



DEFENSE LOGISTICS AGENCY
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October 22, 2015

MEMORANDUM FOR JOINT SMALL ARMS/LIGHT WEAPONS (SA/LW)
COORDINATING GROUP (JSA/LWCG) AND SUPPLY DISCREPANCY REPORT (SDR)
PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management Standards (DLMS) Change (PDC) 1175,
Procedures for Turn-In of Partial Small Arms/Light Weapons (SA/LW) to DLA
Disposition Services and Supply Discrepancy Report (SDR) Procedures for Associated
Discrepancies (SA/LW/SDR/Supply)

We are forwarding the attached proposed DLMS change to DLM 4000.25, Defense Logistics Management Standards, for evaluation and submission of a single coordinated Service/Agency position. It is the responsibility of the Component Joint SA/LW Coordinating Group representative to ensure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/ concurrence to the Defense Logistics Management Standards Office (DLMSO) not later than **30** days from the date of this memorandum. If nonconcurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to Rafael Gonzalez, JSA/LWCG Chair, email: rafael.gonzalez@dla.mil; Ellen Hilert, MILSTRIP and SDR Administrator, 703-767-0676, DSN 427-6295 or email: ellen.hilert@dla.mil; or Mr. Ben Breen, SDR Alternate, e-mail: benjamin.breen@dla.mil. Others may direct questions to their Component designated Supply PRC representative listed at: <https://www2.dla.mil/j-6/dlmsso/CertAccess/SvcPointsPOC/allpoc.asp>

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)
Supply PRC (Primary and Alternate)

Attachment to PDC 1175
Procedures for Turn-In of Partial Small Arms/Light Weapons (SA/LW) to DLA
Disposition Services and Supply Discrepancy Report (SDR) Procedures for
Associated Discrepancies

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Technical POC:

(1) Mr. Rafael Gonzalez, Joint Small Arms/Light Weapons Coordinating Group (JSA/LWCG) Chair, Defense Logistics Management Standards Office (DLMSO), email: rafael.gonzalez@dla.mil

(2) Ms. Ellen Hilert, DOD MILSTRIP and SDR System Administrator, DLMSO, e-mail: ellen.hilert@dla.mil

b. Functional POC: DLA Disposition Services, J411

2. FUNCTIONAL AREA:

a. Primary/Secondary Functional Area: SA/LW and Supply (MILSTRIP/SDR)

b. Primary/Secondary Functional Process: DLA Disposition Services Receiving

3. REFERENCES:

a. DOD 4160.21-M, Defense Materiel Disposition Manual, August 1997. This manual is undergoing final review/coordination for reissuance. The current draft continues to support the requirements identified in this proposal.

b. Joint Small Arms/Light Weapons Coordinating Group (JSA/L WCG) Meeting Minutes, August 14, 2014

c. Defense Logistics Manual 4000.25-2 (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting

d. Approved DLMS Change (ADC) 1111, Revise Procedures for Intransit Control of Materiel Turned In To DLA Disposition Services and Establish use of the DLMS 527R for a New Disposition Services Turn-In Receipt Acknowledgement (TRA) Transaction

e. DLAI 1104, Control of Small Arms by Serial Number, Effective October 22, 2004, Modified June 9, 2010, Logistics Operations and Readiness, Technical Quality, J-3314, Enclosure 3, Page 6, Procedures to Turn-in a Small Arms Weapon to DRMS for Reutilization or Disposal, item 3 and 4.

f. Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management Standards (DLMS), Volume 2, Chapter 16, Disposition Services; Chapter 17, Supply Discrepancy Reporting; and Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting

g. [DLM 4000.25-1, MILSTRIP](#), Appendix 1.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, and Appendix 3.49, Transfers to DLA Disposition Services Field Office on DD Form 1348-1A or DD Form 1348-2 (Single Line Item Turn-Ins), June 25, 2013

h. [DOD Manual \(DODM\) 4140.01](#), Volume 6, DoD Supply Chain Materiel Management Procedures: Materiel Returns, Retention, and Disposition, August 14, 2015

i. [ADC 459](#), DLMS Transactions, Discrepancy Codes, SDR Type/Disposition Services Type Codes, and Associated Procedures to Support Supply Discrepancy Reports (SDRs) under Reutilization Business Integration (RBI), November 28, 2011

j. [DLAI 4140.05](#), Small Arms Light Weapons Serial Number Reporting and Tracking by DLA Distribution, January 7, 2015

k. Small Arms Serialization Program web-based guidance at:
<http://www.dispositionservices.dla.mil/propdemil/Pages/SASP.aspx>.

l. [PDC 1167](#), Small Arms/Light Weapons (SA/LW) Unique Item Identifier (UII) and Ship Rule with Administrative Updates, May 18, 2015

Staffing Note: PDC 1167 is being updated and will be replaced in its entirety as PDC 1167A.

4. REQUESTED CHANGE(S):

a. Overview of Change:

(1) This change clarifies guidance for the turn-in of partial/incomplete weapons by the weapon national stock number (NSN) to DLA Disposition Services for reutilization or demilitarization. This change stipulates the need for a missing parts list to accompany the turn-in of the lower receiver with missing or removed parts. The missing parts list must be annotated on the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A, or DD Form 1348-2), otherwise known as the Defense Turn-in Document (DTID), or a continuation page attached to the DTID. The inclusion of a list of missing parts ensures that DLA Disposition Services recognizes the intent to turn-in a partial/incomplete weapon by the whole weapon NSN (rather than by the lower receiver NSN).

(2) This change provides procedures for DLA Disposition Services preparation of an SDR transmitted to the turn-in activity when a missing parts list does not accompany turn-in of a partial/incomplete weapon identified by the whole weapon NSN. Shipments of a partial weapon identified under the whole weapon NSN but lacking the required list of missing parts will be considered discrepant and cannot be accepted under the whole weapon NSN pending receipt of the required supporting documentation.

(3) This change also clarifies that partial weapons turned in under the whole weapon NSN without the lower receiver cannot be accepted under the whole weapon NSN. DLA Disposition Services receiving and SDR procedures applicable to this scenario are provided.

(4) This change aligns the DLMS business rules in support of current requirements published in the DOD 4160.21-M. (Reference 3.a.).

b. Background: DLA Disposition Services is a worldwide presence within the Department of Defense, with disposal specialists in 14 foreign countries, two U.S territories, and 39 states. DLA Disposition Services' mission is the execution of disposition solutions for excess military property. DLA Disposition Services Demil Center Anniston, AL receives small arms for demilitarization.

(1) DLA Disposition Services Partial Weapon Receipt

(a) At one time, the Services reported that DLA Disposition Services processed the turn-in of partial weapons by receipting a partial weapon including the lower receiver using the receiver NSN (rather than the whole weapon NSN under which it was shipped). This occurred when the turn-in activity fails to provide the required documentation indicating that the weapon is being turned in with missing parts. However, changing the NSN (when the intent is to turn-in under the whole weapon NSN) results in a mismatch in small arms registries which track shipments of weapons by serial number and NSN. In order to track the weapon as it is transferred to DLA Disposition Services, it must be shipped and receipted using the serial number/UII and NSN under which it is registered. Changing the whole weapon NSN to the receiver NSN prevents proper tracking of the weapons under the Unique Item Tracking (UIT) Program and results in the turn-in activity being unable to properly decrement their property book without taking additional actions to record the loss of the weapon as an end item. If appropriate actions are not taken, it results in downstream financial and inventory reconciliation discrepancies.

(b) When SA/LWs are selected for destruction at the demilitarization activity, the demilitarization activity sends SA/LW Control Reporting Transaction with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. This action cannot be properly completed when the weapon demilitarization is recorded against the NSN of the receiver rather than the whole weapon.

(c) This topic was discussed during the JSA/LWCG August 14, 2014 meeting (Reference 3.b.) when DLA Disposition Services described a scenario whereby a receiver is turned in for demilitarization after being replaced in the SA/LW during maintenance. Initially, it was anticipated that DLA Disposition Services would develop a white paper explaining expected procedures when a receiver, in lieu of a complete weapon, is turned in for demilitarization. This was to be followed by a PDC. However, after further discussion, the JSA/LWCG Chair and DLA Disposition Services representatives agreed to move forward with this proposed change.

(d) The DLA Disposition Services electronic turn-in (ETID) process/application is only authorized for turn-in of non-serialized SA/LW parts and accessories. As a result, this change does not impact ETID processing or procedures.

(e) During preliminary coordination of this proposal, DLA clarified that a partial weapon inclusive of the lower receiver, should always be receipted under the whole weapon NSN. This is true even when the lower receiver is catalogued under a separate NSN. The separate receiver NSN is intended for use in procurement actions and not for use in DLA Disposition Services receipt of partial weapons.

(2) Guidance for Partial Weapon Turn-In and Preparation of associated SDR.

(a) The [DLA Disposition Services Small Arms Serialization Program \(SASP\)](#) web page provides misleading information in its "Small Arms Special Processing" guidance by stating: "Small Arms weapon receivers should NOT be turned in using the Whole Weapon National

Stock Number. Please use the appropriate National Stock Number.” This statement contradicts DOD procedures for the turn-in of partial weapons as authorized by DoD 4160.21-M, Defense Materiel Disposition Manual, which authorizes the turn-in of partial weapons using Supply Condition Code F (unserviceable – repairable) or G (unserviceable – incomplete) for reutilization or under SCC H (unserviceable – condemned) for demilitarization under the whole weapon NSN provided that a missing parts list is included.

(b) DoD 4160.21-M further clarifies that condemned partial weapons may be transferred to a DLA Disposition Services with the reason for condemnation annotated on the [DD Form 1577](#), Unserviceable (Condemned) Tag - Materiel, or [DD Form 1577-1](#), Unserviceable (Condemned) Label - Materiel. This guidance further states DLA Disposition Services will reject any transfer of condemned weapons when the annotations are missing from the tag or label. When missing or removed parts contribute to the condemnation action of multiple quantity transfers, a listing must be provided.

(c) DLAI 1104 (Reference 3.e.) states that small arms may be turned-in in partial form for demilitarization if not mixed with whole weapons and a missing parts list is provided with the DTID. This guidance states that the lack of a missing parts list will cause the weapon shipment to be rejected and returned to the generator with a discrepancy report (identified as DRMS Form 917, which is now replaced by the SDR).

(d) DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 2, Chapter 17, states: “During the receiving process, if the DLA Disposition Services Field Office identifies a supply discrepancy, an outgoing SDR will be generated.”

(3) Individual DTID and Packaging per Weapon. DOD 4160.21-M requires that each partial weapon be packaged individually. Each package must be marked with the serial number identifying the weapon, and include a list of all missing or removed parts, which correlates back to the DTID list. However, this guidance for individually packaged weapons conflicts with the guidance for “multiple quantity transfers” discussed in this manual. Additionally, the requirement for a separate DTID for each weapon is not consistent with MILSTRIP guidance for preparation of the DTID.

(4) Conditional Receipt and Turn-in Receipt Acknowledgment (TRA). DoD 4160.21-M requires that DLA Disposition Services provide the generator with a conditional receipt at the time of delivery. This is accomplished via the stamped/signed DTID. The TRA transaction (DLMS 527R with Transaction Type Code CJ) (Reference 3.d.) is systemically triggered when the DLA Disposition Services Field Office reports the accountable receipt to DLA Disposition Services. Under TRA procedures the intended primary NSN identifies the original DTID NSN, even if subsequently changed during receipt processing.

Staffing Note: Request DLA Disposition Services clarify time standards associated with conditional acceptance procedures. DoD 4160.21-M indicates conditional acceptance becomes the official receipt unless property is rejected on a SDR within 15 workdays. However, it is understood that processing of SA/LW receipts may take longer than the specified 15 days.

c. Requested Change in Detail:

(1) Revise DLM guidance to clarify that the generating activity is responsible for properly documenting on the DTID all missing parts for partial weapon (with lower receiver) turn-ins under the whole weapon NSN. For this type of turn-in, the DTID must identify the whole weapon NSN and list the missing parts using DTID Block 27, an attached parts list, or a DTID continuation page with missing parts identified or attached.

(2) Clarify DLM procedures for DLA Disposition Services and SA/LW reporting to clearly state that a partial weapon (with the lower receiver) will not be accepted for turn-in pending receipt of the associated missing parts list.

Staffing Note: An alternative recommendation for use of a DTID “certification” as a substitute for the missing parts list and an alternative for posting receipt of partial weapons with the lower receiver under the whole weapon NSN while attempting to obtain the missing parts list (or the alternative DTID certification) are included at paragraph 4.f.

(3) Revise SDR guidance to require DLA Disposition Services Field Office preparation of an SDR for partial weapon turn-in under the whole weapon NSN but lacking the required list of missing parts.

(a) SDRs will identify the DOD Discrepancy Code D3 (Supply documentation incomplete, improper, or without authority (use only when receipt cannot be properly processed)).

(b) A new internal DLA Distribution Standard System (DSS) Discrepancy Code DC37 (or next available value) must be established to trigger printing of pre-programmed remarks text indicating: “DTID for partial weapon turn-in under whole item NSN lacks missing parts list.”

(c) The SDR will cite Action Code 1C (Supporting supply documentation requested).

(d) In conjunction with the generation of an SDR, the DLA Disposition Services Field Office will attempt to contact the generator to obtain the missing information and resolve the discrepancy.

(e) If the generator cannot be contacted and does not respond to the SDR (via SDR reply transaction or off-line email), the DLA Disposition Services Field Office will contact the returning Service SA/LW representative for assistance.

(f) Upon resolution of the discrepancy (receipt of the missing parts list), the field office will close the SDR and record receipt of the weapon triggering transmission of the TRA (DLMS 527R with Transaction Type Code CJ) to the turn-in activity. At this time, the field office will also transmit an SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) to the Component Registry.

(4) A weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly etc., turned in without its matching lower receiver will NOT be accepted under its end item NSN under any circumstance. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and condition, and submit an SDR to the generator. If the turn-in was associated with the whole item serial number/UII and SA/LW Control Reporting transaction (DLMS 140A/legacy MILSTRAP Document Identifier Code (DIC) DSM) for the whole weapon, the reported serial number/UII will be reported as not received. (Reference 3.c.)

(a) SDRs will identify existing DOD Discrepancy Codes W4 (Misidentified item received) and U08 (Mismatch between unique identification (UII/serial number) on item or packaging marks/labels and the associated shipping documentation). The turn-in NSN will be recorded in the wrong item received NSN field.

(b) A new internal DLA DSS Discrepancy Code WA01 (or next available value) must be established to trigger printing of pre-programmed remarks text indicating: “Turn-in of partial weapon under whole item NSN without lower receiver is not authorized. SA/LW Control Reporting Transaction for receipt under whole weapon serial number/UII will not be transmitted to the SA/LW Registry. Take action, as needed, to correct SA/LW Registry and IUID Registry.”

(c) The SDR will cite Action Code 3B (Discrepancy reported for corrective action and trend analysis; no reply required.). Use of this action code will cause the SDR to be automatically closed within DLA DSS and no reply from the turn-in activity is required.

(d) In conjunction with the generation of an SDR, the DLA Disposition Services Field Office will attempt to contact the generator to explain the discrepancy and ensure that Unique Item Tracking (UIT) procedures are followed for disposition of the weapon.

(e) If the generator cannot be contacted, the DLA Disposition Services Field Office will contact the returning Service SA/LW representative to ensure the SA/LW Registry is accurate.

(f) The generator must adopt internal procedures to correct property book records and registries, as applicable.

d. Revisions to DLM 4000.25 Manuals:

(1) Revise DLM 4000.25-2 (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting, as shown in Enclosure 1.

(2) Revise DLM 4000.25, Volume 2, Chapter 16, Disposition Services, Chapter 17, Supply Discrepancy Reporting, and Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting, as shown in Enclosure 2.

(3) Revise DLM 4000.25-1, MILSTRIP, Appendix 1.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, and Appendix 3.49, Transfers to DLA Disposition Services Field Office on 1348-1A or DD Form 1348-2 (Single Line-Item Turn-Ins), as shown in Enclosure 3.

e. Transaction Flow: No change to current transaction flow. Refer to Enclosure 4 for process flow.

f. Alternatives:

(1) DLMSO recommends the JSA/LWCG consider authorizing inclusion of certification by signature on, or attached to, the DTID affirming that the partial weapon(s) inclusive of lower receiver represents the turn-in of the partial weapon under the weapon’s serial numbers/UIIs. When certification is provided the missing parts list would not be required. This approach would offered in DoD procedures a simpler way to acknowledge that the partial weapon must be accepted by DLA Disposition Services under the whole weapon NSN and serial number/UII for UIT purposes. This approach would continue to support a documented audit history for incomplete weapons.

(2) As an alternative to delaying DLA Disposition Services acceptance/receipt processing of the partial weapon (inclusive of the lower receiver) pending receipt of the missing parts list, revise DOD procedures to allow the partial weapons inclusive of the lower receiver to be receipted under the whole weapon NSN and segregated pending receipt of the missing parts list (or the alternative DTID certification). This will permit the partial weapons to be recorded on the accountable record under the correct NSN, the SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) sent to the Component Registry, and the TRA transaction sent to the turn-in activity. If the discrepancy is not resolved within 50 days, DLA Disposition Services would reclassify the materiel to SCC H and proceed with DEMIL action. This procedure would be more consistent with standard receiving guidance which requires materiel to be recorded on the accountable record under the appropriate NSN upon physical receipt, regardless of discrepancies. Additional business rules may be needed to maintain the materiel in a suspended condition rather than SCC F or G. Partial weapons turned in in SCC H without the missing parts list could be reported as discrepant, but need not be held pending the missing parts list.

Staffing Notes:

1. Components must include a feedback on the proposed alternative procedures with their Component response to PDC staffing.
2. If the Services have established other procedures for addressing the turn-in of partial weapons which are not documented in this PDC, this information should also be included with the Component response.

If either of the above alternatives are determined to be the preferred approach, the approved change procedures will be updated accordingly.

5. REASON FOR CHANGE:

a. Update DLMS procedures for partial/incomplete weapon turn-in to better support DLA Disposition Services and identify conflicting information in published guidance.

b. Provide appropriate guidance to ensure that serialized item tracking registries are accurately reconciled.

c. Provide detailed instructions to support generation of SDRs for discrepant SA/LW turn-ins.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1) Reinforces the accurate and compliant DTID preparation for partial/incomplete weapons is key to expeditious and proper processing by DLA Disposition Services.

(2) Provides consistent and complete guidance for the turn-in of partial weapons will eliminate confusion and promote appropriate processing.

(3) Reduces erroneous processing, which will improve accuracy in UIT.

b. Disadvantages: Delaying acceptance of the partial weapon until the missing parts list is obtained would mean that the custodial activity does not have this materiel recorded on an accountable record. This may not be an acceptable risk. Refer to alternatives at paragraph 4.f.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: DLA Disposition Services estimates that changes can be accomplished within 30-60 days of approval. DLA Disposition Services is unable to provide a time line for updates to DOD 4160.21-M at this time.

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not available. Request DLA Disposition Services provide cost avoidance for processing of discrepant shipments for inclusion in the approved changes.

9. IMPACT:

a. DLMS Data Elements: There are no new data elements or changes to existing data elements introduced by this PDC.

b. Automated Information Systems (AIS):

(1) **DLA Distribution Standard System.** Minor update required for the new internal discrepancy codes.

(2) **Other AIS:** No known impact; all changes are procedural.

c. DLA Transaction Services: None identified.

d. Non- DLM 4000.25 Series Publications:

(1) Recommend comparable updates to the following:

(a) DOD 4160.21-M

(b) DLAI 1104

(c) DLAI 4140.05 (Reference 3.j.)

(2) Recommend comparable updates to DLA Disposition Services web-based guidance (Reference 3.k.). Refer to Enclosure 4 and 5 for specific recommendations.

Enclosure 1, MILSTRAP Manual Revisions

Revise DLM 4000.25-2 (MILSTRAP), Chapter 12, Small Arms and Light Weapons Serial Number Registration and Reporting, to revise the chapter name, insert a new subparagraph, and renumber remaining paragraphs. Changes are identified by ***bold red italics***.

C12.2.2. ***List of Unique Item Identifier (UII) and/or Serial Numbers in Shipments.*** In addition to requirements contained in [DLM 4000.25-1](#), Military Standard Requisitioning and Issue Procedures (MILSTRIP), the shipping activity ***will*** provide a listing of the ~~weapon~~ ***SA/LW UIIs and*** serial numbers contained in each shipment with the shipment documentation accompanying SA/LW shipments between DoD Components. When shipments consist of multiple containers, the listing ***will*** identify which ***UIIs and*** serial numbers are within each container. ***Additionally, the shipping activity will format the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) continuation page under MILSTRIP Appendix 1.36 to provide a machine readable 2D bar code(s) containing each UII linked with the applicable serial number, as well as linear bar codes associated with the human readable serial numbers for each item.***

C12.7.4.1. Shipments between DoD Components:

C12.7.4.1.1. When SA/LW are selected for shipment by the shipping activity, provide the WSN transaction data for the weapons to the shipping Component Registry using DIC DSM (see Appendix AP3.36). The shipping Component Registry enters the SA/LW data in the active file to indicate the in-transit shipment. The shipping Component Registry then forwards the WSN transaction to the destination Component Registry for all inter-DoD Component shipments.

C12.7.4.1.2. The receiving Component Registry enters the SA/LW data into the active file to open the record. This record is maintained until confirmation of weapon receipt is provided by the receiving activity.

C12.7.4.1.2.1. The receiving activity verifies the ***UIIs and*** serial number(s) and sends the WSN transaction, with SA/LW Transaction Code R (Receipt), to its Component Registry. The receiving Component Registry matches the SA/LW data against the in-transit record. A match constitutes reconciliation and completes the record.

C12.7.4.1.2.2. Discrepant ***UII and/or*** serial number(s) ***will*** be verified by electronic mail, ***or*** telephone, ~~or letter~~ and corrective action taken as required. ***Additionally, an SDR will be submitted to the shipping activity under Chapter 17 procedures for IUID-related discrepancies.***

C12.7.5. Shipment to DLA Disposition Services for Demilitarization.¹ Shipping activities will follow procedures as prescribed in this chapter for inter-DoD Component transfers.

C12.7.5.1. Shipments of a partial weapon identified under the whole weapon NSN and serial number/UII must include a list of the missing parts. Shipments lacking the required list of missing parts will be considered discrepant and cannot be accepted under the whole weapon NSN and serial number/UII. A turn-in receipt acknowledgement will not be transmitted until the discrepancy is resolved. If the DLA Disposition Services Field Office does not receive a reply to the SDR with the updated documentation or is otherwise unable to obtain the missing parts list, the field office will contact the Service Joint Small Arms/Light Weapons Coordinating Group representative for assistance in resolving the discrepancy.

C12.7.5.2. A weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly etc., turned in without its matching lower receiver will NOT be accepted under its end item NSN and serial number/UII under any circumstance. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an SDR to the generator. A turn-in receipt acknowledgement will be transmitted citing the turn-in materiel identification (for reconciliation by the turn-in activity) as well as the actual materiel identification used for the DLA Disposition Services receipt. The SDR will alert to turn-in activity to correct serialized item tracking registries as needed.

C12.7.6. When SA/LW are selected for destruction at the demilitarization activity, the demilitarization activity sends the SA/LW data (DIC DSM with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. The Component Registry *will* codes each of the demilitarized weapons using SA/LW Transaction Code V and enters the SA/LW demilitarization data into the inactive file.

¹Refer to PDC 1175.

Enclosure 2, DLMS Manual Revisions

Changes are identified by ***bold red italics*** and strike-through text. Opening paragraphs and intervening text between updated paragraphs are not shown. Paragraphs will be renumbered as needed.

A. Revise DLM 4000.25, Volume 2, Chapter 16, Disposition Services, as follows.

C16.7.7.4. Turn-in of Small Arms/Light Weapons. When SA/LW materiel is received, DLA Disposition Services Field Office must identify the SA/LW by a valid NSN or DoD SA/LW Registry assigned management control number (MCN), in addition to a separate serial number for each individual weapon.

C16.7.7.4.3. Partial Weapon Turn-in.¹

C16.7.7.4.3.1. Turn-in activities must include a list of missing parts on the DTID (or an attached continuation page) when transferring partial/incomplete weapons to DLA Disposition Services under the whole weapon NSN. If the shipment includes multiple weapons, associate each list of missing parts with the serial number of the whole weapon. Shipments of partial weapon identified under the whole weapon NSN but lacking the required list of missing parts will be considered discrepant and cannot be accepted under the whole weapon NSN. Neither a turn-in receipt acknowledgement nor an SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) will be transmitted until the discrepancy is resolved. The field office will generate an SDR for discrepant shipments and attempt to contact the generator. If the DLA Disposition Field Office does not receive a reply to the SDR with the updated documentation or is otherwise unable to obtain the missing parts list, the field office will contact the Service Joint Small Arms/Light Weapons Coordinating Group representative for assistance in resolving the discrepancy.

C16.7.7.4.3.2. A weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly etc., turned in without its matching lower receiver will NOT be accepted under its end item NSN under any circumstance. DLA Disposition will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an SDR to the generator. A turn-in receipt acknowledgement will be transmitted citing the turn-in materiel identification (for reconciliation by the turn-in activity) as well as the actual materiel identification used for the DLA Disposition Services receipt. If the turn-in was associated with the whole item serial number/UII and SA/LW Control Reporting transaction (DLMS 140A/legacy MILSTRAP Document Identifier Code (DIC) DSM) for the whole weapon, the reported serial number/UII will be reported as not received.

B. Revise DoD 4000.25, Volume 2 Chapter 17, Supply Discrepancy Reporting, as follows.

C17.3.10.4. Shipments to DLA Disposition Services
(Intervening text not shown)

¹ Refer to PDC 1175.

C17.3.10.4.3. Partial Weapon Turn-in.¹

C17.3.10.4.3.1. Shipments of partial weapon identified under the whole weapon NSN but lacking the required list of missing parts will be considered discrepant and cannot be accepted under the whole weapon NSN. If the DLA Disposition Field Office does not receive a reply to the SDR with the updated documentation or is otherwise unable to obtain the missing parts list, the field office will contact the Service Joint Small Arms/Light Weapons Coordinating Group representative for assistance in resolving the discrepancy.

C17.3.10.4.3.2. A weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly etc., turned in without its matching lower receiver will NOT be accepted under its end item NSN under any circumstance. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an SDR to the generator for corrective action (Action Code 3B) indicating both an item identification error and an IUID mismatch. The SDR will alert the turn-in activity to correct serialized item tracking registries as needed.

C. Revise DLM 4000.25, Volume 2, Chapter 18, Small Arms and Light Weapons Serial Number Registration and Reporting, as follows.

C18.2.2. List of ***Unique Item Identifiers (UII) and*** Serial Numbers in Shipments. In addition to the shipment requirements contained in this volume, the shipping activity ***will*** send a listing of the ***SA/LW UIIs and*** serial numbers contained in each shipment with the shipment documentation accompanying SA/LW shipments between the DoD Components. When shipments consist of multiple containers, the listing ***will*** identify which ***UIIs and*** serial numbers are within each container. ***Additionally, the shipping activity will format the Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) continuation page under MILSTRIP Appendix 1.36 to provide a machine readable 2D bar code(s) containing each UII linked with the applicable serial number, as well as linear bar codes associated with the human readable serial numbers for each item.***

C18.7.4.1. Shipments Between DoD Components:

C18.7.4.1.1. Shipping Registry. When weapons are selected for shipment by the shipping activity, SA/LW Control Reporting Transaction with SA/LW Transaction Code S (Shipment) will be sent to the shipping Component Registry. The shipping Component Registry enters the SA/LW data in the active file to indicate the in-transit shipment. The shipping Component Registry then sends the transaction to the destination Component Registry for all inter-DoD Component shipments.

C18.7.4.1.2. Receiving Registry. The receiving Component Registry enters the SA/LW data into the active file to open the record. This record is maintained until confirmation of weapon receipt is provided by the receiving activity.

C18.7.4.1.2.1. Receiving Activity Actions. The receiving activity verifies the ***UII and*** serial number(s) and sends SA/LW Control Reporting Transaction with SA/LW

Transaction Code R (Receipt) to its Component Registry. The receiving Component Registry matches the SA/LW data against the in-transit record. A match constitutes reconciliation and completes the record.

C18.7.4.1.2.2. Discrepant **UII and/or** Serial Numbers. Discrepant **UII and** serial number(s) will be verified by electronic mail, **or** telephone ~~or letter~~ and corrective action taken as required. ***Additionally, an SDR will be submitted to the shipping activity under Chapter 17 procedures for IUID-related discrepancies.***

C18.7.5. Shipment to DLA Disposition Services for Demilitarization.¹ Shipping activities will follow procedures as prescribed in this chapter for inter-DoD Component transfers.

C18.7.5.1. Shipments of partial weapon identified under the whole weapon NSN and serial number/UII must include a list of the missing parts. Shipments lacking the required list of missing parts will be considered discrepant and cannot be accepted under the whole weapon NSN and serial number/UII. An SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) will not be transmitted until the discrepancy is resolved. If the DLA Disposition Services Field Office does not receive a reply to the SDR with the updated documentation or is otherwise unable to obtain the missing parts list, the field office will contact the Service Joint Small Arms/Light Weapons Coordinating Group representative for assistance in resolving the discrepancy.

C18.7.5.2. A weapon subcomponent, such as the upper receiver, butt stock assembly, barrel assembly etc., turned in without its matching lower receiver will NOT be accepted under its end item NSN and serial number/UII under any circumstance. DLA Disposition Services will receipt the subcomponent under the applicable materiel identification for the subcomponent(s) and submit an SDR to the generator. An SA/LW Control Reporting Transaction with SA/LW Transaction Code R (Receipt) will NOT be transmitted to the Component Registry. The SDR will alert the turn-in activity to correct serialized item tracking registries as needed.

C18.7.6. Demilitarization. When SA/LW are selected for destruction at the demilitarization activity, the demilitarization activity sends **an** SA/LW Control Reporting Transaction with SA/LW Transaction Code V (Demilitarization) to the Component Registry once the demilitarization has been completed. The Component Registry **will** code each of the demilitarized weapons and enter the SA/LW demilitarization data into the inactive file.

¹Refer to PDC 1175.

Enclosure 3, MILSTRIP Manual Revisions

Changes are identified by ***bold red italics*** and strike-through text. Opening paragraphs and intervening text between updated paragraphs are not shown. Paragraphs will be renumbered as needed.

A. Revise DLM 4000.25-1, MILSTRIP, Appendix 1.36, Issue Release/Receipt Document (IRRD) (DD Form 1348-1A or DD Form 1348-2) Continuation Page, as shown.

AP1.36.1. IRRD (DD 1348-1A or DD Form 1348-2) Continuation Page. When the continuation page is used as an extension of the IRRD Block 27, it will contain the following minimum data:

AP1.36.1.1. Continuation Page (Title).

AP1.36.1.2. Document Number and suffix (from requisition/shipment).

AP1.36.1.3. Quantity Shipped and Unit of Issue (processed for shipment).

AP1.36.1.4. Page number and total number of continuation pages.

AP1.36.1.5. PDF417 2D bar code or Macro PDF417 2D bar codes. See Appendix 1.35 for included data elements, their respective data identifiers, and print quality requirements.

AP1.36.1.6. Code 39 linear bar codes with human-readable information. Each item's serial number used for tracking under a UIT program or in support of DoD policy for the application of IUID in supply processes, as applicable, will be printed and encoded with a Code 39 linear bar code. This requirement provides backward compatibility for distribution systems unable to decode the PDF417 2D bar code information. Each item will have no more than one encoded serial number; some items may not have a serial number (i.e., the item only has a UII or the item is not serialized). See AP1.36.4 for implementation business rules.

AP1.36.1.7. Small Arms/Light Weapons (SA/LW) Turn-In.¹ If Block 27 of the IRRD does not provide sufficient space for listing missing parts associated with a partial/incomplete weapon turned-in under the whole item NSN, provide a missing parts list on, or attached to, the continuation page. If the shipment includes multiple weapons, list missing parts under the serial number of the applicable weapon.

¹Refer to PDC 1175.

B. Revise DLM 4000.25-1, MILSTRIP, Appendix 3.49, Transfers to DLA Disposition Services Field Office on 1348-1a or DD Form 1348-2 (Single Line-Item Turn-Ins), as shown.

“BLOCK(S) ENTRIES

27

This block may contain additional data including bar coding for internal use. This block may contain a PDF417 2D bar code that contains information for serially

“BLOCK(S) ENTRIES

tracked items and repeats bar coded data content. Enter data in this block as required by the shipping activity or the DLA Disposition Services Field Office receiving the materiel. When data is entered in the block, it will be clearly identified. See Appendix 1.35 for Code 39 linear bar code and PDF417 2D bar code format information. See Appendix 1.36 for the Block 27 continuation page requirements.

HM/HW Turn-Ins – For hazardous materiel and waste turn-ins, enter the DoDAAC of the bill-to office (required for Signal Code B), the contract line item number (CLIN) for the item on the disposal contract, the total cost of the disposal, Hazardous Waste Profile Sheet Reference Number, the Material Safety Data Sheet 5-digit alpha code from the Hazardous Material Information Repository System, the Chemical Name of Hazardous Contaminant(s), and the Noun Name of Non-Hazardous Contaminant(s).

FSCAP Items – This block will contain both coding and clear-text information to identify Flight Safety Critical Aircraft Parts (FSCAP) shipments to DLA Disposition Services Field Offices using Criticality Code E or F as follows: FSCAP E - Flight Safety Critical Aircraft Part-Nuclear Hardened or FSCAP F – Standard Flight Safety Critical Aircraft Part.

Scrap Reimbursement – This block will contain the fund citation for reimbursement of scrap proceeds minus Disposition processing costs.

For IUID to support UIT/serialized item management:

Unique Item Identifier (UII) and/or Serial Number

The following additional data elements may be included in support of IUID:

Manufacturer’s CAGE

Current Part Number

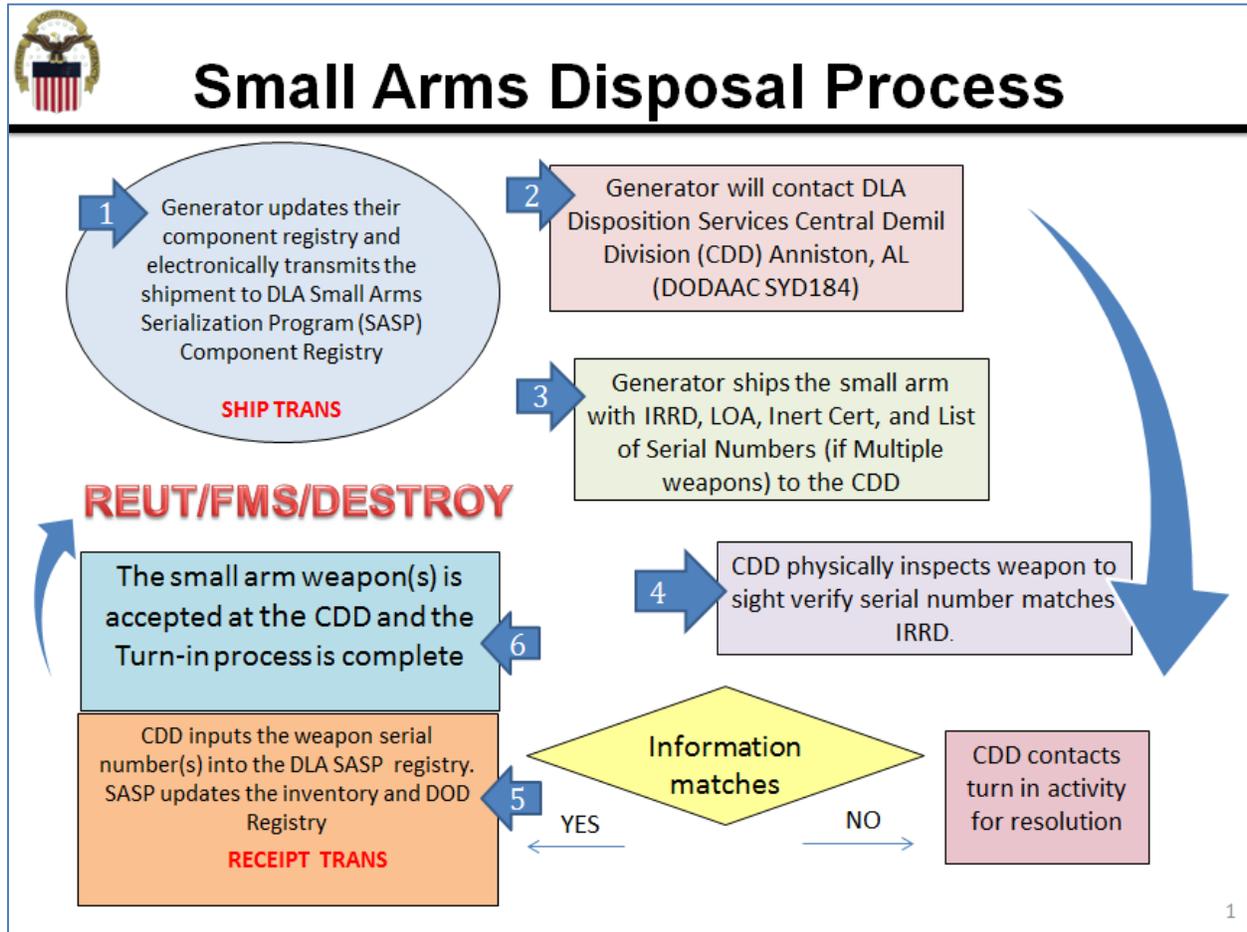
Batch/Lot

Clear text labeling of IUID information must be provided using the following acronyms: CAGE, P/N, BT/LT, S/N, and UII.

Small Arms/Light Weapons (SA/LW) Turn-In¹ – Do not mix partial and complete weapons on a single IRRD. For partial/ incomplete weapon turn-in, identify missing parts in this block. If there is insufficient space, use an attached continuation page (refer to Appendix 1.36). If the shipment includes multiple weapons, associate each list of missing parts with the serial number of the whole weapon.

¹ Refer to PDC 1175.

Enclosure 4, Small Arms Disposal Process Flow



Staffing Note: Recommend update to insert additional guidance as shown in **bold red** text.

Step 3: "Generator ships the small arm(s) with **DTID** (IRRD), LOA, Inert Cert, and List of Serial Numbers/**Unique Item Identifiers**. **For partial/incomplete weapons, include list of missing parts associated with the serial number of the weapon on the DTID (or an attached continuation page) and packing documentation.**"

Step 5 Decision: "Information matches **and documentation is accurate and complete.**" Step 6 Process: "CDD **will generate an SDR** and contact turn-in activity for resolution."

Enclosure 5, Small Arms Special Processing



Small Arms Special Processing

Small Arms weapon receivers should NOT be turned in using the Whole Weapon National Stock Number. Please use the appropriate National Stock Number.

Weapons that do not have a legible weapon serial number (WSN) must have one assigned by the Logistics Support Activity (LOGSA) before turning the weapon into our agency for disposal.

LOGSA CONTACT:

Cortney.p.hoffman.civ@mail.mil

DOD Small Arms/Light Weapons Registry
Soldier Support Center
USAMC Logistics Support Activity

CONTACT FOR ROTC WEAPON TURN IN:

Logistics Manager, TACOM LCMC
arthur.m.jankowski.civ@mail.mil

1

Staffing Note: Recommend update to web guidance as shown in ***bold red text***.

“Weapons that do not have a legible serial number (WSN) must have one assigned by the Logistics Support Activity (LOGSA) before turning the weapon into our agency for disposal.

If turning in a partial/incomplete weapon under the whole weapon NSN, the shipping and packing documentation must include a list of missing parts. Cite the missing parts on the DTID, or an attached continuation page. DLA Disposition Services recommends an individual DTID for each weapon, although multiple items may be transferred on a single DTID with an attached continuation page listing serial numbers/UIIs. If a continuation page is used, missing components must be listed under the serial number of the applicable weapon. Shipments of partial weapon identified under the whole weapon NSN but lacking the required list of missing parts will be considered discrepant and cannot be accepted under the whole weapon NSN. An SDR will be prepared and the generator contacted for corrected documentation.”