and/or disposed of at the direction of the GIM. However, relocation of decapitalized stocks will be accomplished when it is determined by the requestor (GIM or LIM) to be more economical or essential to physically consolidate and/or ship materiel to storage locations under the control of the GIM, rather than attrite the stocks in place.

g. Disposal actions for reportable excesses as determined by the LIM will be suspended during the pre-ETD period. Disposal actions will continue for condemned materiel.

h. The applicability of the Defense Utilization Program (DoD 4140.34-M) to Weapons System Oriented Consumable Items will terminate on the ETD of their LR to a GIM.

i. Uninterrupted supply support during the transition period of LR is of equal concern to the GIM and LIM(s). Direct communication, coordination and assistance is required in resolving problems affecting supply operations. The GIM will assume the responsibility for wholesale supply support on ETD and will accept funded requisitions from all authorized requisitioners as of that date.

j. When the item(s) involved are consumable (Expense Type) and two or more Military Services are potential GIMs, the determination for one Service to be the manager and support the other Services will be made before the LR is accomplished. It will be the responsibility of the CIMM to obtain a coordinated position of the using Military Services for single Service assignment of management responsibility.

k. When the items involved are repairable (Investment Type), and two or more Military Services are GIMs, the LIM shall apportion to each GIM a full pipeline in proportion to their past recorded demands. Protectable General Mobilization Reserve Stocks will be apportioned in accordance with DoD Directive 4140.21, "Management of Mobilization Reserve Stocks of Items Assigned to Defense Supply Agency and General Service Administration."

6-3 PRE-ETD ACTIONS. The following actions will be accomplished during the pre-ETD period:

- a. All registered users will be notified of the LR and the ETD.
- b. The LIM(s) will insure that backorders have been validated prior to the ETD.
- c. The LIM(s) will discontinue redistribution of wholesale stocks of those items assigned to a GIM 60 days prior to ETD.
- d. The LIM(s) shall be responsible for notifying the GIM during the transition period of any item that is or may become in short supply (e.g., less than minimum reserve/control level) in order that mutually agreed to corrective action can be taken.

6-4 ETD PERIOD ACTIONS. The following actions will be accomplished during the ETD period:

- a. The LIM(s) will transfer wholesale asset accountability to the GIM. The LIM(s) will prepare and transmit to the GIM the required transfer cards utilizing Document Identifier DEE (Logistic Transfer) or DEF (Decapitalization), as appropriate. The transfer of on hand balances will be accomplished through use of the DD Form 1487 prepared as outlined in Appendix C14.
- b. The LIM(s) will decrease the inventory control record utilizing Document Identifier D9E (Decrease-Logistic Transfer) or D9F (Decrease-Decapitalization), as appropriate. The decrease will be accomplished through use of the DD Form 1487 prepared as outlined in Appendix C13.
- c. Due in information will be forwarded to the GIM through use of the appropriate due in transaction cards prepared as outlined in Appendix C4 or C5. Document identifiers in the DD or DF series will be used, as appropriate.
- d. Transfer of backorders to the GIM will be accomplished by means of referral orders prepared in accordance with MILSTRIP procedures. Backorders transferred between Services/Agencies will be funded.

6-5 GIM POST-ETD ACTIONS.

- a. The GIM will convert the document identifier in the DEE or DEF transaction received from the LIM to D8E (Increase-Logistic Transfer) or D8F (Increase-Capitalization), as appropriate to establish or increase the inventory balances. This will be accomplished through use of the DD Form 1487 prepared as outlined in Appendix C13. In this connection, the GIM will accept as of the ETD, those items and book balances submitted by the LIM in the DEE/DEF transactions.

b. Due in transactions in the DD or DF series received from the LIM will be recorded in the due in record of the GIM.

c. The GIM will furnish appropriate reconignment instructions to the LIM for items due in from undelivered contracts of the LIM Service/Agency. Reporting of receipts from these contracts subsequent to the ETD will be in accordance with paragraph 6-7.

6-6 LIM POST-ETD ACTIONS.

a. When on hand balances of items previously reported to the GIM in condition M (Suspended (In Work)) are restored to an issuable condition, the GIM will be notified of the condition transfer. Notification will be accomplished by preparation and submission of inventory adjustment transactions. These transactions will be identified by Document Identifier(s) DAC or D8C or D9C, as appropriate.

b. The LIM will take action to change the destination of undelivered purchases upon request of the GIM. Reporting of receipts from these purchases subsequent to the ETD will be in accordance with paragraph 6-7.

6-7 RECEIPTS FROM LIM SERVICE/AGENCY CONTRACTS. The LIM Service/Agency processes to completion all contracts executed by it prior to logistic transfer/decapitalization. Further, materiel from these contracts may be diverted based upon request of the GIM. For these reasons, materiel may be received at storage locations of either the LIM or GIM and subsequently reported to the LIM or GIM. The LIM needs to be made aware of receipts reported to the GIM in order to update financial records. The GIM needs to be made aware of receipts reported to the LIM for takeup on the inventory control record. Accordingly, the Item Manager (GIM or LIM) to which the storage activities report the receipts will take the following actions:

a. GIM. Process the storage activity initiated D4S receipt transaction to the inventory control record. Prepare and submit to the LIM a materiel receipt (procurement instrument source) transaction identified by Document Identifier D4W.

b. LIM. Process the storage activity initiated D4S receipt transaction to the financial record. Prepare and submit to the GIM a materiel receipt (procurement instrument source) transaction identified by Document Identifier D4X.

6-8 FOLLOW-UP FOR ASSET DATA. Logistic transfer/decapitalization follow-up cards are transmitted to the LIM by the GIM in those instances of nonreceipt of asset data, i.e., logistic transfer/decapitalization transactions, within 10 calendar days of the ETD. These transactions will be identified by Document Identifier DLA and prepared in the format outlined in Appendix C25.

6-9 REPLY TO FOLLOW-UP FOR ASSET DATA.

a. Reply to logistic transfer/decapitalization follow-up card will be prepared by the LIM in the format shown in Appendix C26 and identified by Document Identifier DLB.

b. The DLB response documents will contain the appropriate asset transfer codes from Appendix B11 to advise the GIM that:

- (1) No assets are available for transfer, or
- (2) DEE/DEF logistic transfer/decapitalization cards previously submitted. Duplicate transactions will be submitted, or
- (3) DEE/DEF logistic transfer/decapitalization cards will be submitted.

CHAPTER 7

PHYSICAL INVENTORY

7-1 GENERAL. These procedures provide a standard method of:

- a. Requesting inventories.
- b. Identifying the type of inventory conducted.
- c. Recording of counts.
- d. Adjusting inventory control records at the SCA or ICP.

7-2 INVENTORIES.

a. In order to permit identification of the type of inventories being conducted, a "Type of Physical Inventory Code" has been provided to identify various types of cyclic and special inventories. These codes, outlined in Appendix B3, will be punched as appropriate in DD Form 1485, DoD Physical Inventory Document.

b. Performance of inventories will be accomplished based on existing regulations and inter-Service support agreements.

c. All receipts accomplished during the inventory period and for which materiel is placed in stock, recorded on the locator records and included in the inventory count will be accounted for as pre-inventory transactions. For this purpose the date entered in Columns 73-75 will be reflected as a date before the inventory cut-off. All other receipt documents will be prepared to contain a date in Columns 73-75 after completion of the inventory. An exception to these provisions is when receipts are accomplished during an inventory period to satisfy emergency requirements. The receipt documents will be prepared to reflect a pre-inventory date in Columns 73-75. Normally, when the receipted materiel was included in the inventory count, the count cards would be adjusted to reduce the quantities received and the receipt documents processed to the asset balance records after completion of the inventory. However, internal procedures will be established to prescribe the criteria for the accounting for the inventory count, control and processing of the receipt documents.

d. All inventory adjustments initiated in storage prior to the inventory count will be transmitted to the ICP or SCA prior to the established inventory cut-off date.

7-3 SPECIAL INVENTORIES.

a. DD Form 1485 containing Document Identifier DJA and prepared as outlined in Appendix C15 will be transmitted to SAs to request special inventories.

b. Cut-off dates (for in-float document purposes) in physical inventory request cards will be established at not less than 7 calendar days subsequent to the date of request. However, Services/Agencies may establish other time standards for cut off dates with distribution systems under their control.

c. SAs will observe established cut off date shown in request card and report the counts to the SCA/ICP within 5 calendar days subsequent to such cut-off date.

7-4 CYCLIC INVENTORIES. Although the DD Form 1485 need not be used for requesting cyclic inventories, use of the document for reporting the count is required.

7-5 RECORDING INVENTORY COUNTS.

a. Inventory counts will be recorded on the DD Form 1485 prepared as outlined in Appendix C16 utilizing one count card for each condition of property and each warehouse location.

b. Service/Agency policies and inter-service agreements prescribe the basis for segregating materiel in storage, whether by ownership code, purpose code, distribution code or project code. When materiel is maintained in segregated storage, the appropriate codes of the segregated stock will be punched into the count card(s); if not segregated, the ownership/purpose/distribution/project code fields of the count card will be left blank.

7-6 RECONCILIATION OF INVENTORY COUNTS WITH INVENTORY CONTROL RECORDS.

a. Reconciliation of the inventory count to inventory control records will be the responsibility of the SCA/ICP.

b. Necessary increase or decrease materiel adjustment cards will be processed against inventory control records utilizing Document Identifiers D8A or D9A as appropriate.

7-7 REQUESTING AND REPORTING RECOUNTS.

a. When recount is required, the SCA/ICP will prepare the physical inventory request card in the format outlined in Appendix C15 except that the original cut-off date and Management Code "M" will be entered to indicate a request for recount.

b. SAs will perform recount actions under existing procedures and report the counts to the SCA/ICP within 3 calendar days subsequent to the date of receipt of the request. The physical inventory count card prepared as outlined in Appendix C16 indicating Management Code "M" will be used to report such recount action.

7-8 INTER-SERVICE/AGENCY LOCATION AUDIT RECONCILIATION.

a. DoD Instruction 4140.35, Physical Inventory Control for DoD Supply System Materiel, specifies that a location audit reconciliation will be conducted not less than once each fiscal year and as soon as possible after completion of location survey. The procedures in this paragraph are applicable when items are stored by one Service/Agency for another DoD Component which manages and accounts for the items. The SCA/ICP and the SA involved will negotiate mutually agreeable schedule dates and communications media for accomplishment of location audit reconciliation.

b. Upon completion of location audits, SAs will prepare location audit reconciliation request documents for each national stock number, by condition, in the item locator file. The reconciliation documents will be forwarded to the SCA/ICP that is accountable for the items involved. Location audit reconciliation request documents will be identified by Document Identifier DZH and prepared in the format shown in Appendix C18. Intended recipients of the reconciliation request documents will be advised as to the total number of documents being forwarded.

c. Recipients of the reconciliation requests will effect comparison with the item records. When discrepancies exist, the appropriate of the following documents will be transmitted to the SA.

(1) Transaction reject card as prescribed in Chapter 9 prepared in the format shown in Appendix C19.

(2) Storage item data correction card as prescribed in Chapter 10 prepared in the format shown in Appendix C20.

(3) Request for special inventory as prescribed in paragraph 7-3 prepared in the format shown in Appendix C15.

d. Annual schedule for inter-Service/Agency location audit reconciliations, as follows:

<u>Storage Locations of</u>	<u>Cut off Dates</u>	<u>Due Dates After Cutoff</u>
Army	First Tuesday - March	15th day
Navy	First Tuesday - May	15th day
Marine Corps	First Tuesday - July	15th day
Air Force	First Tuesday - September	15th day
DSA	First Tuesday - November	15th day

e. Storage locations will transmit reconciliation request cards to the SCAs/ICPs by the applicable due date in the schedule.

f. Due to the magnitude of DSA items located at NSCs Oakland and Norfolk the reconciliation schedule at these storage locations pertaining to DSA items will be as mutually agreed to by DSA and Navy.



CHAPTER 8

ASSET STATUS REPORTING

8-1 GENERAL. This chapter prescribes procedures for the interchange of asset status information:

a. Between Service/Agency distribution systems and, in decentralized distribution systems, between SCAs and ICPs of a Service/Agency.

b. Between Service activities below the distribution system and ICPs of the Services/DSA, as prescribed in DoD Instruction 4140.37, Asset Knowledge and Control of Secondary Items.

8-2 ASSETS WITHIN THE DISTRIBUTION SYSTEM.

a. Asset Status Cards containing document identifier DZA will be prepared as outlined in Appendix C17. A printed card layout has not been provided due to the number of card columns devoted to entries prescribed by Service/Agency for use within distribution systems. Each Service/Agency is authorized to procure a printed format suitable to its needs.

b. Asset status cards will be transmitted between Services/Agencies based on schedules established by mutual agreement.

c. ICPs may arrange and prescribe reporting schedules for SCAs within the ICPs distribution system.

8-3 ASSETS BELOW THE DISTRIBUTION SYSTEM.

a. Asset Status/Transaction Reporting Request Card containing document identifier DZE and prepared as outlined in Appendix C27 is used to request transaction reporting and/or asset status reporting by activities below the distribution system. Entry of the appropriate Reporting Code from Appendix B10 in column 7 of the card will indicate whether the request is for commencement, change or termination of transaction and/or asset status reporting. DZE request cards will be transmitted 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 DZE request cards received from the other Services/Agencies. The Service activities designated to receive the requests are:

<u>SERVICE</u>	<u>ACTIVITY</u>	<u>ROUTING IDENTIFIER</u>
Army	New Cumberland Army Depot New Cumberland, PA 17070	AN5
Navy	Navy Fleet Materiel Support Office Mechanicsburg, PA 17055	N47

<u>SERVICE</u>	<u>ACTIVITY</u>	<u>ROUTING IDENTIFIER</u>
Air Force	Headquarters, Air Force Logistics Command Wright-Patterson Air Force Base Dayton, Ohio 45433	FNA
Marine Corps	Marine Corps Logistic Support Base Atlantic Albany, GA 31704	MPB

b. Dates for commencement of reporting (Reporting Codes A through D) and change of reporting (Reporting Codes F through H and J) will always be reflected in columns 23-26 of the DZE request card as the first day of a month. The request card in these instances will be transmitted not later than 60 calendar days prior to the date entered in Columns 23-26.

c. Provision is made for requesting earlier commencement of reporting by use of the appropriate Reporting Codes K, L and M in Column 7 of the DZE request card. In these instances, the Services' central points will assure that reporting commences as soon as possible after receipt of the requests.

d. When a one time asset status report is required on an expedited basis, the DZE request card will contain Reporting Code Z in Column 7 and the date the report is required in Columns 23-26. The Service central point or the reporting activity in receipt of the request will take no further action if the date in Columns 23-26 is already past.

e. Termination of reporting will be requested by means of the DZE request card utilizing Reporting Code E in Column 7. Dates for termination of reporting will be reflected in Columns 23-26 of the request card as the last day of a month. The termination requests will be transmitted not later than 60 calendar days prior to the date entered in Columns 23-26.

f. Asset Status Reporting Card containing Document Identifier DZF and prepared as outlined in Appendix C28 will be used by activities below the distribution system (base, post, camp or station) to report assets to the requesting ICP. On hand balances will be reported by each separate condition (MILSTRAP) of materiel held. The DZF document is designed to provide for use of multiple cards when:

- (1) More than two conditions of materiel are held and/or,
- (2) Requisitioning objective, due in, or reserved quantities exceed 999,999.

g. The Reporting Code entered in Column 7 of the DZF reporting card will indicate the type of reporting being accomplished and may differ from the Reporting Code entered in Column 7 of the DZE reporting request card. The code will differ when the ICP has requested transaction reporting (Codes A, B, K or L) or change to transaction reporting (Codes F

or G) and the reporting activity does not have capability for transaction reporting. In these instances, the reporting activity will enter Code C or D as appropriate in Column 7 of the DZF reporting card. At such time as the reporting activity attains the capability, reporting will change to the type desired by the ICP as indicated by the latest reporting request document.

h. Transaction reporting by activities below the distribution system will include the following transactions:

(1) Issue transactions with document identifiers in the D7_ series prepared as outlined in Appendix C1.

(2) Materiel receipt (procurement instrument source) transactions with document identifiers in the D4_ series prepared as outlined in Appendix C8.

(3) Materiel receipt (other than procurement instrument source) transactions with document identifiers in the D6_ series prepared as outlined in Appendix C9.

(4) Due in (procurement instrument source) transactions with document identifiers in the DD_ series prepared as outlined in Appendix C4.

(5) Due in (other than procurement instrument source) transactions with document identifiers in the DF_ series prepared as outlined in Appendix C5.

(6) Inventory adjustment (dual adjustment) transactions with document identifiers in the DA_ series prepared as outlined in Appendix C10 and/or inventory adjustment (single adjustment) transactions with document identifiers in the D8_ or D9_ series prepared as outlined in Appendix C11.

CHAPTER 9

REJECTION OF TRANSACTIONS

9-1 GENERAL. MILSTRAP transactions are edited by the receiving ICP/SCA prior to updating inventory and financial records. During this edit, errors may be detected which preclude further processing and necessitate return of the transactions to the submitting activity for correction and resubmission. SAs are also in receipt of erroneous transactions necessitating return to the originator. This chapter provides a standard method for rejecting unprocessable transactions to the initiator.

9-2 REJECTED TRANSACTIONS. Returned transactions will be prepared in the format shown in Appendix C19 and identified by Document Identifier DZG. Activities in receipt of DZG reject transactions will take such actions as indicated by the reject advice code entered in Columns 79-80. Reject advice codes are shown in Appendix B9. The rejected document identification of the rejected incoming transaction will be shown in card Columns 57-59.

CHAPTER 10

CORRECTION/CHANGE OF STORAGE ITEM RECORDS

10-1 GENERAL. This chapter provides standard procedures for ICPs to provide for the correction and/or updating of SA records when:

- a. Reported transactions indicate an inconsistency with ICP records.
- b. A catalog/stock list change is processed against an ICP record which will affect stock control data maintained at SAs. This application is optional for intra-Service/Agency use.

10-2 ITEM CORRECTION/CHANGE NOTIFICATION. Storage Item Data Correction/Change Card, prepared in the alignment and format shown in Appendix C20, is identified by Document Identifier DZB. The code entered in Column 7 of this card serves to provide information as to the nature of the change, actions to be taken and data field(s) affected by the change. These codes are indicated in Appendix B8.

10-3 STORAGE ACTIVITY ACTION. SAs will use the Storage Item Data Correction/Change cards to update stock records, item locator records, bin tags, etc.

CHAPTER 11

SPECIAL PROGRAM REQUIREMENT TRANSACTIONS

11-1 GENERAL. This chapter provides procedures for forecasting of requirements for items required to support special programs or projects which are of a nonrepetitive nature and cannot be forecast by the ICP based on demand data, and which have the greatest probability of materializing and resulting in the eventual submission of requisitions.

a. Submission of Special Program Requirement (SPR) requests will be made for those requirements which meet any of the following criteria as to purpose:

- (1) One-time training exercises or maneuvers.
- (2) Repair or rebuild programs which are either nonrecurring or which are seldom or irregularly programmed.
- (3) New constructions (ships, buildings, etc.).
- (4) One-time alterations, modification or conversion programs.
- (5) Initial issue of existing items (i.e., outfittings, activations and changes in authorized allowances).
- (6) Initial requirements for special operational projects.
- (7) Requirements for initial testing.
- (8) Requirements for Government-furnished property.
- (9) Requirements for infrequently planned support operations such as Arctic and Antarctic resupply missions.
- (10) Special situations of a nonrepetitive nature when required in support of authorized International Logistics Programs (i.e., initial pipeline stockage requirements in support of approved Cooperative Logistics Support Arrangements, etc).

b. The following types of requirements are excluded from identification as SPRs:

- (1) Provisioning, recurring type.
- (2) Mobilization Reserve Materiel Requirements.
- (3) Requirements for which the Service/Agency has a recurring demand.

11-2 SPR SUBMISSION.

a. Submission of SPRs will be limited to materiel required not less than 90 calendar days in advance of or more than 5 years prior to the support date (the first day of the month which it is anticipated materiel will be requisitioned for the program) indicated in Columns 62-64 of the request document. In the event 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, submission of SPRs to ICPs should be made as far in advance of the support date as practical.

b. SPR request documents prepared on DD Form 1348m are identified by Document Identifier DYA, DYB, DYL or DYM, as appropriate. Alignment and format are shown in Appendix C29. This card will be used in transmitting SPR data from the forecasting activity to the ICP. When the requirement of an individual item is such that materiel will be required in phases (e.g., 100 each per month), a separate request card will be forwarded for each phase.

11-3 ICP PROCESSING OF SPR REQUESTS.

a. ICPs measure the size of the requirement being forecasted to determine its acceptability in terms of the risk of long supply being generated. In accomplishing this measurement, consideration involves 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.

b. ICPs will determine action to be taken on SPR requests and within 15 calendar days after receipt of the documents provide appropriate status. The SPR status codes outlined in Appendix B12 provide in the status document the means to advise the forecasting activity of acceptance; rejection (other than for correction and resubmission); or other action required on the SPR. When an ICP is in receipt of a SPR request which cannot be processed due to erroneous or missing data, the request will be rejected for correction and resubmission in accordance with Chapter 9.

c. The SPR status document is prepared on DD Form 1348m and identified by Document Identifier DYK. Alignment and format are shown in Appendix C30.

11-4 FOLLOW-UP ON SPR REQUESTS.

a. In the event that a SPR status document (DIC DYK) or a transaction reject document (DIC DZG) has not been received by the forecasting activity within 21 calendar days from the date the SPR Request was submitted to the ICP, the forecasting activity may submit a follow-up to the ICP.

b. SPR follow-up document prepared on DD Form 1348m is identified by Document Identifier DYJ. Alignment and format are shown in Appendix C31.

11-5 ICP ACTION ON SPR FOLLOW-UP.

a. In those instances where there is no record of receipt of the original SPR request, the ICP will process the follow-up as an original SPR request.

b. Replies to SPR follow-ups will be prepared as specified in paragraph 11-3 above.

11-6 MODIFICATION OF SPR REQUESTS.

a. The forecasting activity may submit changes for previously submitted SPR requests. In these instances the new data will replace data in the original request document. The SPR modifier document will be used for such changes and will be submitted only to change the quantity, the supplementary address, the project code, the coast designator, the support date and/or the routing identifier (from).

b. SPR modifier document prepared on DD Form 1348m is identified by Document Identifier DYD. Alignment and format are shown in Appendix C32.

11-7 RESPONSE TO SPR MODIFIER. Replies to SPR modifier documents will be prepared as specified in paragraph 11-3 above.

11-8 CANCELLATION OF SPR REQUESTS.

a. The forecasting activity may submit a SPR cancellation document for a previously submitted SPR request. Requests for cancellation will be for the total quantity applicable to the SPR.

b. SPR cancellation document prepared on DD Form 1348m is identified by Document Identifier DYC. Alignment and format are shown in Appendix C33.

11-9 RESPONSE TO SPR CANCELLATION. Replies to SPR cancellation documents will be prepared as specified in paragraph 11-3 above.

11-10 ACCEPTANCE/REJECTION OF SUBSTITUTE ITEM.

a. Forecasting activities in receipt of responses to SPR requests, wherein the ICP offers a substitute item, will take the appropriate of the following actions:

(1) When the offered substitute is acceptable, transmit to the appropriate ICP a SPR substitute item acceptance document (DIC DYG).

(2) When the offered substitute is unacceptable, transmit to the appropriate ICP a SPR substitute item rejection document (DIC DYH).

b. SPR substitute item acceptance document prepared on DD Form 1348m is identified by Document Identifier DYG. Alignment and format are shown in Appendix C34. Substitute item rejection document prepared on DD Form 1348m is identified by Document Identifier DYH. Alignment and format are shown in Appendix C35.

11-11 RESPONSE TO SUBSTITUTE ITEM REJECTION. The ICP will initiate action to provide status to the forecasting activity on the item originally requested. The response will be prepared as specified in paragraph 11-3 above.

11-12 RETENTION OF SPR REQUESTS. The ICP will retain SPR requests until:

a. The support date of those requirements for which Status Code PA was furnished, or a requisition is received which can be identified to all or a portion of a particular SPR quantity.

b. One procurement lead time/assembly time away from the support date in those instances when procurement and/or assembly is required (SPR Status Code PB).

c. Assembly time prior to support date for requirements requiring extra time for assembly prior to receipt of a requisition (SPR Status Code PC).

11-13 FOLLOW-ON STATUS. The ICP will provide revised status when the situation changes (e.g., change in procurement lead time; procurement is required for materiel originally anticipated to be available from stock). Normally, these situation changes are unusual in nature and cannot be programmed for as such. Processing necessitated by these changes, therefore, will be generally off line. The status document will be prepared as specified in paragraph 11-3 above.

11-14 PREPARATION OF SPR REQUISITIONS.

a. Requiring activities upon receipt of SPR Status Code PR are required to submit a requisition immediately provided the requirement is still valid. Status Code PR indicates that the SPR requirement is being deleted.

b. In preparation of this requisition, enter Demand Code O in Card Column 44 and use Advice Code 2L in Card Column 65-66. When a requisitioner desires that specific materiel shipments are not to be released prior to 50 calendar days before expiration of the extended RDD, enter "S" in Card Column 62. The "S" will be perpetuated and the ESD will be expressed and interpreted as the last day of the month indicated in Card Column 63-64. Entry in Card Column 63-64 will indicate the number of months from requisition date that the materiel is required.

CHAPTER 12

SMALL ARMS SERIAL NUMBER REGISTRATION, REPORTING AND
RECONCILIATION

12-1 GENERAL. This chapter provides standard procedures for reporting and reconciliation of small arms serial number data between a DoD Central Registry and Services/DSA.

12-2 SCOPE. The provisions of this chapter apply to the Military Services and DSA (hereafter referred to as "DoD Components") responsible for inventory management of small arms worldwide.

12-3 OBJECTIVES.

- a. Establish visibility over small arms serial numbers in the DoD.
- b. Interface the small arms serial numbers reporting using standard procedures between the DoD Central Registry and the DoD Components.
- c. Provide investigative agencies, within 72 hours, the identification of the last known accountable activity having a specific serial numbered small arm.

12-4 DELINEATION OF RESPONSIBILITIES.

- a. The Department of the Army is the Assigned Responsible Agency (ARA) for operating and maintaining the DOD Central Registry which maintains visibility over all small arm serial numbers on hand and intransit between the DoD Components and a file of all small arms which have been lost, stolen, demilitarized, or shipped outside the control of DOD.
- b. Each DoD Component is responsible for the establishment of a mechanized registry for small arm serial numbers in their inventory. The file is updated based on transaction reporting, e.g., receipts, issues, and turn-ins.
- c. The Joint Requirements Group (JRG) responsibilities are as set forth in ASD(I&L) Memorandum, 22 Nov 1974, subject: Joint Program to Improve The Control Of Small Arms. The mailing address for the JRG is:

Commander, U. S. Army Logistics Evaluation Agency
ATTN: DALO-LES
New Cumberland Army Depot
New Cumberland, PA 17070
- d. The DoD MILSTRAP System Administrator responsibilities are set forth in Chapter 1, paragraph 1-5.

12-5 EXCLUSIONS.

a. Small arms purchased by nonappropriated funds are exempt from being reported to the DoD Central Registry since these weapons are controlled by civil authorities under the Gun Control Act of 1968.

b. Small arms rendered inoperable in accordance with the Defense Demilitarization Manual, DOD 4160.21-M-1, will be reported initially to the DoD Central Registry and will not be included in subsequent reporting to the DoD Central Registry.

12-6 GENERAL PROCEDURES.

a. These procedures will encompass visibility over all small arms serial numbers, from the manufacturers 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. The DoD Central Registry will also maintain records of serial number adjustments and shipments to General Officers, Foreign Military Sales/Grant Aid activities outside the control of the DoD and transfers between DoD Components.

b. National/DoD Component assigned stock numbers will be used by the DOD Components for the initial load and all subsequent transactions to the DOD Central Registry.

c. All operable weapons, regardless of origin, that are accounted for in unclassified property records, will be reported. Included will be foreign and commercial weapons, and museum pieces. If the activity determines that specific small arms should not be registered under these procedures, the activity should request exemption from reporting specified items. Requests should be forwarded through appropriate channels to the DoD Component for resolution.

d. Small arms, including those mounted on aircraft and vehicles, meeting the DOD small arm definition, will be reported.

e. Small arms without a NSN and/or small arms serial number, except museum pieces, with missing, obliterated, mutilated or illegible serial numbers, when discovered, will be reported to the DoD Central Registry by the DoD Component Registry, by message or letter for assignment of serial number in the following format.

<u>NSN</u>	<u>Serial Number</u>	<u>Description</u>
(NSN or "None")	(SN or "None")	(Make, Model, Caliber or any other Nomenclature Data)

f. As the DOD Central Registry identifies duplicate serial numbers by type weapon within DOD Components, appropriate instructions for the modification of the serial numbers locally will be provided.

g. Documentation accompanying small arms shipments between DoD Components will be the DD Form 1348-1.

(1) Two Weapon Serial Number (WSN) control cards for each weapon in the shipment, will be attached to the supply documentation. See Appendix C37 for card format, Small Arms Transaction Reporting Card Entry.

(2) Where operational procedures preclude compliance with paragraph g(1) above, a listing of WSNs by box number, will be attached to the supply documentation.

h. Questions concerning the "day-to-day" operations will be referred to the DoD Central Registry. The DoD Central Registry address is Commander, US Army Armament Command, ATTN: AMSAR-MMX, Rock Island, IL 61201.

12-7 SAFEGUARDING OF DATA/PHYSICAL SECURITY.

a. The small arms data contained in the ADP records could produce classified data if the total number of serial numbers by type weapon were summarized. Consideration should be given to security of the small arms records due to their sensitive nature. Security of ADP records will be in accordance with DoDI 5200.1R and supporting DoD Component security regulations.

b. The reporting of small arms data is considered classified only during the annual reconciliation phase between the DoD Central and Component Registries. Individual transaction reporting is not considered classified. A determination to classify shall be made when there is sound reason to believe that knowledge of the information would provide a foreign national with an insight into the war potential or War Defense Plans or Posture of the United States and could reasonably be expected to cause a degree of harm to the national security.

c. The operation of this program does not relieve units/activities from the requirements for physical security of weapons in accordance with DoD Component regulations.

12-8 REPORTING/CONTROL PROCEDURES.

a. To the maximum extent possible, small arms data is reported to the DOD Central Registry located at the US Army Armament Command via AUTODIN, using data pattern message. The document identifier code to be used is DSM and the communications routing identifier code will be in accordance with JANAP 128 Annex A, Table 1 and Table 2. Assigned Routing Identifier Codes (RIC) are as follows:

DoD/Army B14
Air Force FLZ

Navy P64
DSA S9D

Where AUTODIN capability does not exist, punched cards or magnetic tape by certified mail will be used. The DoD Central Registry address is indicated in paragraph 12-6h above.

b. The DoD Central Registry is responsible for the control of small arms serial numbers down to the DoD Component Registries and maintains a permanent history file to identify small arms serial numbers demilitarized, lost, stolen or shipped to foreign countries and others which are no longer under the control of the DoD. Each DoD Component Registry controls small arms serial numbers within their respective organization, maintains interface with the DoD Central Registry and other DoD Component Registries utilizing the standard data elements and reporting procedures and provides the DoD Central Registry with up-to-date small arms serial number data through transaction reporting.

c. Card formats in Appendices C36 and C37 and applicable codes in Appendices B13 and B14 will be utilized for reporting of small arms data.

d. WSN control cards are used to report small arms data between the various DoD Component Registries. The data flow for reporting shipments on the master files will be as indicated below. The number of additional WSN control cards for posting the active file and inactive file is determined by each DoD Component to meet their individual requirements.

(1) Shipments Between DOD Components. When small arms are selected for shipment by the shipping activity, the small arms shipment transaction data of the weapons, formatted in accordance with Appendix C37, Small Arms Transaction Reporting Card Entry, is required. Three WSN control cards for each weapon utilizing Transaction Code S are prepared. One card is provided to the shipping DoD Component Registry giving notification of shipment. Two WSN control cards for each weapon in the shipment are attached to the supply documentation accompanying the shipment. The cards are grouped and identified to a specific box in the shipment. The shipping DoD Component Registry enters the small arms data in the suspense file to open the record. The shipping DoD Component Registry then forwards the WSN control card to the destination DoD Component Registry. The destination DoD Component Registry enters the small arms data into the suspense file to open the record. This record is maintained until confirmation of receipt of the weapon is provided by the receiving activity. The receiving DoD Component Registry will maintain weapons shipments in a suspense file not longer than the order-ship time (OST). If the OST is exceeded, investigation will be initiated with the shipping and receiving activities as to the status of the shipment until reconciled. Upon receipt of the small arms at destination, the receiving activity notifies the DoD Component Registry of the receipt of weapons. The receiving DoD Component Registry matches the small arms data against the suspense file data previously provided by the shipping DoD Component Registry. A match constitutes a reconciliation and completes the record. The record is then moved from the suspense file to the active master file on the receiving DoD Component Registry. The receiving DoD Component Registry then forwards a WSN control card utilizing Transaction Code R to the shipping DoD Component Registry providing notification of receipt

of the weapons. The shipping DoD Component Registry matches the small arms data of the "R" card against the suspense file data previously provided by the shipping activity. A match constitutes a reconciliation and completes the record. The record is then moved from the suspense file to the inactive file on the shipping DoD Component Registry. When the reconciliation has been completed the small arms are considered transferred to the other DoD Component. It is the shipping DoD Component's responsibility to then notify the DoD Central Registry of the transfer by forwarding a WSN control card utilizing Transaction Code T. The DoD Central Registry then transfers, in the master file, the responsibility of the small arm to the receiving DoD Component. This reporting procedure also applies to weapon shipments from one DoD Component to another for maintenance purposes.

(2) Shipments From Procurement. When small arms are shipped from a contractor to activities within the DoD, the contractor is required to prepare three WSN control cards utilizing Transaction Code P for each weapon in the shipment. One card is provided to the DoD Component Registry giving notification of the shipment. Two cards are prepared for each weapon and attached to the supply documentation accompanying the shipment to destination. These cards are grouped and identified to a specific box in the shipment. The data on the WSN control card is entered in the DoD Component Registry to open the record. This record will be maintained in a suspense file until confirmation of receipt of the weapon is provided by the receiving activity. Upon receipt of the the small arms at destination, the receiving activity notifies the DoD Component Registry of the receipt of the weapons. The DoD Component Registry matches the small arms data, formatted in accordance with Appendix C37, against the suspense file data previously provided by the contractor. A match constitutes a reconciliation and completes the record. The record is then moved from the suspense file to the active master file on the DoD Component Registry. The DoD Component Registry then forwards a WSN control card utilizing Transaction Code P to the DoD Central Registry providing notification of the receipt of the weapon from the contractor. The DoD Central Registry then enters the record on its active master file.

(3) Shipments to Foreign Military Sales/Grant Aid and Other Agencies Outside the Control of DoD. Shipments to these activities will be reported to the DoD Central Registry. When small arms are selected for shipment by the shipping activity small arms data of the weapons, formatted in accordance with Appendix C37, is retrieved and provided to the DoD Component Registry giving notification of shipment. The DoD Component Registry prepares a WSN control card for each weapon in the shipment, utilizing code "N" (Shipment to Other Agencies) or "F" (Shipment to Foreign Military Sales/Grant Aid) depending on type of transaction, and forwards the cards to the DoD Central Registry providing notification of shipment. The DoD Component Registry then enters the small arms shipment data into the inactive file. The DoD Central Registry enters the small arms data in its master file showing that the responsibility of the

small arms has been transferred to activities outside the control of the DoD. Small arms will again be registered with the DoD Central Registry by the receiving DoD activity should the weapons be returned to the DoD supply system.

e. When small arms are selected for destruction at the demilitarization activity, the small arms data, formatted in accordance with Appendix C37 is provided to the DoD Component Registry once the demilitarization has been completed. The DoD Component Registry provides a WSN control card for each of the weapons demilitarized utilizing Transaction Code V and forwards the cards to the DoD Central Registry as notification of the demilitarization. The DoD Component Registry then enters the small arms demilitarization data into the inactive file. The DoD Central Registry enters the small arms data in its master file showing that the small arms have been demilitarized and it is no longer the responsibility of the DoD to maintain serial number control of these weapons.

f. A listing of rejects which denote discrepancies is provided to the DoD Component Registry for correction (See Appendix B14 for listing Reject Codes). The Component DoD Registry then submits the correct data, punched card or magnetic tape, utilizing transaction codes listed in Appendix B13 to the DoD Central Registry, thus eliminating the master record discrepancies. While these rejects are being researched, the DoD Central Registry master file will be annotated to preclude generation of false data in response to an investigative inquiry. The corrections submitted by the DoD Component Registry will be entered on the DoD Master Record.

g. The Weapons Management Improvement Program is designed to provide investigative agencies with the identifications of the last accountable activity having a specific numbered small arm within 72 hours. Investigative agencies process all inquiries by message, letter or telephone to the DoD Central Registry. The DoD Central Registry will identify the accountable DoD Component Registry from the data contained in its master record and query that registry as to the last activity accountable for the specific serial numbered weapon. Once the DoD Component Registry identifies the last accountable activity, response is provided to the investigative agency through the DoD Central Registry.

12-9 RECONCILIATION PROCEDURES.

a. To ensure that the small arms data contained in the DoD Central Registry is valid, a 100 percent reconciliation is conducted with each of the DoD Component Registries annually. This reconciliation requires "bottoms-up" reporting.

b. The bottoms-up reconciliation concept will consist of the following:

(1) Annual submission of small arms records by the DoD Component Registries to the DoD Central Registry.

(2) Small arms records file compatibility check between DoD Component Registries and DoD Central Registry.

(3) Correction and follow-up on small arm records that are determined to have discrepancies.

c. The annual reconciliation schedule is as follows:

DoD Component Registry	Cut-off Day/Month	Records Submitted By DoD Component Registries to DoD Central Registry	DoD Central Registry Returns Results of Reconciliation to DoD Component Registry	Completion Date For Reconciliation
DSA	1 March	10 March	20 March	20 May
Navy/Marine Corps	1 June	10 June	20 June	20 August
Army	1 August	10 August	20 August	20 October
Air Force	1 October	10 October	20 October	20 December

d. Submission of Bottoms-Up Reconciliation.

(1) The transmission of small arms reconciliation records between the DoD Component Registries and the DoD Central Registry will be by AUTODIN, certified mail or courier. Tape/card records will be formatted as indicated in Appendices C38 and C39.

(2) To the extent possible reconciliation records will be forwarded to the DoD Central Registry via AUTODIN. If certified mail or courier is used, input will be by tape with a transmittal letter attached (Appendix A6). The routing of reconciliation data through AUTODIN, mail channels or by courier to the DoD Central Registry will be as follows:

(a) AUTODIN

Routing Indicator - RUCIAFB
 Content Indicator - AHCM
 Routing Indicator Code - B14

(b) Mail/Courier Address

(3) Specifications for tape reconciliation records are as follows:

- (a) Records will be compatible with IBM 360-65.
- (b) Translate to IBM Mode BCD or EBCDIC.
- (c) Tape Density - 556, 800, 1600 BITS Per Inch (BPI).
- (d) Seven or nine track tape.
- (e) Block size - one, ten or fifty records

per block.

- (f) No header or trailer labels.

e. The DoD Component Registries will:

(1) Perform an annual reconciliation of all small arms records with the DoD Central Registry in accordance with paragraphs 12-9a through 12-9d above.

(2) Submit small arms records to arrive no later than ten calendar days after the cut off date (paragraph 12-9c) in the format as indicated in Appendix C38 and will contain Transaction Code E to indicate initial reconciliation submission.

(3) Review and compare the records returned on the small arms record reject file as a result of the compatibility check by the DoD Central Registry to determine corrective action required. The reason for reject on small arms reconciliation codes (Appendix B15) will be reflected in Column 75 of the DSR transaction. Matching records will be considered reconciled, requiring no further action.

(4) Maintain a suspense on all records rejected to ensure a reconciliation response is provided within 60 calendar days as specified in paragraph 12-9c.

(5) Forward corrections with appropriate transaction codes (Appendix B13) in Column 7 of the DSR transaction to the DoD Central Registry. Transaction Code 9 will be used to indicate that the DoD Central Registry record is correct, thereby removing the reject suspense and preclude follow-up action.

(6) Process follow-ups (DIC DSF Appendix C39) when received. In the event corrective action cannot be taken within 30 calendar days, notification will be provided to the DoD Central Registry to alert them of the problem and when to expect correction documentation.

(7) Receive and analyze Statistical Summary Report (Appendix A5) to assist in the prevention of future reject occurrences.

(8) Receive final notification from the DoD Central Registry when the reconciliation is complete.

f. The DoD Central Registry will:

(1) Ensure that DoD Component Registries adhere to the reconciliation schedule outlined in paragraph 12-9c above.

(2) Perform a compatibility check of small arms record files submitted by DoD Component Registries against the DoD Central Registry files with the schedule outlined in paragraph 12-9c above.

(3) Reject reconciliation transactions when there is a discrepancy to the DoD Component Registry. The reject documentation (Appendix C38) will contain the same data as submitted except to contain the reason for rejection by reflecting the appropriate reconciliation code (Appendix B15) in Card Column 75. When no reconciliation request is received for a record recorded on the master file, an image transaction, utilizing the reconciliation format (Appendix C38) will be provided to the DoD Component Registry and reflect Reconciliation Code 5. Matching records will be considered reconciled. Duplicate small arms serial numbers detected during the reconciliation will require modification instructions to be issued based on the criteria outlined in paragraph 12-6f.

(4) Establish a reject file of those records rejected to the DoD Component Registries for correction action.

(5) Prepare and submit one copy of the Small Arms Reconciliation Statistical Summary Report (Appendix A5) to the DoD Component Registry, to the designated Service/Agency headquarters of the reporting DoD Component Registry and to the DoD MILSTRAP System Administrator upon completion of the reconciliation in paragraphs 12-9f(2) and (3) above.

(6) Process corrected documentation against the reject file to clear the suspense and record on the master file. Transaction Code 9 in Card Column 7 will serve to inform the DoD Central Registry that the master file record is correct and will be used to clear the suspense.

(7) Prepare and forward follow-ups (DIC DSF) in the format as outlined in Appendix C39, to the DoD Component Registry on those transactions which have not been cleared from the reject file within the 60 calendar day time frame as outlined in paragraph 12-9c above. In the event corrective transactions and/or notification of a problem is not received from the DoD Component Registry within 30 calendar days of the follow-up, a request for assistance will be made to the responsible Service/Agency headquarters in order to complete the reconciliation cycle. The DoD MILSTRAP System Administrator will also be notified in these instances.

(8) Provide the DoD Component Registry, the responsible Service/Agency headquarters and the DoD MILSTRAP System Administrator final notification when the reconciliation is complete. This can be accomplished by normal letter/message media.

g. The DoD Central Registry will maintain the flexibility to provide "top down" reconciliation, as required. In this case, the data flow will be reversed.

APPENDIX A - FORMS

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APPENDIX A1	DoD Single Line Item Requisition System Document (Mechanical) (DD Form 1348m)	A1-1
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APPENDIX A

FORMS (INTRODUCTION)

1. The forms prescribed for use in MILSTRAP are as described below and as illustrated in the following Appendices.

2. The basic considerations in design of the forms are explained as follows:

a. The forms, although separately identified, are designed for a complete "system" and therefore complement one another as to the placement of data and captions.

b. The forms are designed for data entries by means of keypunch machines.

c. The forms are designed to facilitate the conversion of written data entries to a punched card in any organizational element of the supply system.

3. DD Form 1348, DoD Single Line Item Requisition System Document (Mechanical) (Appendix A1). A standard EAM card, pre-printed format.

a. This form is used as:

- (1) Requisition or Requisition Modifier
- (2) Follow-up
- (3) Passing Order
- (4) Cancellation
- (5) Supply Status
- (6) Request for improved ESD
- (7) Shipment Status
- (8) Materiel Release Order or Materiel Release Order Modifier
- (9) Referral Order
- (10) Redistribution Order
- (11) Materiel Release Confirmation
- (12) Materiel Release Denial (Warehouse Refusal)
- (13) Materiel Obligation Validation Request
- (14) Materiel Obligation Validation Response

(15) Notice of Availability

(16) Issue Transaction

b. Only one card form is provided for multiple formats with control of a specific format maintained by means of the document identifier code.

c. The card document data entries will differ depending upon the type of transaction involved. Due to the numerous data entries prescribed for entry in card columns 67 through 80 (dependent upon the transaction), the caption on the bottom line is "VARIABLE DATA ELEMENTS DEPENDING ON DOCUMENT IDENTIFIER CODE."

d. The card is designed primarily for electrical transmission and mechanical processing, with single line interpretation. However, a second line interpretation capability has been included to provide flexibility. When the second line is used, the document number, demand/suffix code, supplementary address, and signal code will be identified on the first line.

e. Data blocks in the body of the form consider the requirement of organizations using manual procedures. Data blocks A and B, which are included on the manual form, are not required on the mechanical card and therefore the first block provided on the latter form is identified by "C" and continues with data blocks identical to those included on the manual form. The data blocks identified with numerics 1 through 80 are provided for entry of written data corresponding to the top line captions pertaining to a requisition. Blocks D through K are included for entry of data by processing points and pertain to requisition editing and status preparation. Blocks C and L through W are utility blocks to accommodate local requirements.

4. DD Form 1485, DoD Physical Inventory Document (Appendix A2). A standard EAM card, pre-printed format.

a. This form is used for:

- (1) Inventory segmentation
- (2) Location Identification of Stocks
- (3) Inventory transactions

(4) Accounting for Materiel Undergoing Assembly, Disassembly, Conversion, Modification, repair and test.

5. DD Form 1486, DoD Materiel Receipt Document, (Appendix A3). A standard EAM card, pre-printed format:

a. This form is used for:

- (1) Due-in transactions

- (2) Pre-positioning cards for receipts
- (3) Receipt of Materiel on a procurement instrument
- (4) Receipt of Materiel on other than a procurement instrument

6. DD Form 1487, DoD Materiel Adjustment Document, (Appendix A4). A standard EAM card, pre-printed format:

- a. This form is used for:
 - (1) Single transaction input format
 - (2) Dual transaction input format
 - (3) Increase adjustment actions against inventory control records
 - (4) Decrease Adjustment actions against inventory control records
 - (5) Condition transfers
 - (6) Purpose transfers
 - (7) Project code changes
 - (8) Distribution code changes
 - (9) Re-identification of Stock
 - (10) Stock Number change
 - (11) Issue change

7. DD Form 173, Joint Messageform, (Appendix A5). This form is used by the DoD Central Registry to convey the Small Arms Reconciliation Statistical Summary Report to DoD Component Registries.

8. Form Letter Format, (Appendix A6). This form letter format is used by DoD Component Registries to inform the DoD Central Registry of data configuration on magnetic tape and total number of tape reels that constitutes the Small Arms Records File.



APPENDIX A2

DoD PHYSICAL INVENTORY DOCUMENT DD FORM 1485

DOC. IDENT	ROUTING IDENT (TO)	TYPE	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	WAREHOUSE LOCATION	COUNT CARD CONTROL NUMBER	DIST.	PROJ.	CUTOFF DAY	DATE	REQUEST COUNT DAY
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
DOD PHYSICAL INVENTORY DOCUMENT			C. QUANTITY			D. COUNT NUMBER			E. COUNTED BY			F. COUNT DAY		
			G. CHECKED BY			H. DATE			I. CONDITION			J. STOCK NUMBER		
									A. SERVICEABLE			K. FSC		
									B. SERV.(ISSUE W/QUALIFICATION)			L. DATE		
									C. SERV.(PRI. ISSUE)			M. ADD		
									D. SERV.(TEST/MOD.)			REMARKS:		
									E. UNSERV.(LMTD RESTORATION)					
									F. UNSERV.(REPARABLE)					
									G. UNSERV.(INCOMPLETE)					
									H. UNSERV.(CONDEMNED)					
									I. SUSP.(IN STOCK)					
									J. SUSP.(RETURNS)					
									K. SUSP.(LITIGATION)					
									L. SUSP.(IN WORK)					
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90

DD FORM 1485 1 JUN 74
 EDITION OF 1 JUN 64 MAY BE USED UNTIL EXHAUSTED

APPENDIX A3

DoD MATERIEL RECEIPT DOCUMENT DD FORM 1486

DOC. IDENT. (TO)	ROUTING IDENT.	FSC	NIIN	ADD	QUANTITY	ACTIVITY ADDR.	DATE	SERIAL	SUPPL. ADDR.	SHIPMENT NO.	DIST.	PROJECT	MULTI-USE SHIPMENT NO.	ROUTING IDENT.	DATE	MULTI-USE																			
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APPENDIX A5
 SMALL ARMS RECONCILIATION STATISTICAL SUMMARY REPORT

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
PAGE OF	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY			
		ACT	INFO				DATE - TIME		MONTH	YR
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p style="text-align: center;">FROM: (CDRARMCOM ROCK ISLAND IL//AMSAR-MMX//)</p> <p style="text-align: center;">TO: (Enter Appropriate Addressees)</p> <p>SUBJECT: Small Arms Reconciliation Statistical Summary Report</p> <p>1. The following data is provided in accordance with DoD 4140.22-M, MILSTRAP, Chapter 12.</p> <p style="margin-left: 40px;">a. Number of Reconciliation Requests Received (Transaction Code E). _____</p> <p style="margin-left: 40px;">b. Number of Rejects (TOTAL). _____</p> <p style="margin-left: 80px;">(1) Duplicate Reconciliation Request Received (Code 6). _____</p> <p style="margin-left: 80px;">(2) Reconciliation Request Reflects Different Owner (Code 7). _____</p> <p style="margin-left: 80px;">(3) Master File Updated Based on Reconciliation Request (Code 8). _____</p> <p style="margin-left: 40px;">c. Number of Reconciliation Requests That Match DoD Master File. _____</p> <p style="margin-left: 40px;">d. Number of Reconciliation Requests Not Received. (Code 5). _____</p> <p>2. Final notification when the reconciliation cycle is completed will be provided upon completion.</p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS				
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE						(Complete all other message elements in accordance with Service/Agency instructions)				
SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP		

6
5
4
3
2
1
0



APPENDIX A6

SMALL ARMS TRANSMITTAL LETTER

(Insert Date)

FROM: (Insert the official clear-text name and address of the initiating activity)

TO: Commander
U.S. Army Armament Command, USAARCOM
ATTN: AMSAR-MMX
Rock Island, IL 61201

SUBJECT: Small Arms Tape Reel Transmittal Letter

1. Enclosed tape reel forwarded in accordance with DoD 4140.22-M, MILSTRAP, Chapter 12 with the following data specifications:

- a. Translate to IBM Mode _____.
- b. Tape Density - BITS Per Inch (BPI) _____.
- c. Track Tape (7 or 9) _____.
- d. Block Size _____.
- e. Total Number of Tape Reels _____.

2. Request confirmation of receipt.

APPENDIX B. CODES

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APPENDIX B1

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies:
(1) Actions as forming a part of the inventory accounting system.
(2) The effect that a transaction has upon inventory control records (as well as the type of document).
(3) The specific relation of various inventory transactions to appropriation fund and stock fund financial statements.

CARD COLUMNS: 1 - 3

a. Document Identifier Codes "D" series.

(1) "D" series code assignments are exhibited in subsequent pages. The assignment for additional "D" series are reserved for future assignment by DoD.

(2) Communication precedence guide for all MILSTRAP documents are found in Appendix B1A.

b. Document Identifier Codes "B" and "C" series.

(1) For those actions and/or formats not presently covered by MILSTRAP, Military Services, DNA and DSA may continue to use "B" and "C" series document identifiers for intra-Service/Agency use as follows:

(a) "B" series - Military Services and DNA only.

(b) "C" series - DSA only.

(2) The "B" and "C" series are for intra-Service/Agency use only, and are prohibited for inter-Service/Agency use.

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Provides means for identifying a document as to the system to which it pertains and further identifies such document as to its intended purpose and usage.

CARD COLUMNS: 1 - 3

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D4M	Materiel Receipt (Repair/Testing)	From procurement instrument source to depot inventory as a result of return of repaired/tested end items previously sent to a commercial/government facility.
D4S	Materiel Receipt (Commercial)	From procurement instrument source to depot inventory as a result of purchase from commercial concerns.
D4U	Materiel Receipt (DoD Agency)	From procurement instrument source to depot inventory as a result of purchase from another DoD agency.
D4V	Materiel Receipt (Non-DoD Agency)	From procurement instrument source to depot inventory as a result of purchase from a non-DoD federal agency.
D4W	Materiel Receipt (Capitalization)	Procurement instrument source. From Gaining Item Manager to Losing Item Manager as notification of receipt into depot inventory of an item previously logistically transferred/decapitalized. Indicates to Losing Item Manager (a) materiel taken up in inventory control records of gainer and (b) transaction is forwarded for application to loser financial records.
D4X	Materiel Receipt (Decapitalization)	Procurement instrument source. From Losing Item Manager to Gaining Item Manager as notification of receipt of an item decapitalized. Indicates to Gaining Item Manager (a) financial records of loser have been updated and (b) materiel is to be taken up in inventory control records of gainer.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D4Z	Materiel Receipt (Other)	From procurement instrument source into depot inventory when a specific DIC is not known. (Assignor of this code will maintain intelligence pertaining to its use and, as required, will furnish this data.)
D6A	Materiel Receipt (Own Service/Agency)	Returns from own Service/Agency users into depot inventory. Excludes receipts of end items from repair activity.
D6B	Materiel Receipt (DoD Agency)	Returns from DoD Agency users into depot inventory. Excludes receipts of end items from repair activity.
D6C	Materiel Receipt (Non-DoD Agency)	Returns from non-DoD Federal Agency users into depot inventory. Excludes receipts of end items from repair activity.
D6D	Materiel Receipt (Grant Aid)	Returns from MAP/Grant Aid users into depot inventory.
D6E	Materiel Receipt (FMS)	Returns from MAP Foreign Military Sales users into depot inventory.
D6G	Materiel Receipt (Test/Evaluation)	Returns from destructive test and/or evaluation to depot inventory of unused materiel originally issued for performance of destructive testing and/or evaluation.
D6H	Materiel Receipt (GFM)	Returns from government furnished materiel to depot inventory as a result of return of GFM not consumed in manufacture of an end item. Excludes return of end items from repair.
D6J	Materiel Receipt (Property Disposal)	Returns from property disposal to depot inventory.
D6K	Materiel Receipt (Relocation)	Relocation of assets between installations under control of the same item manager without change in item management responsibility. Excludes receipts of repaired end items.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D6L	Materiel Receipt (Assembly/Disassembly/ Conversion/Modification)	Returns from assembly/disassembly/ conversion/modification into depot in- ventory as a result of (a) return of of assembled end items (b) return of components from disassembled end items and (c) return of converted or modi- fied end items. Excludes return of repaired end items.
D6M	Materiel Receipt (Repair/Testing)	Returns from other than procurement instrument source into depot inventory as a result of return of repaired/ tested items previously sent to a com- mercial/government facility.
D6N	Materiel Receipt (Loan)	Returns from materiel on loan into de- pot inventory from authorized recip- ient.
D6Q	Materiel Receipt (Removal Items)	Removal of installed service desig- nated principal item/weapon system returned to inventory.
D6R	Materiel Receipt (Exchange Item)	Exchanges of service designated items into inventory, as specified by Serv- ice/Agency when a like item is issued on an exchange basis.
D6T	Materiel Receipt (Own Service/Agency)	Into depot inventory as a result of requisitioning from own Service/Agency activity.
D6U	Materiel Receipt (DoD Agency)	Into depot inventory as a result of requisitioning from another DoD Agen- cy.
D6V	Materiel Receipt (Non-DoD Agency)	Into depot inventory as a result of requisitioning from a non-DoD Federal Agency.
D6Z	Materiel Receipt (Other)	Into depot inventory when a specific DIC is not known. (Assignor of this code will maintain detailed intelli- gence pertaining to its use and, as required, will furnish this data.)

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D7A	Issue (Own Service/Agency)	Issue to own Service/Agency from depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7B	Issue (DoD Agency)	Issue to another DoD Agency from depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7C	Issue (Non-DoD Agency)	Issue to a non-DoD Federal Agency from depot inventory or by direct delivery from vendor. Excludes issues of end items to be repaired.
D7D	Issue (Grant Aid)	Issue to MAP/Grant Aid from depot inventory or by direct delivery from vendor.
D7E	Issue (FMS)	Issue to MAP/Foreign Military Sales from depot inventory or by direct delivery from vendor.
D7G	Issue (Test/Evaluation)	Issue to destructive test and/or evaluation from depot inventory of material for performance of destructive testing and/or evaluation.
D7H	Issue (GFM)	Issue to activities as GFM from depot inventory or direct delivery from a vendor of GFM for consumption in manufacture of an end item. Excludes issues of end items for repair.
D7J	Issue (Property Disposal)	Issue to property disposal from depot inventory.
D7K	Issue (Relocation)	Issue to other storage locations for relocation between installations under control of the same item manager without change in item management responsibility. Excludes issues of end items to be repaired.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D7L	Issue (Assembly/Disassembly/ Conversion/Modification)	Issue for assembly/disassembly/conversion/modification from depot inventory or by direct delivery from vendor. Includes issue of (a) component for assembly, (b) end item for disassembly and (c) end item for conversion and modification. Excludes issue of end items to be repaired.
D7M	Issue (Repair/Testing)	Issue to repair/testing from depot inventory to commercial/government activity for the purpose of repair/testing and expected return of the same item.
D7N	Issue (Loan)	Issue for loan from depot inventory to authorized recipients.
D7P	Issue (Returned Purchases)	Issue of returned purchases from depot inventory to suppliers for credit or reimbursements.
D7Q	Issue (Designated Items)	Issue to installation of service of designated items from inventory, specified by Service/Agency to installation on a principal item/weapon system.
D7R	Issue (Exchange Items)	Issue for service exchange of designated items from inventory, specified by Service/Agency when a like item is returned on an exchange basis.
D7Z	Issue (Other)	Issue from depot 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 this data.)
D8A	Inventory Adjustment (Increase/Physical Inventory)	Gain disclosed as a result of physical count of stock, single adjustment.
D8B	Inventory Adjustment (Increase/Adjustment)	Gain resulting from clerical or mechanical accounting errors which are not subject to correction by reversal of original transaction, single adjustment.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
D8C	Inventory Adjustment (Increase/Condition)	Gain resulting from condition transfer, single adjustment.
D8D	Inventory Adjustment (Increase/Purpose)	Gain resulting from a purpose transfer, single adjustment.
D8E	Inventory Adjustment (Increase/Logistic Transfer)	Gain of item management responsibility, as a result of logistic 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 a 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. Excludes change of price only, single adjustment.
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 this data.)
D9A	Inventory Adjustment (Decrease/Physical Inventory)	Loss disclosed as a result of physical count of stock, single adjustment.
D9B	Inventory Adjustment (Decrease/Adjustment)	Loss resulting from clerical or mechanical accounting 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.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
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, decapitalization, single adjustment.
D9G	Inventory Adjustment (Decrease/Loss)	Loss from shrinkage, theft, contamination and deterioration, single adjustment.
D9H	Inventory Adjustment (Decrease/Loss)	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.
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 this data.)
DAC	Inventory Adjustment (Increase/Decrease)	Condition transfer, dual adjustment.
DAD	Inventory Adjustment (Increase/Decrease)	Purpose transfer, dual adjustment.
DD_	Due in Transaction (Increase/Decrease)	The third digit code in this series correspond to the third digit code provided in the D4 series.
DEE	Logistics Transfer	Logistic transfer from losing Item Manager to gaining Item Manager. Transfer of on hand balances from appropriation accounts other than stock fund of the loser.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
DEF	Decapitalization	Decapitalization from losing item manager to gaining item manager. Transfer of on hand balances from stock fund accounts of the loser.
DF_	Due In Transaction (Increase/Decrease)	The third digit code in this series correspond to the third digit code provided in the D6 series.
DG_	Backorder Transaction (Increase/Decrease)	The third digit code in this series correspond to the third digit code provided in the D7 series.
DHA	Demand Transaction	Record demand transactions.
DJA	Physical Inventory Request	Physical inventory request to a storage activity.
DKA	Physical Inventory Count	Physical inventory count as a result of an inventory.
DLA	Logistic Transfer/ Decapitalization Follow-up	Logistic transfer/decapitalization follow-up from gaining item manager to request asset data pertaining to items transferred to the gainer.
DLB	Reply to Logistic Transfer/Decapitali- zation Follow-up	Reply to gaining item manager as a result of a logistic transfer/decapitalization follow-up to advise of status of items.
DSF	Small Arms Reconcili- ation Follow-Up	Used by the DoD Central Registry to notify the DoD Component Registries that reconciliation errors have not been cleared.
DSM	Small Arms Transaction Reporting	Used for registration and reporting of small arms transactions between the DoD Component Registry and the DoD Central Registry.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
DSR	Small Arms Reconciliation	Used for the annual "bottoms-up" reconciliation between the DoD Component Registry and the DoD Central Registry.
DU_	Pre-Positioned Materiel Receipt (Procurement)	The third digit code in this series correspond to the third digit code provided in the D4 series.
DVA	IMC Coding	(See Note 1).
DVB	IM Acceptance	(See Note 1).
DVC	IM Acceptance	(See Note 1).
DVD	IMC Service Management	(See Note 1).
DVH	IMC Return	(See Note 1).
DVK	IMC Results	(See Note 1).
DVR	IMC Return	(See Note 1).
DVX	IMC Follow-Up	(See Note 1).
DVY	IMC Follow-Up	(See Note 1).
DW_	Pre-Positioned Materiel Receipt (Other)	The third digit code in this series correspond to the third digit code provided in the D6 series.
DXA	Materiel Receipt Follow-Up (Procurement)	Materiel receipt follow-up, from ICP/SCA to storage activity for procurement instrument source.
DXB	Materiel Receipt Follow-Up (Other)	Materiel receipt follow-up, from ICP/SCA to storage activity other than procurement instrument source.
DXC	Materiel Receipt Reply (Procurement)	Reply to materiel receipt follow-up, from storage activity to SCA/ICP to advise of non-receipt of materiel from procurement instrument source.
DXD	Materiel Receipt Reply (Other)	Reply to materiel receipt follow-up, from storage activity to SCA/ICP to advise of non-receipt of materiel for procurement instrument source.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
DYA	Special Program Requirement Request	Request from forecasting activity to ICP to advise of expected future requirements. Excludes requests submitted for Cooperative Logistics Support Arrangement requirements.
DYB	Special Program Requirement Request	Request with exception data from forecasting activity to ICP to advise of expected future requirements. Excludes requests submitted for Cooperative Logistics Support Arrangement requirements.
DYC	Special Program Requirement Cancellation	Forecasting activity cancellation notice to ICP to request cancellation of a previously submitted request.
DYD	Special Program Requirement Modifier	Forecasting activity modification request to ICP to request change of certain data in a previously submitted request.
DYG	Special Program Requirement Substitute Item Acceptance	Acceptance of ICP offered substitute item from forecasting activity.
DYH	Special Program Requirement Substitute Item Rejection	Rejection of a substitute item by forecasting activity to ICP.
DYJ	Special Program Requirement Follow-Up	Forecasting activity follow-up to ICP to request response to a previously submitted request.
DYK	Special Program Requirement Status	ICP status to forecasting activity in response to a request, follow-up, modifier, cancellation or substitute item rejection.
DYL	Special Program Requirement Request	Forecasting activity request to ICP to advise of expected future Cooperative Logistics Arrangement Requirements.

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
DYM	Special Program Requirement Request	Forecasting activity request to ICP with exception data, to advise of expected future Cooperative Logistics Arrangement Requirements.
DZA	Asset Status	Asset status request.
DZB	Storage Item Data Correction/Change	From ICP/SCA to storage activity to change elements of data pertaining to a national stock number.
DZE	Asset Status/Transaction Reporting Request	From ICP to Military Service designated central points to request reporting from bases, posts, camps and stations. (See paragraph 8-3.)
DZF	Asset Status Reporting	Asset status reporting from bases, posts, camps and stations to ICP.
DZG	Transaction Reject	Used between ICPs, SCAs and storage activities to reject a transaction which could not be processed due to erroneous or missing data.
DZH	Location Audit Reconciliation Request	From storage activity to managing SCA/ICP for purpose of bringing storage locator records and item records in line.
DZJ	Item Management Decision Data Request	(See Note 2).
DZK	Master Record Interrogation	(See Note 2).
DZL	MIF/CMDN Exception Notification	(See Note 2).
DZM	Service Suspense Control	(See Note 2).
DZN	WIMM Challenge	(See Note 2).
DZP	WIMM Designation Notification	(See Note 2).
DZQ	Conference Results (WIMM Designation)	(See Note 2).
DZR	Follow-Up Notification	(See Note 2).

<u>CODE</u>	<u>DOCUMENT TITLE</u>	<u>EXPLANATION</u>
DZS	Service Interchange- ability Replies	(See Note 2).
DZT	Item Management Decision Data Input	(See Note 2).
DZU	WIMM/SICC/ETD Notification	(See Note 2).
DZV	SICC Requirements Data Transfer Record	(See Note 2).
DZW	Application Data Card	(See Note 2).
DZX	WIMM Program Data Request	(See Note 2).
DZY	Current/Projected Program Data Transfer Record	(See Note 2).
DZZ	Past Program Data Transfer Record	(See Note 2).

Note 1: Codes are used and displayed in Chapter 7 of DoD 4140.26-M, Volume I, Defense Integrated Materiel Management Manual For Consumable Items, Commodity Oriented Items, effective until April 1978.

Note 2: Codes are used and displayed in the Appendicies of DoD 4140.26-M, Volumn II, Defense Integrated Materiel Management Manual for Consumable Items, Weapon System Oriented Items.

APPENDIX B1A

COMMUNICATIONS PRECEDENCE GUIDE

NUMBER OF CHARACTERS: Three

TYPE OF CODE: Alpha/Numeric

EXPLANATION: The Communication Precedence Guide for all MILSTRAP documents is as follows:

<u>Document Identifier Codes</u>	<u>Communications Precedence</u>	
	<u>Normal</u>	<u>MINIMIZE</u>
D4 ₋ , D6 ₋ , D7 ₋ , D8 ₋ , D9 ₋ , DA ₋ , DD ₋ , DE ₋ , DF ₋ , DG ₋ , DH _A , DJ _A , DK _A , DL ₋ , DS ₋ , DU ₋ , DW ₋ , DX ₋ , DY ₋ , DZ _A , DZ _B , DZ _E , DZ _F , DZ _G , DZ _H	Priority	Priority
DVA, DVB, DVC, DVD, DVH, DVK, DVR, DVX, DVY, DZJ, DZK, DZL, DZM, DZN, DZP, DZQ, DZR, DZS, DZT, DZU, DZV, DZW, DZX, DZY, DZZ	Routine	Routine



APPENDIX B2
RECEIPT STATUS CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Identifies the stage of deliveries, i.e., partial or final for Materiel Receipt Documents.

CARD COLUMN: 7

<u>CODE</u>	<u>DELIVERY STAGE</u>
6	Final
7	Partial

APPENDIX B3

TYPE OF PHYSICAL INVENTORY CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies the type of inventory being conducted or requested and used in the, Physical Inventory Document.

CARD COLUMNS: 7

<u>CODE</u>	<u>DEFINITION</u>
A	Scheduled Inventory (wall to wall). Inventory to be conducted on a group of items within a specified period of time according to established plan.
B	Scheduled Inventory (sample). Inventory to be conducted on a group of items within a specified period of time by the random sampling method.
C	Special Inventory, all condition codes.
D	Special Inventory, specified condition codes.
E	Spot Inventory due to denial (all condition codes). Initiated by the storage activity or SCA/ICP as a result of denials.
F	Spot Inventory due to denial (specified condition code). Initiated by the SA or SCA/ICP as a result of denials.
G-Z	Reserved for future assignment by DoD.
0-9	Reserved for future assignment by DoD.

APPENDIX B4

OWNERSHIP CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Provide a means of segmenting inventory balances, accounted for in inventory control records of a Military Service/DSA, but which are owned by others. Further segmentation of these stocks by Purpose Code is neither prescribed nor intended.

CARD COLUMN: 70

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
1	ARMY	Stocks held on inventory control records of a non-Army item manager but owned by Army.
2	DEFENSE SUPPLY AGENCY	Stocks held on inventory control records of a non-DSA item manager but owned by DSA.
3	OTHERS	Stocks held on inventory control records of a Service/Agency item manager but owned by an agency outside of DoD.
4	MARINE CORPS	Stocks held on inventory control records of a non-Marine Corps item manager but owned by Marine Corps.
5	NAVY	Stocks held on inventory control records of a non-Navy item manager but owned by Navy.
6	AIR FORCE	Stocks held on inventory control records of a non-Air Force item manager but owned by Air Force.
7	OTHER DoD	Stocks held on inventory control records of a Military Service/DNA/DSA item manager but owned by a DoD agency other than a Military Service/DNA, or DSA.

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
8	MAP	Stocks held on inventory control records of a Service/Agency item manager but owned by the Military Assistance Program.
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	NOT ASSIGNED	Reserved for future assignment by DoD.

APPENDIX B6
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, Condition Codes A through H will be utilized to reflect materiel condition prior to turn-in to the DPDO.

CARD COLUMN: 71

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
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 Condition 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, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
E	UNSERVICEABLE (LIMITED RESTORATION)	Materiel which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the SA where the stock is located.
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.
I	NOT ASSIGNED	Reserved for future assignment by DoD.
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.
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.

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
O	NOT ASSIGNED	Reserved for future assignment by DoD.
P	UNSERVICEABLE (RECLAMATION)	Materiel determined to be unserviceable, uneconomically repairable as a result of physical inspection, tear down or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q-Z	NOT ASSIGNED	Reserved for future assignment by DoD.

NOTE: Refer to DoD Instruction 4140.27 for serviceability time frames associated with shelf life items. Condition Codes J through P will not be used for materiel turn-ins to the DPDO.



APPENDIX B7

MANAGEMENT CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Provide supplemental data not indicated through the transaction coding structure. When a situation exists which is not covered by a code, the Service/Agency managing the distribution system may assign Management Codes A thru L (except I) and prescribe their entry in appropriate transaction cards.

CARD COLUMN: 72

a. RECEIPT TRANSACTIONS

<u>CODE</u>	<u>DEFINITION</u>
A through L	Reserved for assignment by Service/ Agency managing the item, not assigned by DoD.
M	Materiel condemned upon receipt. Quantity indicated shipped direct to property disposal activity.
N	Return of undelivered (frustrated) cargo (with accompanying shipper documentation).
O	Reserved for future assignment by DoD.
P	Materiel received without documentation. Support documentation and document number created by SA.
Q	Multiple Use. <ol style="list-style-type: none"> 1. Return of materiel improperly identified at time of shipment from depot. 2. Return of Government-owned containers.
R through Y	Reserved for future assignment by DoD.

CODEDEFINITION

Z

Exception data entered in remarks or follows by separate correspondence.

0 through 9

Reserved for future assignment by DoD.

b. ISSUE TRANSACTIONSCODEDEFINITION

A through L

Reserved for assignment by Service/ Agency managing the item, not assigned by DoD.

M

Backorder Release.

N

Non-recurring Demand.

O

No Demand.

P

Non-recurring Demand for Special Program Requirements.

Q

Reserved for future assignment by DoD.

R

Recurring Demand.

S

Resale Demand.

T through Y

Reserved for future assignment by DoD.

Z

Exception data entered in remarks or follows by separate correspondence.

0

Reserved for future assignment by DoD.

1

Denied. Stock exhausted, unsuccessful storage activity search has been made.

2

Denied. Materiel not available in condition requested.

3

Denied. Materiel not available in proper shelf life.

4

Denied. Materiel not available in type pack (overseas or domestic) request (subsistence only).

5

Denied. Reidentification or reclassification of assets in process. SA to advise results of reidentification or reclassification.

<u>CODE</u>	<u>DEFINITION</u>
6	Denied. No record of NSN at SA. This denial results from review of the storage records and the SA has not conducted a physical search for the item.
7	Denied. Zero balance in an issuable condition indicated on SA custodial/memorandum record and no record location exists. This denial results from review of the storage records and the SA has not conducted a physical search for the item.
8	Reserved for assignment by the Service/Agency managing the item, not assigned by DoD.
9	Denied - To ICP from storage. Item was ordered in one continuous length (Advice Code 2N) but is not so available. If shorter lengths will suffice customer should be advised to cancel original document and submit new request.

c. ADJUSTMENT TRANSACTIONS

<u>CODE</u>	<u>DEFINITION</u>
A through L	Reserved for future assignment by Service/Agency managing the item, not assigned by DoD.
M	Materiel condemned. Quantity indicated shipped direct to property disposal activity.
N	Reserved for future assignment by DoD.
O	Reserved for future assignment by DoD.
P	Loss resulting from location audit reconciliation for adjustment under \$25 without a formal special inventory.

CODEDEFINITION

Q

Loss resulting from automatic (without out research required) adjustment due to receipt of a materiel release denial on materiel valued at less than \$200.

R

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.

S

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.

T through Y

Reserved for future assignment by DoD.

Z

Exception data entered in remarks or follows by separate correspondence.

0 through 9

Reserved for future assignment by DoD.

d. PHYSICAL INVENTORY REQUEST/COUNTSCODEDEFINITIONS

A through L

Reserved for assignment by Service/ Agency managing the item, not assigned by DoD.

M

Recount requested/recount effected.

N through Y

Reserved for future assignment by DoD.

Z

Exception data entered in remarks or followed by separate correspondence.

0 through 9

Reserved for future assignment by DoD.

APPENDIX B8

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 card the nature of the change, actions to be taken and affected data fields.

CARD COLUMN: 7

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
1	Consolidation of National Stock Numbers (NSN)	Indicates the item represented by the stock number in Columns 8-24 is to be consolidated with the item represented by the stock number in Columns 27-43. Both items will be issued under the stock number in Columns 27-43.
2	Change of National Stock Number (NSN)	Indicates the NSN for the item in Columns 8-24 has been changed to the NSN for the item in Columns 27-43.
3	Change of Shelf Life Code	Indicates the Shelf Life Code has been changed for the item represented by the NSN in Columns 8-24. The new Shelf Life Code is shown in Column 51.
4	Change of Physical Security/Pilferable Code	Indicates the Physical Security/Pilferable Code has been changed for the item represented by the NSN in Columns 8-24. The new Physical Security/Pilferable Code is shown in Column 52.
5	Change of Unit of Issue	Indicates the unit of issue has been changed for the item represented by the NSN in Columns 8-24. Unit of issue will be changed in accordance with the conversion factor reflected in Columns 46-50.
6	Multiple Changes	Indicates multiple changes for the item represented by the NSN in Columns 27-43.

<u>CODE</u>	<u>TITLE</u>	<u>DEFINITION</u>
7	Change of Demilitarization Code	Indicates the DEMIL Code has been changed for NSN in Columns 8-24. New DEMIL Code shown in Column 53.
8	National Stock Number Deleted without Replacement	Indicates NSN in Columns 8-24 has been deleted and not replaced.
9	National Stock Number Change with Logistic Transfer (Loss)	Indicates NSN in Columns 8-24 has been changed to NSN in Columns 27-43 with Logistic Transfer (Loss). GIM indicated in Columns 56-58.
0	Logistic Transfer (Loss) Without Change to National Stock Number	Indicates management of NSN in Columns 8-24 has been transferred to manager indicated in Columns 56-58.
A-Y	Not Assigned	Reserved for intra-Service/Agency use.
Z	New or Reinstated National Stock Number	Indicates NSN in Columns 8-24 is new or reinstated item.

APPENDIX B9

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.

CARD COLUMNS: 79-80

<u>CODE</u>	<u>DEFINITION</u>
AA	Rejected. Document Identifier invalid.
AB	Rejected. Submitted to incorrect manager; Routing Identifier Code of correct manager indicated in Columns 67-69, if known.
AC	Rejected. Type of 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. Condition Code invalid or blank.
AP	Rejected. Required Management Code invalid or blank.

<u>CODE</u>	<u>DEFINITION</u>
AQ	Rejected. Processing/Count Date invalid or blank.
AR	Rejected. Unit of Issue incorrect.
AS	Rejected. Support date invalid.

NOTE: Codes in the A series not listed above are reserved for future use and not to be used unless authorized and disseminated by the DoD MILSTRAP System Administrator. Codes in the B through Z series are reserved for intra-Service/Agency use.

APPENDIX B10

ASSET STATUS/TRANSACTION REPORTING CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies in the Asset Status/Transaction Reporting Request card the type of reporting required and indicates whether a request is for commencement, change or termination of reporting. Each new code will update the reporting requirement. Identifies in asset status reports the type of reporting being furnished.

CARD COLUMN: 7

<u>CODE</u>	<u>EXPLANATION</u>
A	Commence transaction reporting on the date indicated in Columns 23-26 as transactions are processed. Commencement of transaction reporting will be preceded by submission of an asset status report (DIC DZF) containing the ending balances for the previous day.
B	Commence transaction reporting plus daily asset status reporting (DIC DZF) on the date indicated in Columns 23-26.
C	Commence daily asset status reporting (DIC DZF) on the date indicated in Columns 23-26.
D	Commence monthly asset status reporting (DIC DZF) on the date indicated in Columns 23-26.
E	Terminate reporting on the date indicated in Columns 23-26.
F	Change type of reporting to transaction reporting (Code A above) on the date indicated in Columns 23-26.
G	Change type of reporting to transaction reporting plus daily asset status reporting (Code B above) on the date indicated in Columns 23-26.

<u>CODE</u>	<u>EXPLANATION</u>
H	Change type of reporting to daily asset status reporting (Code C above) on the date indicated in Columns 23-26.
J	Change type of reporting to monthly asset status reporting (Code D above) on the date indicated in Columns 23-26.
K	Commence transaction reporting <u>as soon as possible</u> . Commencement of <u>transaction reporting</u> will be preceded by submission of an asset status report (DIC DZF) containing the ending balances for the previous day.
L	Commence transaction reporting plus asset status reporting (DIC DZF) <u>as soon as possible</u> .
M	Commence daily asset status reporting (DIC DZF) <u>as soon as possible</u> .
N thru Y	Reserved for future assignment by DoD.
Z	One time asset status report is requested/furnished. The date the report is required is entered in Columns 23-26.
0 thru 9	Reserved for intra-Service/Agency use.

APPENDIX B11

ASSET TRANSFER STATUS CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: For response to the Gaining Item Manager follow-up request for on hand balance information pertaining to logistically transferred/decapitalized items.

CARD COLUMNS: 65-66

<u>CODE</u>	<u>EXPLANATION</u>
AA	No assets are available for transfer.
AB	DEE/DEF Logistic Transfer/Decapitalization cards previously submitted. Duplicate transactions will be submitted.
AC	DEE/DEF Logistic Transfer/Decapitalization cards will be submitted.

APPENDIX B12

SPECIAL PROGRAM REQUIREMENT STATUS CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alphabetic

EXPLANATION: Used to inform forecasting activities submitting SPR documents of action taken.

CARD COLUMNS: 65-66

<u>CODE</u>	<u>EXPLANATION</u>
PA	Request or modifier accepted. Submit requisition in time to allow for delivery within the appropriate UMMIPS time standard.
PB	Procurement will be required when the SPR quantity exceeds IMM acceptance criteria. ICP will maintain the SPR quantity only until the procurement lead time and/or assembly time away from the support date for the purpose of advising 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 Columns 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 Columns 62-64.
PD	Cancellation accepted.
PE	Rejected. The request is a duplicate of a previously submitted request.

<u>CODE</u>	<u>EXPLANATION</u>
PF	Rejected. Remarks listed herein or separate correspondence referring to this document number explain reason(s) for this action.
PJ	Rejected. Item coded (or being coded) "obsolete" in latest stock lists/catalogs. See superseding item in stock number field. Resubmit under stock number of superseding item.
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 Columns 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 time delivery to meet support date. (See Chapter 11 for requisition preparation.)
PT	Substitute item available. If substitute stock number shown in stock number field is acceptable, resubmit using Document Identifier DYG and submit requisition in time to allow for delivery within the appropriate UMMIPS time standard. In the event substitute item is not acceptable, resubmit using Document Identifier DYH.

<u>CODE</u>	<u>EXPLANATION</u>
PW	This is interim reply to your request. Manual review being made and additional response will be furnished.
PX	Rejected. The item is a Supply Status Code 3 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 Columns 62-64.

APPENDIX B13

SMALL ARMS TRANSACTION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Transaction codes are used for reporting changes affecting the small arms status in the master file of the DoD Central Registry and Service/Agency DoD Component Registries.

CARD COLUMN: 7

<u>CODE</u>	<u>DESCRIPTION</u>
A	Add Stock Number - Used in conjunction with Transaction Code W to correct an erroneous stock number of a small arm previously reported to the DoD Central Registry.
B	Initial registration of small arms.
C	Inventory Adjustment Gain. Reports of gain of a serial number through inventory adjustments will be made under this transaction.
E	Reconciliation. Used in annual reconciliation with the DoD Central Registry.
F	Shipment to Foreign Military Sales (FMS)/Grant Aid. Used for issues of small arms directed under Grant Aid or FMS agreements.
G	Shipment to General Officers. Used to record issues to general officers.
H	Mass Stock Number Change. Used by the DoD Central Registry to accommodate stock number changes in small arms.
L	Inventory Adjustment - Loss. Reports inventory adjustment loss after all investigative requirements, including report of survey, have been initiated.

<u>CODE</u>	<u>DESCRIPTION</u>
M	AAC/UIC Mass Change. This transaction will cause all serial numbers to be dropped from an AAC/UIC (Card Columns 51-56) and to be recorded with another AAC/UIC (Card Columns 45-50), which normally results from unit redesignation. Only one Transaction Card M is required to change the AAC/UIC in all records.
N	Shipment to Other Agencies. Reports of 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)
P	Procurement Gains. Prepared by weapons procurement sources for initial registration and shipment.
R	Receipt. Confirms receipts of small arms from one DoD Component Registry to another. Used to report receipts between DoD activities.
S	Shipment. Reports shipment from one reporting activity to another. Used to report shipments between DoD activities.
T	Used by DoD Component Registries to report to the DoD Central Registry transfers of small arms to the other Components. To be submitted by the shipping DoD Component Registry only after receipt of "R" transaction reports from the consignee.
U	Dual Issue/Receipt Transactions for Intra-Component Registry Reporting. Used to simultaneously report issue/receipt transactions between activities that report to the same Component Registry.

<u>CODE</u>	<u>DESCRIPTION</u>
V	Demilitarization. Used by demilitarization activities to report destruction of weapons through demilitarization.
W	Delete stock number. Used in conjunction with "A" transaction to correct an erroneous stock number of small arms previously reported to the DoD Central Registry.
X	Serial Number Delete. Used to report an invalid serial number previously reported. Used in conjunction with a "Y" transaction.
Y	Serial Number Add. Used to report a corrected serial number. Both an "X" card and a "Y" card are required to correct a serial number.
Z	Initial Registration and Shipment. Used for registering the shipment of unregistered stock. Serves a dual purpose as "B" and "S" transaction.
9	Reconciliation Response. Used in bottoms-up reconciliation by reporting Service/Agency in the reconciliation process to inform the DoD Central Registry that the DoD Central Registry master file is valid and the reporting Service/Agency reconciliation report was in error. Used by the DoD Central Registry to clear the suspense file and precludes follow-up to the reporting activity.

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APPENDIX B14

SMALL ARMS ERROR TRANSACTION REJECT CODES

NUMBER OF CHARACTERS: Two

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies the type of transaction error. These codes will be used on reject listings between the DoD Central Registry and Service/Agency DoD Component Registries.

<u>Error Code</u>	<u>Error Message</u>	<u>Solution</u>
2A	Document identifier code invalid	Notify reporting activity of the error condition so that its files will be corrected. Correct and resubmit card to the computer.
2B	Serial number contains blanks	Notify reporting activity of the error and request a corrected card be resubmitted.
2C	Invalid transaction code	Note 1*
2D	Unmatched stock number	<ol style="list-style-type: none"> 1. If the stock number does not apply to WMIP, notify the reporting units to discontinue reporting for this stock number and destroy the card. 2. If the stock number is in error notify the reporting activity of the error and request that a corrected card be resubmitted. 3. If the stock number is valid and pertinent, but does not appear in the stock number file, prepare and submit transaction "H" card to the computer.
2F	Document number date in error	Note 1*
2G	Document number serial in error	Note 1*

<u>Error Code</u>	<u>Error Message</u>	<u>Solution</u>
2H	Invalid AAC/UIC on NSN/AAC/UIC interrogation	Correct error and resubmit card to the computer. (DoD CEN REG USE ONLY.)
2I	Invalid AAC/UIC interrogation	Correct error and resubmit card to the computer. (DoD CEN REG USE ONLY.)
2J	Invalid AAC/UIC from or AAC/UIC to a mass change	Assure that AAC/UIC from-to are valid and in the file, correct AAC/UIC.
2K	Invalid AAC/UIC in document number	Note 1*
2L	Invalid transaction date	Note 1*
2M	Action date greater than current date.	Note 1*
2O	Invalid AAC/UIC	Note 1*
3A	Document number interrogation exceeds limit of 50	Quantity of 50 will process, the balance will reject. Resubmit maximum of 50 interrogations in each subsequent cycle necessary. (DoD CEN REG USE ONLY.)
3B	Serial number interrogation exceeds limit of 50	Same solution as 3A above. (DoD CEN REG USE ONLY.)
3C	Stock number interrogation exceeds limit of 50	Same solution as 3A above. (DoD CEN REG USE ONLY.)
3D	AAC/UIC interrogation exceeds limit of 50	Same solution as 3A above. (DoD CEN REG USE ONLY.)
3F	Transaction date prior to master date	Note 1*
3G	Unmatched transaction	Missing transaction(s). Note 1*

<u>Error Code</u>	<u>Error Message</u>	<u>Solution</u>
3H	New serial number matches previously established master file	<ol style="list-style-type: none"> 1. Error in reported serial number or 2. Duplicate serial number exists. 3. Reporting activity must be contacted to verify reported serial number if serial number is in error. Note 1* applies.
3I	From AAC/UIC in transaction does not match ACC/UIC in master file	Note 1*
3J	Transaction matches on stock number but not on serial number	<ol style="list-style-type: none"> 1. Serial number error exists in transaction card or 2. There are missing transactions in the computer. Note 1*
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 card to determine if card is an exact duplicate. If it isn't, Note 1* applies.

Note 1*: Error Code 2A is applicable to many error situations, Note 1 indicates Error Code 2A solution applies.

APPENDIX B15

SMALL ARMS RECONCILIATION CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Numeric

EXPLANATION: Identifies the type of reconciliation action. These codes will be used in the reconciliation of records passed between the DoD Central Registry and DoD Component Registries. Codes will provide guidance to the DoD Component Registries of the reconciliation action to be taken. These reconciliation codes will appear in the tape records furnished to the DoD Component Registries by the DoD Central Registry.

TAPE RECORD/CARD POSITION: 75

<u>CODE</u>	<u>EXPLANATION</u>
0-4	Reserved for intra-Service/Agency use.
5	Identifies an existing Small Arms Record on the DoD Central Registry master file but the DoD Component Registry did not submit an "E" reconciliation record. An image of the DoD Central Registry record will be furnished to the DoD Component Registry reflecting the Code 5.
6	Identifies a duplicate "E" record submitted for reconciliation.
7	Identifies a reconciliation request submitted to the DoD Central Registry that reflect another Service/Agency as the owner. Included in the Small Arms Records Reject File and must be cleared to complete the reconciliation.
8	Reflects confirmation that the DoD Central Registry has added a serial number as a result of the reconciliation "E" transaction process. No prior receipt of a transaction record received by the DoD Central Registry. The reconciliation record will be recorded in the DoD Central Registry master file as an initial registration.

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APPENDIX C1

ISSUE TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate document identifier code from the D7 series.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP/SCA to which the card is being forwarded.
Media & Status	7	Enter media & status code from original MILSTRIP document.
National Stock Number	8-22	Enter NSN of item issued.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity issued preceding significant digits with zeros.
Document Number	30-43	Enter document number from original MILSTRIP document.
Suffix	44	Enter assigned MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate codes from original MILSTRIP document.
Signal	51	Perpetuate codes from original MILSTRIP document.
Fund	52-53	Perpetuate codes from original MILSTRIP document.
Distribution	54-56	Perpetuate codes from original MILSTRIP document.
Project	57-59	Perpetuate codes from original MILSTRIP document.
Priority	60-61	Perpetuate codes from original MILSTRIP document.
Delivery Date	62-64	Perpetuate codes from original MILSTRIP document.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Advice	65-66	Perpetuate codes from original MIL-STRIP document.
Routing Identifier	67-69	Enter code identifying SA from which the item is to be shipped.
Ownership/Purpose	70	Enter ownership/purpose code from which item is to be shipped.
Condition	71	Enter condition code from which item is to be shipped.
Management	72	Enter appropriate issue management code.
Day Processed	73-75	Enter numerical day on which card is processed.
Blank	76-80	Leave blank.

NOTE: When reversal of the original transaction is required, enter an 11-zone punch in Column 25.

APPENDIX C2

BACKORDER TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter the appropriate document identifier code from the DG series (Third digit codes in this series correspond to the third digit codes provided in the D7 series).
Routing Identifier (TO)	4-6	Enter the code identifying the ICP/SCA to which the card is being forwarded.
Media & Status	7	Enter media & status code from original MILSTRIP document.
National Stock Number	8-22	Enter NSN of the item backordered.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity backordered, preceding significant digits with zeros.
Document Number	30-43	Enter document number from original MILSTRIP document.
Suffix	44	Enter assigned MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate codes from original MILSTRIP document.
Signal	51	Perpetuate codes from original MILSTRIP document.
Fund	52-53	Perpetuate codes from original MILSTRIP document.
Distribution	54-56	Perpetuate codes from original MILSTRIP document.
Project	57-59	Perpetuate codes from original MILSTRIP document.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Priority	60-61	Perpetuate codes from original MIL-STRIP document.
Delivery Date	62-64	Perpetuate codes from original MIL-STRIP document.
Advice	65-66	Perpetuate codes from original MIL-STRIP document.
Routing Identifier	67-69	Enter code identifying SA against which the backorder is recorded.
Ownership/Purpose	70	Enter ownership/purpose code of the item backordered.
Condition	71	Enter condition code of the item back-ordered.
Management	72	Enter appropriate management code; otherwise, leave blank.
Day Processed	73-75	Enter numerical day on which the card is processed.
Multi-Use	76-80	Enter data prescribed by the Service/Agency managing the item; otherwise, leave blank.

NOTE: When reversal or cancellation of the original transaction is required, enter a 11-zone punch in Column 25.

APPENDIX C3

DEMAND TRANSACTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter document identifier DHA.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP/SCA to which the card is being forwarded.
Media and Status	7	Enter media & status code from original MILSTRIP document.
National Stock Number	8-22	Enter NSN from original MILSTRIP document.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter the quantity of the demand, preceding significant digits with zeros.
Document Number	30-43	Enter document number from original MILSTRIP document.
Suffix	44	Enter assigned MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Perpetuate codes from original MILSTRIP document.
Signal	51	Perpetuate codes from original MILSTRIP document.
Fund	52-53	Perpetuate codes from original MILSTRIP document.
Distribution	54-56	Perpetuate codes from original MILSTRIP document.
Project	57-59	Perpetuate codes from original MILSTRIP document.
Priority	60-61	Perpetuate codes from original MILSTRIP document.
Delivery Date	62-64	Perpetuate codes from original MILSTRIP document.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Advice	65-66	Perpetuate codes from original MIL-STRIP document.
Routing Identifier	67-69	Enter code identifying SA from which the item should have been shipped.
Ownership/Purpose	70	Leave blank.
Condition	71	Leave blank.
Management	72	Enter appropriate management code; otherwise, leave blank.
Day processed	73-75	Enter numerical day on which the card is processed.
Blank	76-80	Leave blank.

NOTE: When reversal or cancellation of the original demand transaction is required, enter an 11-zone punch in Column 25.

APPENDIX C4

DUE IN TRANSACTION CARD ENTRIES
(PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate document identifier code from the DD series (Third digit in this series correspond to the third digit codes provided in the D4 series).
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item due in.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity due in, preceding significant digits with zeros.
Procurement Instrument Number	30-42	Enter applicable procurement instrument number.
Blank	43	Leave blank.
Suffix	44	When all data elements (other than quantity) are identical and the quantity due in exceeds 99,999, enter consecutive suffix code beginning with letter "A" in the initial card; otherwise, leave blank.
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	<u>Contract Line Item Number:</u> Enter the contract line item number, beginning in Column 48 and preceding significant digits with zeros.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
		<u>Exhibit Line Item Number:</u>
		Enter the alphabetic exhibit identifier in Column 45. Enter the exhibit line number in Columns 46 through 48, beginning with Column 48 and preceding significant digits with zeros,
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number beginning in Column 50, if applicable; otherwise, zero fill.
Routing Identifier (FROM)	51-53	Enter the code identifying the ICP/DSC transmitting the document for logistic reassignment; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by Service/Agency managing the item; otherwise, leave blank.
Routing Identifier (TO)	67-69	Enter code identifying SA to which item is due in.
Ownership/Purpose	70	Enter ownership/purpose code of item due in.
Condition	71	Leave blank.
Management	72	Leave blank.
Date	73-75	Enter last digit of calendar year and two digit month signifying estimated delivery date, e.g., "706" means 1977 month of June.
Blank	76	Leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.
NOTE: When reversal or cancellation of the original due in transaction is required, enter an 11-zone punch in Column 25.		

APPENDIX C5

DUE IN TRANSACTION CARD ENTRIES
(OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTION</u>
Document Identifier	1-3	Enter appropriate document identifier code from the DF series (the third digit code in this series correspond to the third digit codes provided in the D6 series).
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item due in.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity due in, preceding significant digits with zeros.
Document Number	30-43	Enter the controlling MILSTRIP type document number.
Suffix	44	Enter the controlling MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by the Service/Agency managing the item; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Routing Identifier (TO)	67-69	Enter code identifying SA to which the item is due in.
Ownership/Purpose	70	Enter ownership/purpose code of item due in.
Condition	71	Enter condition code of item due in.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter last digit of calendar year and two digit month signifying estimated delivery date, e.g., "706" means 1977 month of June.
Routing Identifier (FROM)	76-78	Enter the code identifying the ICP/DSC transmitting the document for logistic reassignment due in, otherwise, leave blank.
Blank	79-80	Leave blank.

NOTE: When reversal or cancellation of the original due in transaction is required, enter an 11-zone punch in Column 25.

APPENDIX C6

PRE-POSITIONED MATERIEL RECEIPT CARD ENTRIES
(PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate document identifier code from the DU series.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Procurement Instrument Number	30-42	Enter applicable procurement instrument number.
Blank	43	Leave blank.
Suffix	44	When all data elements (other than quantity) are identical and the quantity due in exceeds 99,999, enter the consecutive suffix code beginning with letter "A" in the initial card; otherwise, leave blank.
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	<p><u>Contract Line Item Number:</u></p> <p>Enter the contract line item number, beginning in Column 48 and preceding significant digits with zeros.</p> <p><u>Exhibit Line Item Number:</u></p> <p>Enter the alphabetic exhibit identifier in Column 45. Enter the exhibit line number in Columns 46 through 48, beginning with Column 48 and preceding significant digits with zeros.</p>

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number beginning in Column 50, if applicable; otherwise, zero fill.
Routing Identifier (FROM)	51-53	Enter the code identifying the activity transmitting the document.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code, otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by Service/Agency managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying SA which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	If prescribed by the Service/Agency managing the item, enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., "706" means 1977, month of June.
Blank	76	Leave blank.
Call/Order serial number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

NOTE: When cancellation of pre-positioned materiel receipt card is required, an identical card with an 11-zone in Column 25 will be forwarded to the recipient of the original card.

APPENDIX C7

PRE-POSITIONED MATERIEL RECEIPT CARD ENTRIES
(OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate document identifier code from the DW series.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Document Number	30-43	Enter the controlling MILSTRIP type document number.
Suffix	44	Enter the controlling MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by the Service/Agency managing the item; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Routing Identifier	67-69	Enter code identifying SA which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	If prescribed by the Service/Agency managing the item; enter the last digit of the calendar year and two-digit month signifying estimated delivery date, e.g., "706" means 1977 month of June.
Blank	76-80	Leave blank.

NOTE: When cancellation of a pre-positioned materiel receipt card is desired, an identical card with an 11-zone punch in Column 25 will be forwarded to the recipient of the original card.

APPENDIX C8

MATERIEL RECEIPT CARD ENTRIES
(PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter the appropriate document identifier code from the D4 series.
Routing Identifier (TO)	4-6	Enter (or perpetuate) the code of the SCA/ICP to which the card is being forwarded.
Status	7	Enter Receipt Status Code 7 (partial) or Receipt Status Code 6 (final), as appropriate.
National Stock Number	8-22	Enter (or perpetuate) NSN of the item received.
Unit of Issue	23-24	Enter (or perpetuate) unit of issue of the item received.
Quantity	25-29	Enter quantity received, preceding significant digits with zeros.
Document Number	30-42	Enter (or perpetuate) procurement instrument number or due in document number.
Blank	43	Leave blank.
Suffix	44	Enter consecutive alpha Code "A thru Z" as necessary, if separate cards are required because quantity exceeds 99,999 or because different conditions of materiel are received; otherwise, leave blank.
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as indicated below, if applicable; otherwise, leave blank.
Contract/Exhibit Line Item Number	(45-48)	<u>Contract Line Item Number:</u> Enter the contract line item number beginning in Column 48 and preceding significant digits with zeros.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
		<u>Exhibit Line Item Number:</u> Enter the alphabetic exhibit identifier in Column 45. Enter the exhibit line number in Columns 46 through 48, beginning with Column 48 and preceding significant digits with zeros.
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number beginning in Column 50, if applicable; otherwise, zero fill.
Blank	51-53	Leave blank.
Distribution	54-56	Enter (or perpetuate) MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter (or perpetuate) MILSTRIP project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number shown on shipping document, preceding significant digits with zeros.
Routing Identifier	67-69	Enter (or perpetuate) code identifying activity at which item is received.
Ownership/Purpose	70	<u>Storage Activity:</u> Enter (or perpetuate) code shown on shipping document or in pre-positioned materiel receipt card; otherwise, leave blank. <u>Stock Control Activity:</u> Enter appropriate ownership/purpose code.
Condition	71	Enter (or perpetuate) condition code of item received.
Management	72	Enter management code; otherwise, leave blank.
Date	73-75	Enter numerical day materiel released by carrier.
Blank	76	Leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

NOTE: When reversal or cancellation of the original receipt transaction is required, enter an 11-zone punch in Column 25.

APPENDIX C9

MATERIEL RECEIPT CARD ENTRIES
(OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter the appropriate document identifier code from the D6 series.
Routing Identifier (TO)	4-6	Enter (or perpetuate) the code of the SCA/ICP to which the card is being forwarded.
Status	7	Enter Receipt Status Code 7 (partial) or Receipt Status Code 6 (final), as appropriate.
National Stock Number	8-22	Enter (or perpetuate) NSN number of the item received.
Unit of Issue	23-24	Enter (or perpetuate) unit of issue of the item received.
Quantity	25-29	Enter quantity received, preceding significant digits with zeros.
Document Number	30-43	Enter (or perpetuate) controlling MILSTRIP type document number.
Suffix	44	Enter consecutive alpha Code A through Z, as necessary, if separate cards are required because the quantity exceeds 99,999 or because different conditions of materiel are received; otherwise, leave blank.
Supplementary Address	45-50	Enter (or perpetuate) MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter (or perpetuate) signal code; otherwise, leave blank.
Fund	52-53	Enter (or perpetuate) fund code; otherwise, leave blank.
Distribution	54-56	Enter (or perpetuate) MILSTRIP distribution code; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Project	57-59	Enter (or perpetuate) MILSTRIP project code; otherwise, leave blank.
Blank	60-66	Leave blank.
Routing Identifier	67-69	Enter (or perpetuate) code identifying activity at which item is received.
Ownership/Purpose	70	Enter the appropriate ownership/purpose code.
Condition	71	Enter the condition code of the item received.
Management	72	Enter management code; otherwise, leave blank.
Date	73-75	Enter numerical day materiel released by carrier.
Blank	76-80	Leave blank.

NOTE: When reversal or cancellation of the original receipt transaction is required, enter an 11-zone punch in Column 25.

APPENDIX C10

INVENTORY ADJUSTMENT TRANSACTION CARD ENTRIES
(DUAL ADJUSTMENT)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter document identifier code DAC or DAD as appropriate.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item being adjusted.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity being adjusted preceding significant digits with zeros.
Document Number	30-43	<p><u>For reclassification of previously suspended receipts:</u></p> <p>Enter the document number under which the materiel originally was received.</p> <p><u>For other adjustments:</u></p> <p>Enter appropriate MILSTRIP-type document number</p>
Suffix	44	<p><u>For reclassification of previously suspended receipts:</u></p> <p>Enter suffix code under which the materiel was originally received.</p> <p><u>For other adjustments:</u></p> <p>Enter Code A through Z (except I and O) and 0 through 9 as necessary if separate cards are required because quantity exceeds 99,999.</p>
Losing ICP	45-47	When used between Services/Agencies, leave blank. When used within a Service/Agency enter data prescribed by that Service/Agency.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Multi-Use	48-50	When used between Services/Agencies, leave blank. When used with a Service/Agency enter data prescribed by that Service/Agency.
Signal	51	Leave blank.
Fund	52-53	Enter appropriate code for Intra-Service/Agency use. For Inter-Service/Agency use, leave blank.
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	Leave blank.
Ownership/Purpose	65	Enter "TO" ownership/purpose code if applicable.
Condition	66	Enter the "TO" condition code.
Routing Identifier	67-69	Enter code identifying the storage activity at which item is stored.
Ownership/Purpose	70	Enter "FROM" ownership/purpose code if applicable.
Condition	71	Enter "FROM" condition code.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	<u>Storage Activity:</u> Leave blank. <u>Stock Control Activity:</u> Enter the numerical day on which the adjustment is processed to the inventory control record.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Blank	76-80	Leave blank.

NOTE: When reversal or cancellation of the original transaction is required, enter an 11-zone punch in Column 25.

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APPENDIX C11

INVENTORY ADJUSTMENT TRANSACTION CARD ENTRIES
(SINGLE ADJUSTMENT)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter appropriate document identifier code from D8 or D9 series.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item being adjusted.
Unit of Issue	23-24	Enter unit of issue of item.
Quantity	25-29	Enter quantity being adjusted preceding significant digits with zeros.
Document Number	30-43	Enter appropriate MILSTRIP-type document number.
Suffix	44	Enter code A through Z (except I and O) and 0 through 9 to distinguish between cards bearing the same document number.
Losing ICP	45-47	Leave blank.
Multi-Use	48-50	Leave blank.
Signal	51	Leave blank.
Fund	52-53	Enter appropriate code for Intra-Service/Agency use. For Inter-Service/Agency use, leave blank.
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Blank	60-61	Leave blank.
Day	62-64	Leave blank.
Ownership/Purpose	65	Leave blank.
Condition	66	Leave blank.
Routing Identifier	67-69	Enter the code identifying SA at which item is stored.
Ownership/Purpose	70	Enter appropriate ownership/purpose code if applicable.
Condition	71	Enter condition code of the inventory balance being affected.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	<u>Storage Activity:</u> Leave blank. <u>Stock Control Activity:</u> Enter the numerical day on which the adjustment is processed to the inventory control record.
Blank	76-80	Leave blank.

NOTE: When reversal or cancellation of the original adjustment transaction is required enter an 11-zone punch in Column 25.

APPENDIX C13

INVENTORY ADJUSTMENT TRANSACTION CARD ENTRIES
(LOGISTIC TRANSFER/CAPITALIZATION/DECAPITALIZATION)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter document identifier code D8E, D8F, D9E or D9F as appropriate.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item being adjusted.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity being adjusted preceding significant digits with zeros.
Document Number	30-43	<p><u>For D8E or D8F (Gain) transactions:</u></p> <p>Perpetuate number from DEE or DEF card.</p> <p><u>For D9E or D9F (Loss) transactions:</u></p> <p>(30-35) a. Enter activity address of the losing SCA/ICP.</p> <p>(36-39) b. Enter numerical date of assignment of the serial number.</p> <p>(40-43) c. Enter a consecutive serial number for each different inventory control record balance.</p>
Suffix	44	<p><u>For D8E and D8F transactions:</u></p> <p>Perpetuate code from DEE or DEF card.</p> <p><u>For D9E or D9F transactions:</u></p> <p>Enter consecutive code (beginning with the letter "A" in the initial card) when quantity for inventory control balance exceeds 99,999.</p>

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Losing ICP	45-47	Enter routing identifier code of the losing ICP.
Multi-Use	48-50	Leave blank.
Signal	51	Leave blank.
Fund	52-53	Leave blank.
Distribution	54-56	Enter MILSTRIP distribution code if inventory control records are maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code if inventory control records are maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60-61	Leave blank.
Day	62-64	Enter original numerical effective day on which logistic transfer or decapitalization was effected.
Ownership/Purpose	65	To be used by gaining ICP/SCA.
Condition	66	To be used by gaining ICP/SCA.
Routing Identifier	67-69	Enter code identifying SA at which the item is stored.
Ownership/Purpose	70	Enter appropriate ownership/purpose code of the inventory balance being affected.
Condition	71	Enter condition code of the inventory balance being affected.
Management	72	Enter appropriate management code; otherwise, leave blank.
Transaction Day	73-75	Enter the numerical day on which the document is prepared.
Blank	76-80	Leave blank.

NOTE: When reversal or cancellation of the original transaction is required enter an 11-zone punch in Column 25.

APPENDIX C14

LOGISTIC TRANSFER/DECAPITALIZATION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DEE or DEF as appropriate.
Routing Identifier (TO)	4-6	Enter code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of item being transferred.
Unit of Issue	23-24	Enter unit of issue of the item.
Quantity	25-29	Enter quantity being transferred, preceding significant digits with zeros.
Document Number	30-43	Enter codes as follows:
	(30-35)	a. Enter activity address of the losing SCA/ICP.
	(36-39)	b. Enter numerical date of assignment of the serial number.
	(40-43)	c. Enter consecutive serial number for each different inventory control record balance.
Suffix	44	Enter consecutive code (beginning with the letter "A" in the initial card) when quantity for inventory control record balance exceeds 99,999.
Losing ICP	45-47	Leave blank.
Blank	48-50	Leave blank.
Signal	51	Leave blank.
Fund	52-53	Leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Leave blank.
Blank	60-61	Leave blank.
Day	62-64	Enter original numerical effective day on which the logistic transfer or de-capitalization was effective.
Ownership/Purpose	65	To be used by gaining ICP/SCA.
Condition	66	To be used by gaining ICP/SCA.
Routing Identifier	67-69	Enter code identifying SA at which the item is stored.
Ownership/Purpose	70	Enter appropriate ownership/purpose code of the balance being transferred.
Condition	71	Enter condition code of the balance being transferred.
Management	72	Leave blank.
Blank	73	Leave blank.
Unit Price	74-80	Enter unit price in effect, for transfer, between Service/Agency. (For transfers within a Service/Agency, this field may be left blank.)

APPENDIX C15

PHYSICAL INVENTORY REQUEST CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DJA.
Routing Identifier (TO)	4-6	Enter the code identifying the SA to which the card is being forwarded.
Type	7	Enter type of physical inventory code.
National Stock Number	8-22	Enter NSN of the item to be counted.
Unit of Issue	23-24	Enter unit of issue of item to be counted.
Quantity	25-31	Leave blank.
Warehouse Location	32-46	Leave blank.
Count Card Control No.	47-53	Leave blank.
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60	Leave blank.
Count Number	61	Leave blank.
Cut Off Day	62-64	Enter the numerical day established for the cut off day.
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter code identifying the activity from which the card is being forwarded.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Ownership/Purpose	70	Enter ownership/purpose code applicable to the segregated lot for which an inventory count is requested if stocks are segregated; otherwise, leave blank.
Condition	71	Enter applicable condition code of item to be counted; leave blank when used with type of Physical Inventory Code C.
Management	72	Enter appropriate management code; otherwise, leave blank.
Request/Count Day	73-75	Enter the numerical day on which the card is prepared.
Blank	76-80	Leave blank.

APPENDIX C16

PHYSICAL INVENTORY COUNT CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DKA.
Routing Identifier (TO)	4-6	Enter the code identifying the activity to which the card is being forwarded.
Type	7	Enter (or perpetuate) type of physical inventory code.
National Stock Number	8-22	Enter NSN of item counted.
Unit of Issue	23-24	Enter unit of issue of stock number counted.
Quantity	25-31	Enter quantity counted preceding significant digits with zeros.
Warehouse Location	32-46	Enter warehouse location in which the materiel is stored, punching from left to right and leaving unused columns blank.
Count Card Control No.	47-53	Enter the serial number assigned to each card.
Distribution	54-56	Enter appropriate MILSTRIP distribution code if stocks are segregated and maintained by codes reflected in the distribution field; otherwise, leave blank.
Project	57-59	Enter appropriate MILSTRIP project code if stocks are segregated and maintained by codes reflected in the project field; otherwise, leave blank.
Blank	60	Leave blank.
Count Number	61	Enter numeric digit to indicate the number of counts taken.
Cut Off Day	62-64	Enter (or perpetuate) the numerical day established for the cut off day.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter code identifying the SA from which the card is being forwarded.
Ownership/Purpose	70	Enter ownership/purpose code if stocks are segregated; otherwise, leave blank.
Condition	71	Enter condition code of the item counted.
Management	72	Enter (or perpetuate) the appropriate management code; otherwise, leave blank.
Request/Count Day	73-75	Enter the numerical day on which the item is counted.
Blank	76-80	Leave blank.

APPENDIX C17

ASSET STATUS CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DZA.
Routing Identifier (TO)	4-6	Enter code identifying the ICP to which this card is being forwarded.
Card Overflow	7	Enter Code A through Z (except I and O) when any quantity exceeds the number of digits allotted.
National Stock Number	8-22	Enter the NSN of the item reported.
Unit of Issue	23-24	Enter the unit of issue of the item.
On Hand	25-30	Enter quantity of the item on hand preceding significant digits with zeros.
Due In	31-36	Enter the quantity of the item due in preceding significant digits with zeros.
Backorder	37-41	Enter quantity of the item on back-order preceding significant digits with zeros.
Blank	42-66	When used between Services/Agencies leave blank. When used within a Service/Agency, enter data prescribed by that Service/Agency.
Routing Identifier (FROM)	67-69	Enter code identifying the SCA/ICP preparing the card.
Ownership/Purpose	70	When used between Service/Agency enter ownership code of the item. When used within a Service/Agency enter purpose code of the item.
Condition	71	Enter condition code of the item.
Blank	72-80	When used between Services/Agencies leave blank. When used within a Service/Agency, enter data prescribed by that Service/Agency.

APPENDIX C18

LOCATION AUDIT RECONCILIATION REQUEST CARD ENTRIES

<u>FIELD</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DZH.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter the NSN of the item being requested for reconciliation.
Unit of Issue	23-24	Enter the unit of issue of the item.
Blank	25-35	Leave blank.
Cut Off Date	36-39	Enter the mutually agreed upon cut off date for location audit reconciliation. The last digit of the calendar year is entered in Column 36 and the numerical day of the calendar year is entered in Columns 37-39, e.g., 7032 is 1 Feb 77.
Shelf Life Code	40	Enter the shelf life code applicable to the item.
Physical Security/ Pilferable Code	41	Enter the physical security/pilferable code applicable to the item.
Blank	42-59	Leave blank.
Consecutive Card Number	60-66	Enter consecutive number beginning with 0000001 in the first card to identify each card in the reconciliation.
Routing Identifier (FROM)	67-69	Enter the code identifying the SA preparing the card.
Blank	70	Leave blank.
Condition	71	Enter the condition code of the item being reconciled.

<u>FIELD</u>	<u>CARD COLUMN</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Inventory Category Code	72	Enter inventory category code if pre- scribed by the Service/Agency managing the item; otherwise, leave blank.
Blank	73-80	Leave blank.

APPENDIX C19

TRANSACTION REJECT CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DZG.
Routing Identifier (TO)	4-6	Enter the code identifying the activity which the card is being submitted.
Other Fields	7-56	Perpetuate data from the incoming transaction being rejected.
Rejected Document Identification	57-59	Enter the document identifier code from Columns 1-3 of the incoming transaction being rejected.
Other Fields	60-66	Perpetuate data from the incoming transaction being rejected.
Routing Identifier	67-69	Enter routing identifier code of correct manager, if known, when code AB is indicated in Columns 79-80; otherwise, perpetuate data from the incoming transaction being rejected.
Other Fields	70-78	Perpetuate data from the incoming transaction being rejected.
Reject Advice Code	79-80	Enter the appropriate code from Appendix B9.



APPENDIX C20

STORAGE ITEM DATA CORRECTION/CHANGE CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DZB.
Routing Identifier (TO)	4-6	Enter the code identifying the activity to which the code is being forwarded.
Item Data Correction/ Change Code	7	Enter the appropriate code from Appendix B8 to indicate the data field(s) affected by the change.
National Stock Number	8-24	Enter data as follows:
	(8-20)	Enter NSN - Indicate the NSN reported in the storage activity transactions or affected by catalog/stock list change.
	(21-24)	Enter Production Equipment Code (PEC), DoD Ammunition Code (DoDAC), or locally assigned numbers as appropriate otherwise, leave blank.
Unit of Issue	25-26	Perpetuate the unit of issue reported in the SA transaction or affected by catalog/stock list change.
National Stock Number	27-43	Enter data as follows:
	(27-39)	Enter the new NSN when stock number is being changed; otherwise, leave blank.
	(40-43)	Enter Production Equipment Code (PEC), DoD Ammunition Code (DoDAC), or locally assigned number as appropriate, otherwise, leave blank.
Unit of Issue	44-45	Enter the new unit of issue when unit of issue is being changed; otherwise, leave blank.
Unit of Issue Conversion Factor	46-50	Use only when the unit of issue is being changed; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Decimal Locator	(46)	The following table identifies the position of the decimal in the Multiplication Factor: 0 - whole number (no decimal) 1 - decimal before Column 50 2 - decimal before Column 49 3 - decimal before Column 48 4 - decimal before Column 47
Multiplication Factor	(47-50)	The factor by which the old quantity must be multiplied to convert to the new unit of issue.
Shelf Life Code	51	Enter the new shelf life code if the shelf life code is being changed; otherwise, leave blank.
Physical Security/ Pilferable Code	52	Enter the new physical security/pilferable code if the code is being changed; otherwise, leave blank.
Demilitarization Code	53	Enter the new demilitarization code if code is being changed; otherwise, leave blank.
Special Action/Info Code for Identifying; (1) Repairability, (2) Reclamation, (3) Recoverability, etc.	54-55	Reserved for future DoD standardization. Present use to accommodate individual Service/Agency assigned codes.
Managing Activity	56-58	Enter the routing identifier code of the manager.
Date of Preparation	59-62	Enter the Julian date of preparation of this document.
Multi-Use	63-66	For intra-Service/Agency application, enter data prescribed by the Service or Agency. For inter-Service/Agency application, leave blank.
Routing Identifier (FROM)	67-69	Enter the code identifying the activity preparing document.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Date	70-73	Enter the effective date of the catalog/stock list change when applicable, otherwise, leave blank. (See paragraph 10-1.)
Multi-Use	74-80	For Intra-Service/Agency application, enter data prescribed by the Service or Agency. For Inter-Service/Agency application, leave blank.

APPENDIX C21

MATERIEL RECEIPT FOLLOW-UP CARD ENTRIES
(PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DXA.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item to be received.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Procurement Instrument Identification Number	30-42	Enter applicable procurement instrument identification number.
Blank	43	Leave blank
Suffix	44	When all data elements (other than quantity) are identical and the quantity due in exceeds 99,999, enter the consecutive suffix code beginning with letter "A" in the initial card; otherwise, leave blank.
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	<p><u>Contract Line Item Number:</u></p> <p>Enter the contract line item number, beginning in Column 48 and preceding significant digits with zeros.</p> <p><u>Exhibit Line Item Number:</u></p> <p>Enter the alphabetic exhibit identifier in Column 45. Enter the exhibit line number in Columns 46 through 48, beginning with Column 48 and preceding significant digits with zeros.</p>

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number beginning in Column 50, if applicable; otherwise, zero fill.
Blank	51-56	Leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number if known; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying SA which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., "706" means 1977, month of June.
Blank	76	Leave blank.
Call/Order Serial Number	77-80	Enter applicable call/order serial number; otherwise, leave blank.

APPENDIX C22

MATERIEL RECEIPT FOLLOW-UP CARD ENTRIES
 (OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DXB.
Routing Identifier	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item to be received.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Document Number	30-43	Enter the controlling MILSTRIP-type document number.
Suffix	44	Enter the controlling MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise leave blank.
Multi-Use	60-66	Enter unit price if prescribed by the Service/Agency managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying SA which is to receive item.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., "706" is 1977, month of June.
Blank	76-80	Leave blank.

APPENDIX C23

REPLY TO MATERIEL RECEIPT FOLLOW-UP CARD ENTRIES
(PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DXC.
Routing Identifier (TO)	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item to be received.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Procurement Instrument Identification Number	30-42	Enter applicable procurement instrument identification number.
Blank	43	Leave blank.
Suffix	44	When all data elements (other than quantity) are identical and the quantity due in exceeds 99,999 enter the consecutive suffix code beginning with letter "A" in the initial card; otherwise, leave blank.
Item Number	45-50	Enter the contract/exhibit line item number or subline item number as follows:
Contract/Exhibit Line Item Number	(45-48)	<p><u>Contract Line Item Number:</u></p> <p>Enter the contract line item number beginning in Column 48 and preceding significant digits with zeros.</p> <p><u>Exhibit Line Item Number:</u></p> <p>Enter the alphabetic exhibit identifier in Column 45. Enter the exhibit line number in Columns 46 through 48, beginning with Column 48, and preceding significant digits with zeros.</p>

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Contract/Exhibit Subline Item Number	(49-50)	Enter the contract or exhibit subline item number beginning in Column 50, if applicable; otherwise, zero fill.
Blank	51-56	Leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Shipment Number	60-66	Enter vendor shipment number if known; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying storage activity which is to receive item.
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter last digit of calendar year and two-digit month signifying estimated delivery date, e.g., "706" means 1977, month of June.
Blank	76	Leave blank.
Call/Order Serial No.	77-80	Enter applicable call/order serial number; otherwise, leave blank.

APPENDIX C24

REPLY TO MATERIEL RECEIPT FOLLOW-UP CARD ENTRIES
(OTHER THAN PROCUREMENT INSTRUMENT SOURCE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DXD.
Routing Identifier	4-6	Enter the code identifying the SCA/ICP to which the receipt will be reported.
Status	7	Leave blank.
National Stock Number	8-22	Enter NSN of the item to be received.
Unit of Issue	23-24	Enter unit of issue of the item to be received.
Quantity	25-29	Enter quantity to be received preceding significant digits with zeros.
Document Number	30-43	Enter the controlling MILSTRIP type document number.
Suffix	44	Enter the controlling MILSTRIP suffix code; otherwise, leave blank.
Supplementary Address	45-50	Enter MILSTRIP supplementary address; otherwise, leave blank.
Signal	51	Enter signal code; otherwise, leave blank.
Fund	52-53	Enter fund code; otherwise, leave blank.
Distribution	54-56	Enter MILSTRIP distribution code; otherwise, leave blank.
Project	57-59	Enter MILSTRIP project code; otherwise, leave blank.
Multi-Use	60-66	Enter unit price if prescribed by the Service/Agency managing the item; otherwise, leave blank.
Routing Identifier	67-69	Enter code identifying storage activity which is to receive item.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Ownership/Purpose	70	Enter ownership/purpose code of item to be received.
Condition	71	Enter condition code of item to be received.
Management	72	Enter appropriate management code; otherwise, leave blank.
Date	73-75	Enter the last digit of calendar year and two-digit month signifying estimated delivery date, e.g., "706" means 1977 month of June.
Blank	76-80	Leave blank.

APPENDIX C25

LOGISTIC TRANSFER/DECAPITALIZATION FOLLOW-UP CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DLA.
Routing Identifier (TO)	4-6	Enter code identifying the losing item manager to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN of transferred item for which asset data is being requested.
Unit of Issue	23-24	Enter the unit of issue of the item.
Blank	25-29	Leave blank.
Document Number	30-43	Enter codes as follows:
	(30-35)	a. Enter activity address code of the gaining item manager preparing the document.
	(36-39)	b. Enter numerical date of assignment of serial number.
	(40-43)	c. Enter serial number assigned for control purposes.
Blank	44-61	Leave blank.
Day	62-64	Enter original numerical effective day on which the logistic transfer or decapitalization was effective.
Blank	65-66	Leave blank.
Routing Identifier (FROM)	67-69	Enter code identifying the gaining item manager preparing the document.
Blank	70-80	Leave blank.

APPENDIX C26

REPLY TO LOGISTIC TRANSFER/DECAPITALIZATION FOLLOW-UP CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DLB.
Routing Identifier (TO)	4-6	Enter code identifying the gaining item manager to which the card is being forwarded.
Blank	7	Leave blank.
National Stock Number	8-22	Enter NSN from original follow-up document.
Unit of Issue	23-24	Enter unit of issue of the item.
Blank	25-29	Leave blank.
Document Number	30-43	Enter document number of the follow-up document.
Blank	44-64	Leave blank.
Asset Transfer Status Code	65-66	Enter appropriate code from Appendix B11.
Routing Identifier (FROM)	67-69	Enter code identifying the losing item manager preparing the response.
Blank	70-80	Leave blank.

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APPENDIX C27

ASSET STATUS/TRANSACTION REPORTING REQUEST CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DZE.
Routing Identifier (TO)	4-6	Enter appropriate code indicating the activity to which the request is submitted (see paragraph 8-3a).
Reporting Code	7	Enter the appropriate code from Appendix B10.
National Stock number	8-22	Enter the NSN of the item to be reported.
Date	23-26	Enter the Julian date when required by the reporting code in Column 7. Dates for commencement or change of reporting under Codes A through D, F through H and J will always be reflected as the first day of a month. Date for termination of reporting (Code E) will always be reflected as the last day of a month. When the code entered in Column 7 is K, L or M, this field will be left blank. When the code entered in Column 7 is Z, enter the date by which the one time asset status report is required.
Blank	27-66	Leave blank.
Routing Identifier (TO)	67-69	Enter the appropriate code of the activity to which the asset status reports and/or transactions are to be submitted.
Multi-Use	70-80	For intra-Service requests enter data prescribed by the Service. For inter-Service/Agency requests leave blank.



APPENDIX C28

ASSET STATUS REPORTING CARD ENTRIES
(BASE, POST, CAMP AND STATION LEVEL USE)

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DZF.
Routing Identifier (TO)	4-6	Enter the appropriate code indicating the activity to which the transaction is submitted.
Reporting Code	7	Enter Code A, B, C, D, K, L, M or Z to indicate the type of reporting being accomplished (see Appendix B10).
National Stock Number	8-22	Enter the NSN of the item reported.
Unit of Issue	23-24	Enter the unit of issue of the item.
Intra-Service Use	25-30	For intra-Service transactions enter data prescribed by the Service. For inter-Service/Agency transactions, leave blank.
Routing Identifier (FROM)	31-33	Enter the code identifying the activity preparing the card.
Routing Identifier	34-36	Enter the code identifying the activity at which the item is stored, if different from the activity preparing the card (Columns 31-33); otherwise, leave blank.
Date of Report	37-40	Enter Julian date of the report which reflects assets as of close of business.
Requisitioning Objective	41-46	Enter the requisitioning objective quantity established for the item being reported, preceding significant digits with zeros. Quantities in excess of 999,999 will be reflected in next card. This field will be left blank in ensuing cards when overflow quantity is not involved.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Due In	47-52	Enter the quantity of the item due in preceding significant digits with zeros. Quantities in excess of 999,999 will be reflected in next card. This field will be left blank in ensuing cards when overflow quantity is not involved.
Intra-Service Use	53-54	For intra-Service transactions enter data prescribed by the Service. For inter-Service/Agency transaction leave blank.
Condition	55	Enter condition code of quantity on hand reported in Columns 56-61.
Quantity	56-61	Enter quantity on hand preceding significant digits with zeros. (Does not include quantity reserved as indicated in Columns 71-76.) Quantities in excess of 999,999 for this condition will be reflected in next card.
Intra-Service Use	62-63	For intra-Service transactions enter data prescribed by the Service. For inter-Service/Agency transactions leave blank.
Condition	64	Enter condition code of quantity on hand reported in Columns 65-70.
Quantity	65-70	Enter quantity on hand preceding significant digits with zeros (does not include quantity reserved as indicated in Columns 71-76). Quantities in excess of 999,999 for this condition will be reflected in next card.
Quantity Reserved	71-76	Enter quantity reserved for special projects/programs. Quantities in excess of 999,999 will be reflected in next card. This field will be left blank in ensuing cards when overflow quantity is not involved.
Blank	77-78	Leave blank.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Number of Cards	79-80	Enter the numeric to indicate the total number of cards being submitted for the NSN entered in Columns 8-22. Precede significant digit with a zero when applicable.



APPENDIX C29

SPECIAL PROGRAM REQUIREMENT REQUEST CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter document identifier DYA, DYB, DYL or DYM as appropriate.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is being forwarded.
Media & Status	7	Enter the appropriate media and status code or leave blank.
National Stock Number	8-22	Enter the NSN of the item required.
Unit of Issue	23-24	Enter the unit of issue of the item required.
Quantity	25-29	Enter the quantity required preceding significant digits with zeros. If the quantity exceeds 99,999 additional card(s) will be prepared and submitted for the remaining balance.
Document Number	30-43	Identify the service; the submitting activity; the submission date; and the serial number as follows:
Service	(30)	Enter the appropriate code relating to the submitter.
Submitting Activity	(31-35)	Enter the coded address assigned by the Service to the submitting activity.
Year	(36)	Enter the last digit of the calendar year.
Day	(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, the 1st of February as 032, etc.).
Serial Number	(40-43)	Enter the serial number of the request. The number is assigned at the discretion of the submitter but will not be duplicated on any one day.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Suffix	44	Enter consecutive alpha Code A thru Z, as necessary, if separate cards are required because quantity required exceeds 99,999.
Supplementary Address	45-50	Enter the coded address of the expected "ship to" address; otherwise, leave blank.
Intra-Service Use	51-56	When used between Service/Agency leave blank. When used within a Service/Agency, enter data prescribed by that Service/Agency.
Project	57-59	Enter MILSTRIP 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.
Support Date	62-64	The first day of the month which it is anticipated materiel will be requisitioned for the program. Enter as follows:
Year	(62)	Enter the last digit of the calendar year.
Month	(63-64)	Enter the numeric to indicate the month of the year, preceding significant digit with zero, (e.g., month of January is expressed as 01, October as 10, etc.).
Advice Code	65-66	Enter MILSTRIP Advice Code 2B (Requested item only will suffice. Do not substitute/interchange); otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter the code identifying the activity submitting the request.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Purpose	70	Enter purpose code of item; otherwise, leave blank.
Condition	71	Enter condition code of item required.
Management	72	Enter appropriate management code; otherwise, leave blank.
Routing Identifier	73-75	In the event the activity submitting the SPR is not the originator of the requirement, indicate in this field the RI code of the activity originating the forecast; 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 Columns 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.

APPENDIX C30

SPECIAL PROGRAM REQUIREMENT STATUS CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DYK.
Routing Identifier (TO)	4-6	Enter the code identifying the activity to which the card is being submitted.
Media & Status	7	Perpetuate the code from the document being replied to.
National Stock Number	8-22	Enter the NSN of substitute item when substitute is 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 the unit of issue of the item in Columns 8-22.
Other Fields	25-61	Perpetuate data from the document being replied to.
Lead Time	62-64	When specified by the status code in Columns 65-66, enter the number of days representing procurement lead time and/or time required for assembly; otherwise, leave blank.
Status Code	65-66	Enter the appropriate code from Appendix B12.
Routing Identifier (FROM)	67-69	Enter the code identifying the ICP preparing the response.
Purpose	70	Perpetuate data from the document being replied to.
Condition	71	Perpetuate data from the document being replied to.
Management	72	Perpetuate data from the document being replied to.

<u>FIELD LEGEND</u>	<u>CARD COLUMN</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Transaction Day	73-75	Enter the numerical day on which the card is prepared.
Generic Submission	76	Perpetuate code from the document being replied to.
Blank	77-80	Leave blank.

APPENDIX C31

SPECIAL PROGRAM REQUIREMENT FOLLOW-UP CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DYJ.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is forwarded.
Media & Status	7	Enter the appropriate media and status code or leave blank.
National Stock Number	8-22	Enter the NSN of the item required.
Unit of Issue	23-24	Enter the unit of issue of the item required.
Quantity	25-29	Enter the quantity required preceding significant digits with zeros. If the quantity exceeds 99,999 additional card(s) will be prepared and submitted for the remaining balance.
Document Number	30-43	Identify the service; the submitting activity; the submission date; and the serial number as follows:
Service	(30)	Enter the appropriate code relating to the submitter.
Submitting Activity	(31-35)	Enter the coded address assigned by the Service to the submitting activity.
Year	(36)	Enter the last digit of the calendar year.
Day	(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, the 1st of February as 032, etc.).
Serial Number	(40-43)	Enter the serial number of the request. The number is assigned at the discretion of the submitter but will not be duplicated on any one day.

<u>FIELD LEGEND</u>	<u>CARD COLUMN</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Suffix	44	Enter consecutive alpha Code A thru Z, as necessary, if separate cards are required because quantity required exceeds 99,999.
Supplementary Address	45-50	Enter the coded address of the expected "ship to" address; otherwise, leave blank.
Intra-Service Use	51-56	When used between Services/Agencies leave blank. When used within a Service/Agency, enter data prescribed by that Service/Agency.
Project	57-59	Enter MILSTRIP 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.
Support Date	62-64	The first day of the month which it is anticipated materiel will be requisitioned for the program. Enter as follows:
Year	(62)	Enter the last digit of the calendar year.
Month	(63-64)	Enter the numeric to indicate the month of the year, preceding significant digit with zero, (e.g., month of January is expressed as 01, October as 10, etc.).
Advice Code	65-66	Enter MILSTRIP Advice Code 2B (Requested item only will suffice. Do not substitute/interchange); otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter the code identifying the activity submitting the request.

<u>FIELD LEGEND</u>	<u>CARD COLUMN</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Purpose	70	Enter purpose code of item; otherwise, leave blank.
Condition	71	Enter condition code of item required.
Management	72	Enter appropriate management code; otherwise, leave blank.
Routing Identifier	73-75	In the event the activity submitting the SPR is not the originator of the requirement, indicate in this field the RI code of the activity originating the forecast; 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 Columns 25-29 represents the total requirement for the generic item. This quantity will be converted by the ICP to individual sizes using the applicable tariff.
Blank	77-80	Leave blank.

APPENDIX C32

SPECIAL PROGRAM REQUIREMENT MODIFIER CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier D4D.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is forwarded.
Media & Status	7	Enter the appropriate media and status code or leave blank.
National Stock Number	8-22	Enter the NSN of the item required.
Unit of Issue	23-24	Enter the unit of issue of the item required.
Quantity	25-29	Enter new quantity when quantity required is changed; otherwise, enter quantity from the request document.
Document Number	30-43	Perpetuate data from the request document.
Suffix	44	Perpetuate data from the request document.
Supplementary Address	45-50	Enter new address when applicable; otherwise, enter data from the request document.
Intra-Service Use	51-56	Perpetuate data from the request document.
Project	57-59	Enter new project code when applicable; otherwise, enter data from the request document.
Coast Designation	60	Enter new coast designation when applicable; otherwise, enter data from the request document.
Blank	61	Leave blank.
Support Date	62-64	Enter new support date when applicable; otherwise, enter data from the request document.

<u>FIELD LEGEND</u>	<u>CARD COLUMN</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Advice Code	65-66	Perpetuate code from request document.
Routing Identifier (FROM)	67-69	Enter new code identifying the activity submitting the card, if applicable; otherwise, enter code from the request document.
Purpose	70	Perpetuate code from the request document.
Condition	71	Perpetuate code from the request document.
Management	72	Perpetuate code from the request document.
Transaction Day	73-75	Enter the numerical day on which the card is prepared.
Generic Submission	76	Perpetuate the code from the request document.
Blank	77-80	Leave blank.

APPENDIX C33

SPECIAL PROGRAM REQUIREMENT CANCELLATION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier NYC.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is forwarded.
Media & Status	7	Enter the appropriate media and status code or leave blank.
National Stock Number	8-22	Enter the NSN of the item required.
Unit of Issue	23-24	Enter the unit of issue of the item required.
Quantity	25-29	Enter the quantity required preceding significant digits with zeros. If the quantity exceeds 99,999 additional card(s) will be prepared and submitted for the remaining balance.
Document Number	30-43	Identify the service; the submitting activity; the submission date; and the serial number as follows:
Service	(30)	Enter the appropriate code relating to the submitter.
Submitting Activity	(31-35)	Enter the coded address assigned by the Service to the submitting activity.
Year	(36)	Enter the last digit of the calendar year.
Day	(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, the 1st of February as 032, etc.).
Serial Number	(40-43)	Enter the serial number of the request. The number is assigned at the discretion of the submitter but will not be duplicated on any one day.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Suffix	44	Enter consecutive alpha Code A thru Z, as necessary, if separate cards are required because quantity required exceeds 99,999.
Supplementary Address	45-50	Enter the coded address of the expected "ship to" address; otherwise, leave blank.
Intra-Service Use	51-56	When used between Service/Agency leave blank. When used within a Service/Agency enter data prescribed by that Service/Agency.
Project	57-59	Enter MILSTRIP 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.
Support Date	62-64	The first day of the month which it is anticipated materiel will be requisitioned for the program. Enter as follows:
Year	(62)	Enter the last digit of the calendar year.
Month	(63-64)	Enter the numeric to indicate the month of the year, preceding significant digit with zero, (e.g., month of January is expressed as 01, October as 10, etc.).
Advice Code	65-66	Enter MILSTRIP Advice Code 2B (Requested item only will suffice. Do not substitute/interchange); otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter the code identifying the activity submitting the cancellation.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Purpose	70	Perpetuate data from the request document.
Condition	71	Perpetuate data from the request document.
Management	72	Perpetuate data from the request document.
Transaction Day	73-75	Enter the numerical day on which the card is prepared.
Generic Submission	76	Perpetuate the code from the request document.
Blank	77-80	Leave blank.

APPENDIX C34

SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM
ACCEPTANCE CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DYG.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is being forwarded.
Media & Status	7	Enter the appropriate media and status code or leave blank.
National Stock Number	8-22	Enter the NSN of the item required.
Unit of Issue	23-24	Enter the unit of issue of the item required.
Quantity	25-29	Enter the quantity required preceding significant digits with zeros. If the quantity exceeds 99,999 additional card(s) will be prepared and submitted for the remaining balance.
Document Number	30-43	Identify the service; the submitting activity; the submission date; and the serial number as follows:
Service	(30)	Enter the appropriate code relating to the submitter.
Submitting Activity	(31-35)	Enter the coded address assigned by the Service to the submitting activity.
Year	(36)	Enter the last digit of the calendar year.
Day	(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, the 1st of February as 032, etc.).
Serial Number	(40-43)	Enter the serial number of the request. The number is assigned at the discretion of the submitter but will not be duplicated on any one day.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Suffix	44	Enter consecutive alpha Code A thru Z, as necessary, if separate cards are required because quantity required exceeds 99,999.
Supplementary Address	45-50	Enter the coded address of the expected "ship to" address; otherwise, leave blank.
Intra-Service Use	51-56	When used between Service/Agency leave blank. When used within a Service/Agency, enter data prescribed by that Service/Agency.
Project	57-59	Enter MILSTRIP 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.
Support Date	62-64	The first day of the month which it is anticipated materiel will be requisitioned for the program. Enter as follows:
Year	(62)	Enter the last digit of the calendar year.
Month	(63-64)	Enter the numeric to indicate the month of the year, preceding significant digit with zero, (e.g., month of January is expressed as 01, October as 10, etc.).
Advice Code	65-66	Enter MILSTRIP Advice Code 2B (Requested item only will suffice. Do not substitute/interchange); otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter the code identifying the activity submitting the acceptance card.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Purpose	70	Perpetuate data from the status document.
Condition	71	Perpetuate data from the status document.
Management	72	Perpetuate data from the status document.
Transaction Day	73-75	Enter the numerical day on which the card is prepared.
Generic Submission	76	Perpetuate the code from the status document.
Blank	77-80	Leave blank.



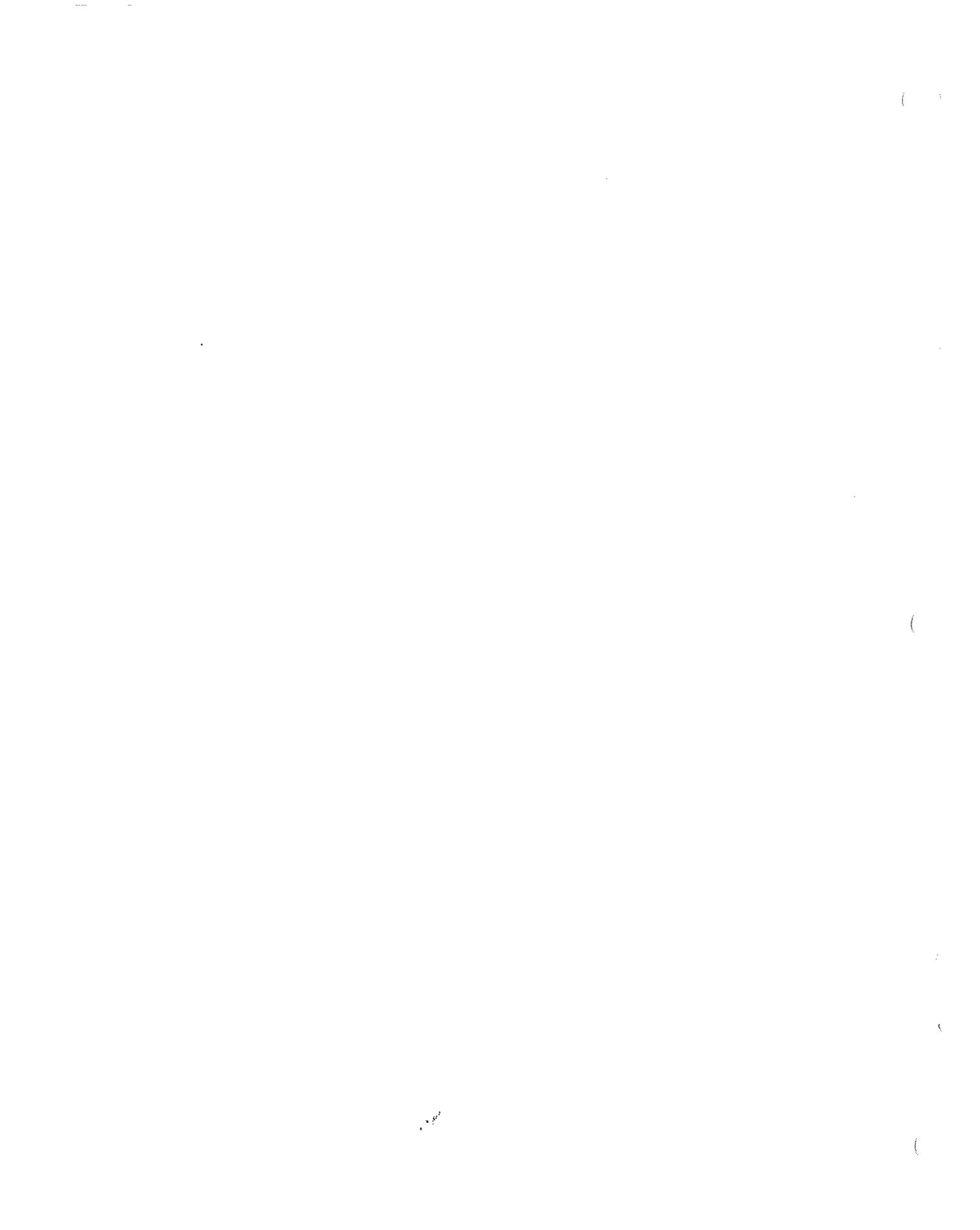
APPENDIX C35

SPECIAL PROGRAM REQUIREMENT SUBSTITUTE ITEM
REJECTION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DYH.
Routing Identifier (TO)	4-6	Enter the code identifying the ICP to which the card is forwarded.
Media & Status	7	Enter the appropriate media and status code or leave blank.
National Stock Number	8-22	Enter the NSN of the item required.
Unit of Issue	23-24	Enter the unit of issue of the item required.
Quantity	25-29	Enter the quantity required preceding significant digits with zeros. If the quantity exceeds 99,999 additional card(s) will be prepared and submitted for the remaining balance.
Document Number	30-43	Identify the service; the submitting activity; the submission date; and the serial number as follows:
Service	(30)	Enter the appropriate code relating to the submitter.
Submitting Activity	(31-35)	Enter the coded address assigned by the Service to the submitting activity.
Year	(36)	Enter the last digit of the calendar year.
Day	(37-39)	Enter the numerical day of the year (i.e., the 31st of January is expressed as 031, the 1st of February as 032, etc.).
Serial Number	(40-43)	Enter the serial number of the request. The number is assigned at the discretion of the submitter but will not be duplicated on any one day.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Suffix	44	Enter consecutive alpha Code A thru Z, as necessary, if separate cards are required because quantity required exceeds 99,999.
Supplementary Address	45-50	Enter the coded address of the expected "ship to" address; otherwise, leave blank.
Intra-Service Use	51-56	When used between Services/Agencies leave blank. When used within a Service/Agency, enter data prescribed by that Service/Agency.
Project	57-59	Enter MILSTRIP 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.
Support Date	62-64	The first day of the month which it is anticipated materiel will be requisitioned for the program. Enter as follows:
Year	(62)	Enter the last digit of the calendar year.
Month	(63-64)	Enter the numeric to indicate the month of the year, preceding significant digit with zero, (e.g., month of January is expressed as 01, October as 10, etc.).
Advice Code	65-66	Enter MILSTRIP Advice Code 2B (Requested item only will suffice. Do not substitute/interchange); otherwise, leave blank.
Routing Identifier (FROM)	67-69	Enter the code identifying the activity submitting the rejection card.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Purpose	70	Perpetuate data from the original request document.
Condition	71	Perpetuate data from the original request document.
Management	72	Perpetuate data from the original request document.
Transaction Day	73-75	Enter the numerical day on which the card is prepared.
Generic Submission	76	Perpetuate the code from the original request document.
Blank	77-80	Leave blank.



APPENDIX C36

SMALL ARMS INITIAL REGISTRATION CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DSM.
Routing Identifier (TO)	4-6	Enter Routing Identifier B14.
Transaction Code	7	Enter Transaction Code B.
National Stock Number	8-22	Enter NSN.
Intra-Service Use	23-50	For intra-Service transactions, enter data prescribed by the Service.
DODAAC	51-56	Use appropriate DOD Activity Address Code. (Army only - use UIC if DODAAC not assigned).
Serial Number	57-67	Right justify - precede the serial number with enough zeros so the last digit of the serial number is in Column 67. Should the serial number begin with a zero, the first position of the number will be "12" zone over-punched to indicate the beginning of the serial number.
Local Use	68-75	For optional use by activities/installation to identify the location/unit assigned the weapons.
Transaction Date	76-80	Enter two-digit year in Columns 76-77 and three-digit Julian day in Columns 78-80.



APPENDIX C37

SMALL ARMS TRANSACTION REPORTING CARD ENTRIES

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DSM.
Routing Identifier (TO)	4-6	Enter Routing Identifier B14.
Transaction Code	7	Enter transaction code from Appendix E13.
National Stock Number	8-22	Enter NSN.
Local Use	23-29	DoD Central Registry will record data placed in the fields, but will not edit against these data elements. These fields may be used for any purpose prescribed by the command/installations, e.g., UIC of subordinate activity, small arm storage location, etc.
Document Number	30-43	Enter or perpetuate appropriate MIL-STRIP document number.
Document Number Suffix	44	Leave blank.
DoDAAC	45-50	Shipped to: Shipping transactions only, use UIC if DoDAAC not assigned (US Army only).
DoDAAC	51-56	Reporting Activity, use UIC if DoDAAC not assigned (US Army only).
Serial Number	57-67	Right justify - fill positions from right to left and unused positions with zeros. Should the serial number begin with a zero the first position of the number will be "12" zone over punch to indicate the beginning of the serial number.

<u>FIELD LEGEND</u>	<u>CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Local Use	68-75	For optional use by Commands/Installations to identify the location/unit assigned the weapon. DA Central Registry will record data placed in the fields, but will not edit against these data elements. These fields may be used for any purpose prescribed by the command/installation, e.g., UIC of subordinate activity, small arm storage location, etc.
Transaction Date	76-80	Enter two-digit year in Columns 76-71 and three-digit Julian day in Columns 78-80.

APPENDIX C38

SMALL ARMS RECONCILIATION RECORD/CARD ENTRIES

<u>FIELD LEGEND</u>	<u>TAPE RECORD/ CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DSR.
Routing Identifier	4-6	Enter Routing Identifier B14.
Transaction Code	7	Enter "E" for initial reconciliation submission. Enter appropriate transaction code (Appendix B13) for correction of reconciliation action taken.
National Stock Number	8-22	Enter NSN of the Small Arm being reconciled.
Intra-Service/Agency Use	23-50	For intra-Service/Agency transactions enter data prescribed by Service/Agency. (Field not to be edited by DoD Central Registry.)
DoDAAC	51-56	Use appropriate DoD Component Registry DoD Activity Address Code.
Serial Number	57-67	Right justify - precede the serial number with enough zeros so the last digit of the serial number is in Column 67. Should the serial number begin with a zero, the first position of the number will be "12" zone over punch to indicate the beginning of the serial number.
Blank	68-74	Leave blank.
Reconciliation Code	75	Enter Reconciliation Code (Appendix B15). To be entered by the DoD Central Registry.
Transaction Date	76-80	Enter two-digit year in Columns 76-77 and three-digit Julian day in Columns 78-80.

APPENDIX C39

SMALL ARMS RECONCILIATION FOLLOW-UP RECORD/CARD ENTRIES

<u>FIELD LEGEND</u>	<u>TAPE RECORD/ CARD COLUMNS</u>	<u>EXPLANATION AND INSTRUCTIONS</u>
Document Identifier	1-3	Enter Document Identifier DSF.
Routing Identifier (TO)	4-6	Enter the RI code identifying the DoD Component Registry to which the follow-up is being made.
Transaction Code	7	Enter (or perpetuate) transaction code from DSR transaction.
National Stock Number	8-22	Enter (or perpetuate) NSN of the Small Arm from DSR transaction.
Intra-Service/Agency Use	23-50	Perpetuate data from DSR transaction.
DoDAAC	51-56	Enter (or perpetuate) the DoD Activity Address Code of the DoD Component Registry.
Serial Number	57-67	Perpetuate serial number from DSR transaction.
Blank	68-74	Leave blank.
Reconciliation Code	75	Enter (or perpetuate) reconciliation code from DSR transaction.
Transaction Date	76-80	Enter two-digit year in Columns 76-77 and three-digit Julian day in Columns 78-80.

