



LOGISTICS AND  
MATERIEL READINESS

## OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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DLM 4000.25, Volume 1, December 19, 2013  
Change 3

### DEFENSE LOGISTICS MANAGEMENT SYSTEM VOLUME 1, CONCEPTS AND PROCEDURES CHANGE 3

I. This change to DLM 4000.25, Defense Logistics Management System (DLMS), Volume 1, June 2012, is published by direction of the Deputy Assistant Secretary of Defense for Supply Chain Integration under the authority of DoD Instruction (DoDI) 4140.01, "DoD Supply Chain Materiel Management Policy," December 14, 2011. Unless otherwise noted, revised text in the manual is identified by bold, italicized print. The exception would be when the entire chapter or appendix is replaced, or a new one added. Change 3 also includes administrative updates: In Appendix 2, the definition of "DLMS" the "Defense Logistics Management System" is changed to "Defense Logistics Management Standards" to better reflect the nature of the DLMS focus on logistics standards and eliminate any confusion that the DLMS is an automated information system (AIS). In accordance with a style change for DoD issuances "shall" has been changed to "will"; this change is not marked by bold italics.

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

A. ADC 1069 dated August 1, 2013. Administrative Correction to DOD Codes in the Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide for Hundred Pounds (Hundred weight - Short), Hundred Pounds and Minim. Revises DLMS Volume 1, Appendix 4.

B. ADC 1078 dated July 3, 2013. Administrative Realignment of Security Assistance Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1. Revises DLMS Volume 1, Appendix 2.

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

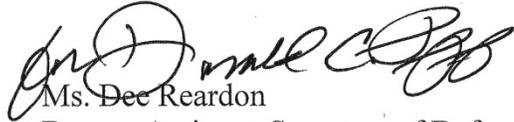
#### **Added or Replaced Files**

Change History Page

Appendix 2

Appendix 4 (Update reflected in linked files)

IV. This change is incorporated into the on-line DLMS manual at the DLA Logistics Managements Standards Website [www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp) and the PDF file containing the entire set of change files is available at [www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal\\_changes.asp](http://www.dla.mil/j-6/dlms/eLibrary/Manuals/DLMS/formal_changes.asp)



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# Volume 1 – CONCEPTS AND PROCEDURES

## PROCESS CHANGE HISTORY

ADC Number	Date	Change Description	Change Number
237	4/25/2007	<b>Rename Location Audit Program to Record Reconciliation Program.</b> This change renames the Location Audit Program to the Record Reconciliation Program. Revises DLMS Terms and Definitions.	2
329	6/23/2009	<b>Use of Borrowed and Migration Codes in DLMS Supplements.</b> This change identifies revisions that include clarifications regarding the use of Borrowed, Local and Migration codes. Revises DLMS Volume 1, Chapter 7, Standards and Conventions.	0
448B	10/2/2012	<b>Delayed implementation for International Organization for Standardization (ISO) 3166-1 Codes for the Identification of Countries and their Subdivisions.</b> Due to the delayed implementation for ISO 3166-1 country code standard, this administrative ADC updates related DLMS documentation to restore the name change for Country & Activity codes (Logistics Qualifier 85/85*) and to remove the previously published “September 30, 2012” implementation date established under ADC 448. Revises Terms and Definitions.	2
450	2/14/2012	<b>Elimination of the DLMS Request for Implementation Date (RFID) Procedures for Component System Changes The RFID letter/process, as currently published in the DOD 4000.25 family of manuals is eliminated.</b> Implementation dates will be requested at the time of issuance of the PDC. The revised procedure will incorporate the request for and negotiation of an agreement upon implementation dates embedded in the DLMS change process.	0
487	4/2/2012	<b>Administrative update to DLMS Manual Volume 1, Concepts and Procedures, to reflect existing procedures in use for the DLMS, and to restructure the volume for clarity.</b>	0

ADC Number	Date	Change Description	Change Number
1008	10/9/2012	<p><b>Unit of Measure (UoM) Transition from Borrowed Codes to Migration Codes and Establishment of New UoM for DLA Energy.</b> This ADC revises the DLMS guidance to use migration codes for the data elements associated with the X12 Unit of Measure (UoM). Current borrowed UoM codes are to transition to migration codes.. Revises Chapter 5, Standards and Conventions and Appendix 4, DLSS/DLMS Conversion Guide (Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide.</p>	2
1069	8/1/2013	<p><b>Administrative Correction to DOD Codes in the Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide for Hundred Pounds (Hundred weight - Short), Hundred Pounds and Minim.</b> This change corrects the DLMS Unit of Material Measure (Unit of Issue/Purchase Unit) Conversion Guide recorded DOD codes for Hundred Pounds (Hundred weight - Short), Hundred Pounds and Minim, and correct the definitions for Thousands of Calories and Hundred Weight – Short (Hundred Weight). Revises Appendix 4, DLSS/DLMS Unit of Materiel Measure (Unit of Issue/Purchase Unit) Conversion Guide.</p>	3
1078	7/3/2013	<p><b>Administrative Realignment of Security Assistance Procedures in DLM 4000.25, Volume 2 and DLM 4000.25-1.</b> This change establishes a new chapter in DLM 4000.25 DLMS Volume 2 and aligns it with its companion chapter in DLM 4000.25-1 MILSTRIP Chapter 6. It aligns definitions in MILSTRIP with the DLMS manual. Revises Appendix 2, Terms and Definitions.</p>	3

## **AP2. APPENDIX 2**

### **TERMS AND DEFINITIONS**

**ACCESSORIAL COSTS OR CHARGES.** Certain expenses incident to issues, sales, and transfers of materiel. They are defined to include: packing, handling, and crating costs; transportation costs; port loading and unloading costs; and positioning costs.

**FOREIGN MILITARY SALES (FMS).** Separate charges added to the standard price of materiel for each foreign military sales case. The charges cover expenses of packing, handling, crating, transportation, and supply operations associated with preparation and delivery of foreign military sales materiel.

**LAND.** Charges by a carrier for rendering service in addition to the line haul. Such services may include sorting, packing, cooling, heating, switching, delivering, storage, and reconsigning.

**OCEAN.** Those services for which the ocean carrier is not responsible under the terms of the applicable commercial tariff or Military Sealift Command (MSC) contract rate, but which are required to complete the receipt and delivery of freight between common carriers, consignors, or consignees.

**ACCOUNTABILITY.** (DoD) The obligation imposed by law or lawful order or regulation on an officer or other person for keeping accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping.

**ACCOUNTABLE OFFICER.** See "Accountability."

**ACCOUNTABLE RECORD.** See "Property Accountability Record."

**ACCOUNTING CLASSIFICATION REFERENCE NUMBER (ACRN).** A two-position alphanumeric control code assigned (under DFARS 204.7108) to each accounting classification used in a single contract.

**ACCREDITED STANDARDS COMMITTEE (ASC) X12.** Accredited by the American National Standards Institute in 1979, ASC X12, Electronic Data Interchange, is a voluntary standards group charged with developing American National Standards for electronic data interchange.

**ACTION ACTIVITY.** Any activity required to take action as a result of a supply discrepancy report (SDR), (e.g., distribution depot, inventory control point/integrated materiel manager, contract administration office, packaging control point, international logistics control office or shipping activity).

**ACTIVITY.** A unit, organization, or installation performing a function or mission, (e.g., reception center, redistribution center, naval station, naval shipyard). (Source: [JCS Publication 1-02](#), "DoD Dictionary of Military Terms.")

**ACTS OF GOD.** A happening outside the control of humans.

**ADJUSTMENT REQUEST.** Data forwarded to billing offices to request and provide information necessary for adjustment of billings. Adjustment requests also include follow-ups for adjustments for validated discrepancy reports and promised materiel return program credits.

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

**ADJUSTMENTS, PHYSICAL INVENTORY.** The accounting transaction that corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, (3) capitalization/decapitalization actions, (4) reidentification of stock, (5) type of pack changes, (6) catalog data changes, (7) supply condition and purpose code changes, etc.

**ADMINISTRATIVE COSTS.** General overhead expenses and other costs in operating the DoD or General Services Administration logistics systems that are incident to the issue, sale, or transfer of materiel and are not included in the price of the materiel, or as an accessorial cost.

**ADVANCE PAYMENT.** Amounts paid for materiel in advance of performance or delivery of the materiel. Amounts paid for other purposes in advance of the time the amounts are earned by the payee.

**AERIAL PORT OF DEBARKATION (APOD).** A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located. It is identified by a three-position Air Terminal Identifier Code (Reference [DTR 4500.9-R](#), "Defense Transportation Regulation").

**AERIAL PORT OF EMBARKATION (APOE).** A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located. It is identified by a three-position Air Terminal Identifier Code (Reference [DTR 4500.9-R](#), "Defense Transportation Regulation").

**AGENT (Depot Maintenance Interservice Support Agreement).** The Military Service responsible for providing depot maintenance support to the Principal. (Source: [OPNAVINST 4790.14A](#), et.al, "Joint Depot Maintenance Program," March 31, 1999)

**AGREEMENT LINE ITEM NUMBER (ALIN).** Identifies an item of supply listed in an agreement document.

**AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI).** The national coordinator of voluntary standards for the United States and approves a standard only when it has verified evidence which the standards developer presents, showing that those whom the standard materially affects substantially agree by consensus to its provisions.

**AMMUNITION/EXPLOSIVES.** A device charged with explosives, propellants, pyrotechnics, initiating composition, nuclear, biological, or chemical materiel for use in connection with defense or offense, including demolitions. Ammunition that can be used for training, ceremonial, or nonoperational purposes is included.

**ANTICIPATED NOT-MISSION-CAPABLE-SUPPLY (ANMCS).** A condition which is anticipated to occur within 15 days in the continental United States (CONUS) or 20 days outside the continental United States (OCONUS) of the requisition date when the lack of items or equipment required causes mission-essential systems or equipment of being incapable of performing any of their assigned missions.

**ASSEMBLAGE IDENTIFICATION NUMBER (AIN).** AIN is a 2-position numeric ranging from 01-20 and is the second level identifier for medical and industrial kits/sets. It is system generated at the build manager level based on the number of kits required.

**BASIC ISSUE ITEM (BII).** Those essential auxiliary items that are required to operate equipment and enable it to perform the mission and function for which it was designated.

**BATCH SERIAL NUMBER.** A consecutive number assigned by the paying office to each batch of contract payment notices. On October 1st, each batch for each accounting point begins with one. The batch serial number identifies the number of batches transmitted to the specific accounting point since the first day of the fiscal year.

**BILL.** A statement of the amounts owed for the transfer or sale of materiel and for the performance of services incident to the transfer.

**BILL NUMBER.** An alpha or numeric identifier assigned by the billing office to identify a bill. The bill number is unique to the billing office DoD activity address code (DoDAAC) and may not be duplicated within a calendar year.

**BILL OF LADING (B/L).** The primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

**BILLED ERROR.** An error in a bill, at the bill or detail billing record level, which has one or more of the following characteristics: duplicates a previous bill or detail record; contains an error in amount; assigns the wrong billed office, (i.e., designates the billed office in a manner that violates the requirements of Volume 4, Finance; was not billed under the proper method (noninterfund versus interfund); or should not have been billed, (e.g., was nonreimbursable, the requisition was cancelled, or accessorial charge was inappropriate)).

**BILLED OFFICE.** Any office designated to receive a bill.

**BILLING DISCREPANCY.** A discrepancy related to duplicate or multiple billings per individual shipment or a single billing with no ship line. Such discrepancies are reportable by security assistance customers on a supply discrepancy report. Within U.S. Government channels, all billing discrepancies will be processed under Volume 4, Finance.

**BILLING OFFICE.** An office that prepares bills for materiel and services subject to the requirements of Volume 4, Finance.

**BILL OF MATERIAL (BOM).** A list of raw materials/component parts, etc. and at the quantities of each needed to assemble/manufacture/repair an end item or final product.

**BUILD DIRECTIVE NUMBER (BDN).** BDN is a 4-position alphanumeric value used to identify a specific build order of a medical/industrial kit. It is system generated at the build manager level and serves as the first level identifier.

**BUSINESS RULE.** A statement that defines or constrains some aspect of the business. It is intended to assert business structure or to control or influence the behavior of the business.

**CAPITALIZATION.** The receipt or transfer in of inventories from a different fund or fund subdivision without charge or income. The inventory increases the transferee's fund equity (capital) directly and does not increase operational income or expense.

**CARE of SUPPLIES IN STORAGE (COSIS).** A program composed of a set of processes and procedures whose purpose is to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. With proper COSIS, supplies and equipment in storage will be preserved and maintained in a serviceable condition through inspection and actions taken to correct any forms of deterioration and to restore materiel to ready-for-use condition. The COSIS includes in-storage inspection, minor repair, testing, exercising, preservation, and packing of materiel, and all intra-depot materiel movement to perform those tasks.

**REIMBURSABLE COSIS.** Those COSIS activities such as testing, exercising, preservation, and packing of materiel in storage resulting from COSIS inspections and not funded under discrete pricing and, in general, entails those actions necessary to correct the problems with the materiel, and/or packaging identified by the routine COSIS. Reimbursable COSIS includes the costs for any component parts required in performing minor repairs. This applies to both receipts from Military Service activities as well as materiel in storage, and includes both minor repairs and necessary packaging that will maintain the stored materiel in assigned materiel condition codes. Funding for this work is outside of the scope of the discrete pricing as defined in the Defense Capital Working Fund

**STANDARD COSIS.** Standard COSIS inspections are included in the discrete pricing rate and as a minimum, consist of an annual survey of the materiel in storage. The instructions in [DLAI 4145.4/AR 740-3/AFJMAN 23-231/ NAVSUPINST](#), "Stock Readiness," January 6, 2003, provide specifics for various materiel types and categories.

**CASE DESIGNATOR.** A unique code used with a country identification code to identify a particular foreign military sale. It is a three-character designation.

**CENTRAL SERVICE POINT.** A representative designated by each Service/Agency to update the DoD activity address directory (DoDAAD) and military assistance program address directory (MAPAD) databases and to maintain liaison with DLA Transaction Services and the DoDAAD and MAPAD System Administrators.

**CHANGE NUMBER.** The change number is assigned by DLA Transaction Services and consists of four positions, (i.e., a one-position calendar year code and a three-position serial number).

**CLEAR TEXT ADDRESS.** The in-the-clear address of the ship-to and/or the mark-for activity identified by the military assistance program address code (MAPAC).

**COMMUNICATION ROUTING IDENTIFIER (COMMRI).** A 7 character code that uniquely identifies an International Logistics Communication System (ILCS) account, established with the DLA Transaction Services, to electronically transmit and receive logistics data between the foreign military sales and the US DoD supply systems.

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

**CONSIGNEE.** The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that is receiving the product.

**CONSIGNOR.** The person or activity that is the supplier or shipper of a product.

**CONSTRUCTED DOCUMENT NUMBER.** A document number created and used in place of the original requisition number when the original number cannot be determined. The constructed document number may be employed in reporting selected product quality and supply discrepancies. Under DLMS a constructed document number is identified through the use of a utilization code.

**CONSTRUCTIVE DELIVERY.** The delivery of materiel to a commercial carrier, freight forwarder, United States or international post office, or customer at point of production, storage, or test. Delivery is evidenced by completed copies of shipping documents, materiel shipment status of shipping documents, drop from inventory, or a list of deliveries in a post office.

**CONTRACT ABSTRACT.** A representation, in machine format, of key elements of contractual data that are used to establish the contract record in the recipient's database.

**CONTRACT ADMINISTRATION OFFICE (CAO).** A DoD contract administration service (CAS) DoD Component that performs assigned functions, or a purchasing office which retains functions related to the administration of contracts. (Included in this definition are all geographic and plant-type organizations engaged in the performance of field contract administration services.)

**CONTRACT LINE ITEM.** An item of supply or service on a contractual document usually identified by a contract line item number (CLIN). (See [DFARS](#) 204.7103.)

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

**CONTRACT MODIFICATION.** Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provision of an existing contract, whether accompanied by unilateral action under a contract provision, or by mutual action of the parties to the contract. It includes: (1) bilateral actions such as supplemental agreements; and, (2) unilateral actions such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.

**CONTRACTOR-FURNISHED MATERIEL (CFM).** Materiel that the contractor is contractually required to provide. The source of supply for CFM may be the commercial market or the federal supply system when authorized by contract.

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

**CLASSIFIED ITEMS.** Materiel that requires protection in the interest of national security.

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

**SENSITIVE ITEMS.** Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, and ammunition. (See [DoD 4140.1-R](#), "DoD Supply Chain Materiel Management Regulation," May 23, 2003")

**CONVENTIONAL AMMUNITION.** A device charged with explosives, propellants, pyrotechnics, or initialing composition for use in conjunction with defense or offense, including demolitions. Certain ammunition can be used for training, ceremonial, or non-operational use.

**CONTROL POINT.** An activity designated by a Military Service, DLA or the General Services Administration (GSA) to monitor packaging discrepancies for their respective Service/Agency (S/A).

**CRITICAL SAFETY ITEM (CSI).** A part, assembly, installation, or production system with one or more essential characteristics that, if not conforming to the design data or quality requirements, would result in an unsafe condition that could cause loss or serious damage to the end item or major components, loss of control, or serious injury to personnel. Also called CSI. (See Joint Pub 1-02.)

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

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

**CUSTOMER COLLABORATION.** A confluence of strategic, tactical, and operational time base quantitative and qualitative sharing of information between DLA and its customer activities, including, but not limited to, formalized collaboration partnerships, exception handling by detection and notification, and DLA/customer collaborative demand planning.

**CUSTOMER RETURN IMPROVEMENT INITIATIVE (CRII).** A DLA program developed to reduce the likelihood that depots would receive nonconforming returned materiel.

**DAMAGE.** Partial or total marring of the appearance or reduction in usability of the materiel for its intended purpose. For security assistance, damage describes a condition creating impaired item functionality. Applicable to U.S. Postal Service and security assistance shipments only.

**DATA ELEMENT.** A basic unit of information in a business transaction.

**DATA ITEM.** A subunit of descriptive information or value classified under a data element.

**DATA MODEL.** A visual depiction that identifies data, attributes, and relationships associated with other data.

**DATA SEGMENT.** A series of data elements defined and placed in a single group in a specific sequence. A data segment directory, defines the proper data element sequence for each data segment and is part of the ASC X12 standards.

**DATE PACKED. (Shelf-Life Item).** For all items required to be marked with date packed, the date packed will be that date on which the product was packaged in the unit container, regardless of dates of packing, shipping, or additional processing. (See [DoD 4140.27-M](#), “Shelf Life Item Management Manual,” May 5, 2003.)

**DECAPITALIZATION.** The issue or transfer out of inventories to another fund or fund subdivision without expense or reimbursement. The cost of the inventory decreases the transferor's fund equity (capital) directly and does not increase operational expenses or income.

**DEFENSE LOGISTICS MANAGEMENT STANDARDS (DLMS).** A broad base of business rules, to include uniform policies, procedures, time standards, transactions, and data management, designed to meet DoD's requirements for total logistics support. Founded upon ANSI ASC X12 EDI, DLMS is being expanded to support emerging electronic business (EB) capabilities such as: data sharing, automated identification technology, object-oriented user interfaces, electronic malls, web-based technology, and electronic funds transfer, as appropriate.

**DELIVERY TERM CODE (DTC).** A code (prescribed in FMS cases) identifying the point at which the responsibility for moving an item as an FMS shipment passes from the United States DoD to the purchasing nation or international organization.

**DLMS TRADING PARTNER AGREEMENT.** A written instrument of understanding negotiated between trading partners that specifies contractual matters and protocols regarding Government DLMS transactions. (Reference DLM 4000.25, “Defense Logistics Management System.”)

**DEFENSE TRANSPORTATION SYSTEM (DTS).** That portion of the worldwide transportation infrastructure that supports DoD transportation needs in peace and war. The DTS consists of two major elements: military (unique) and commercial resources. These resources include aircraft, assets, services, and systems unique to, contracted for, or controlled by the Department of Defense. The Defense transportation infrastructure, including ports, airlift, sealift, railway, highway, intransit visibility, information management systems, customs, and traffic management that the Department of Defense maintains and exercises in peacetime, is a vital element of the DoD capability to project power worldwide. It provides for responsive force projection and a seamless transition between peacetime and wartime operations.

**DEMAND DATA EXCHANGE.** A systematic method use for submitting collaborative customer projected supply plan materiel requirements to DLA.

**DEPARTMENT OF DEFENSE SMALL ARMS/LIGHT WEAPONS (SA/LW)**

**REGISTRY.** DoD central repository for SA/LW serial numbers. The registry serves as the single point of access for inquiries relating to the last known record of SA/LW serial numbers. Serial numbers are provided by the Component Registries on a scheduled and as required basis.

**DEPOT.** See “Storage Activity.”

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

**DETAIL BILLING RECORD.** The lowest level of detail in a bill. At this level of the bill, billings for materiel are identified by the transaction number. When more than one shipment is involved, the partial shipment, identified by a suffix, is the lowest level of detail.

**DETERIORATION.** A breakdown in composition of an item that makes it inferior in quality and value.

**DIRECT PROCUREMENT METHOD (DPM).** A method of personal property shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contract arrangements or by the use of government facilities and personnel.

**DIRECT VENDOR DELIVERY (DVD).** (DoD) A materiel acquisition and distribution method that requires vendor delivery directly to the customer.

**DISTRIBUTION DEPOT.** See “Storage Activity.”

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

**DROP FROM INVENTORY.** Reduction of the quantitative inventory balance.

**DUNS (Data Universal Numbering System) NUMBER.** A 9 digit numerical identifier/number created for an organization by Dunn & Bradstreet. A different DUNS number shall be assigned for each physical location different address of an organization, as well as each legal division that may be co-located. A DUNS number is frequently required to register with the Central Contractor Registration (CCR).

**DUPLICATE BILL.** An exact duplicate of a previous bill or a bill supported entirely by duplicate billing records.

**DUPLICATE DETAIL BILLING RECORD.** A second or subsequent detail billing record for a single shipment.

**DUPLICATE SHIPMENT.** A shipment which corresponds exactly to a previous shipment.

**EFFECTIVE DATE.** The five-position ordinal date (two-position year and three-position day) when an address (DoDAAD/MAPAD) change becomes effective.

**ELECTRONIC MALL (EMALL).** An internet-based electronic mall designed to make it easier for customers to place and track orders and pay for products. For additional information see the DoD EMALL Website <https://dod-email.dla.mil>.

**ENEMY ACTION.** Those courses of action imposed by the enemy that could affect the friendly mission.

**ENTERPRISE IDENTIFIER (EID).** An identifier, which relies on the Data Universal Numbering System (DUNS) as a primary key for non-DoD entities, and an extended DoD activity address code (DODAAC) for DoD activities. DUNS+4, an additional 4-digit suffix to the DUNS code, allows for the identification of payment location used by business partner (represented by a DUNS) when that partner has multiple locations. Other alias identifiers recorded to date include the contractor and Government entity (CAGE) code, the austin-tetra number, and taxpayer identification number (TIN).

**ESSENTIALITY CODE.** Indicates that the assembly or component is essential to the performance of the primary and/or secondary missions of the weapon system and/or end item. The degrees of assembly and/or component essentiality depend on the effect their failure would have on a weapon system and/or end item readiness.

**EVIDENCE OF SHIPMENT.** Any legible movement document or receipt, duly signed by a carrier representative, which shows that the United States has shipped or released the materiel in question to a carrier for shipment to the country's designated representative, constitutes evidence of shipment. Such documents generally show the quantity, national stock number (NSN), mode date, transportation control number (TCN), notice of availability (NOA) number/bill of lading (B/L)/parcel post insured, registered number, addressee, vessel, or flight number (to the extent possible), and name of shipper and carrier to include weight and cube information, and number of pieces, etc.

**EXCEPTION MATERIEL.** Security Assistance Program materiel which, due to its peculiar nature and increased transportation risks, requires special handling in the transportation cycle and deviation from normal shipping procedures. This includes classified materiel, sensitive materiel, firearms, explosives, lethal chemicals, and other dangerous and hazardous materiel that requires rigid movement control and air cargo of such size that the item exceeds commercial capability.

**EXHIBIT LINE ITEM.** An item of supply or service listed on an exhibit or schedule forming a part of the contractual document usually identified by an exhibit line item number (ELIN). (See DFARS 204.7105.)

**EXPEDITED HANDLING SHIPMENTS.** Items identified by special requirements handling codes (A, B, C, or D) in the requisitions. Items so identified override normal precedence in processing and moving shipments.

**EXPIRATION DATE (Shelf-Life Item).** The date beyond which nonextendible shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (See [DoD 4140.27-M](#), "Shelf-Life Item Management Manual").

**EXPIRED SHELF-LIFE.** The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, has expired.

**FEDERAL SUPPLY CLASSIFICATION (FSC).** The first 4-digits of the 13-digit national stock number. The FSC relates/separates items of supply.

**FINANCIAL DISCREPANCY.** The following definition applies to security assistance discrepancy reporting only. A discrepancy related to administrative and/or accessorial charges that will be processed by the Defense Finance and Accounting Service – Denver, Deputy for Security Assistance (DFAS-DE/I).

**FIRE.** A phenomenon of combustion manifested in light, flame, and heat.

**FOREIGN MILITARY SALES (FMS).** That portion of the United States security assistance authorized by the [Foreign Assistance Act of 1961](#), as amended, and the [Arms Export Control Act of 1976](#), as amended. This assistance differs from the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred. Also called FMS. (See Joint Publication 1-02.)

**FOREIGN MILITARY SALES (FMS) CASE DESIGNATOR.** A unique designator within a single country assigned by the implementing Service to each FMS case, to identify a specific offer to a country. This designator stays with and identifies the sale or offer of a sale.

**FOREIGN MILITARY SALES COUNTRY REPRESENTATIVE (CR).** The designated country official (Consulate, Attaché, Director of Movements) duly authorized to control FMS case transactions.

**FOREIGN MILITARY SALES FREIGHT FORWARDER/INTERNATIONAL FREIGHT FORWARDER.** A private firm that serves as a contractual agent for the FMS customer. These companies, as a minimum, receive, consolidate, and stage materiel within the United States for onward shipment to the purchasing country.

**FOREIGN MILITARY SALES (FMS) NOTICE NUMBER.** A unique number assigned to control the shipment between the shipper and the consignee.

**FOREIGN MILITARY SALES OFFER RELEASE OPTION CODE.<sup>1</sup> Method by which countries participating in the FMS program advise sources of supply by coded entry on requisitions whether or not prior notice to the freight forwarder or country representative (FF/CR) is required before release of materiel shipments. The type of offer release option will be determined as a result of negotiations between the CR and the Service at the time case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls covered under chapter C25, paragraph C25.11.**

**1. Type A. Shipments are to be released automatically by the shipping activity without advance notice.**

**2. Type X. The U.S. Service and the CR have agreed that the:**

**a. U.S. Service will sponsor the shipment to a country address.**

**Under this agreement Block 34 (FF code) of the DD Form 1513 must contain "X" and a mark-for code must be entered in Block 33. The MAPAD must contain the CC code and addresses for each type of address required; such as, parcel post, freight, and documentation.**

**b. Shipments are to be made to an assembly point or staging area as indicated by clear text instructions on exception requisitions. Under this agreement block 34 of the DD Form 1513 must contain "W." A mark-for code may be entered in Block 33 and the MAPAD must contain the mark-for code if the mark-for address is to be used on the shipment to the assembly point or staging area.**

**3. Type Y. Advance NOA to the FF/CR is required before release of shipments, but shipment may be released automatically if release instructions are not received by the shipping activity within 15 days subsequent to the date of the NOA.**

**4. Type Z. Advance NOA to the FF/CR is required before release of shipment and specific release/shipping instructions must be received by the shipping activity before shipment may be made.**

**FOREIGN ORIGIN.** Those goods produced or manufactured in a foreign country located outside the CONUS, its possession, or Puerto Rico. It also includes those aforementioned that are physically located in bonded warehouses or foreign trade zones within the United States (U.S.), its possessions, or Puerto Rico, but it does not include foreign produced or manufactured goods that have otherwise been lawfully imported into the United States, its possessions, or Puerto Rico.

**FREE-ON-BOARD (FOB) DESTINATION.** Product is accepted at destination by the Government. Shipper provides transportation.

**FREE-ON-BOARD (FOB) ORIGIN.** Product is accepted at origin (source) by the Government. Government provides transportation with commercial carriers.

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<sup>1</sup> See DOD 5105.38-M for additional data concerning the use of these codes and complete instructions for preparing the DOD Offer and Acceptance.

**GAINING INVENTORY MANAGER (GIM).** The inventory manager responsible for assuming wholesale materiel management functions.

**GENERAL AGENCY AGREEMENT (GAA).** Pertains to Government-owned ships operated under cost plus fixed-fee contracts by commercial ocean carriers acting as general agents for the Maritime Administration, U.S. Department of Commerce, with whom the MSC has entered into agreements for the exclusive use of such ships.

**Global Exchange (GEX).** The Global Exchange eBusiness Gateway is the Electronic Data Interchange (EDI) hub for Department of Defense. The GEX functions as the single interface among Government and commercial trading partners conducting electronic commerce and EDI activities. It provides translation, routing, and archive services for EDI transactions that are sent between two or more Government systems or between Government systems and their commercial trading partners. There are two GEX sites operated by DLA Transaction Services

**GOVERNMENT-FURNISHED MATERIEL (GFM).** Materiel in the possession of, or acquired by, the Government and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

**GRANT AID.** Military assistance rendered under the authority of the Foreign Assistance Act of 1961, as amended, which provides defense articles and services to recipients on a nonreimbursable (grant) basis.

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

**HAZARDOUS MATERIEL (DANGEROUS GOODS).** A substance of materiel that has been determined to be capable of posing an unreasonable risk to health, safety, and property when transported. This materiel includes explosives, gasses (compressed, liquefied, or dissolved under pressure), flammable liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive substances, corrosives, and miscellaneous dangerous substances presenting real or potential hazards to life and property. Procedures for handling this materiel are specified in applicable publications of the Department of Transportation, the Interstate Commerce Commission, Federal Aviation Agency, U.S. Coast Guard, U.S. Agriculture Department, U.S. Public Health Service, Intergovernmental Maritime Consultative Organization, the International Civil Aviation Organization, and in federal or military documents. Dangerous goods is the term applied to hazardous materiel in international movement.

**IMPLEMENTATION CONVENTION.** The composite guideline for using the DLMS for a given application. Conventions define the structure and content of a transaction and map application data requirements into a specific transaction set (TS) for implementation in the DLMS.

**INCORRECT ITEM.** An item received in lieu of the item requisitioned. This is an erroneous item shipped due to shipper error and not an intended interchangeable/substitute item. See also, WRONG ITEM.

**INTEGRATED MATERIEL MANAGER (IMM).** Any DoD activity or agency that has been assigned wholesale materiel management responsibility for the Department of Defense and participating Federal Agencies. Integrated wholesale materiel management responsibilities include requirements determination, procurement, distribution, overhaul, and repair of reparable materiel, and disposal of materiel. (See DoD 4140.1-R.)

**INTERCHANGEABLE/SUBSTITUTABLE ITEM.** An item that possesses such functional and physical characteristics as to be equivalent in performance, reliability, and maintainability, to another item of similar or identical purposes, and is capable of being exchanged for the other item without selection for fit or performance, and without alteration of the item itself or of adjoining items, except for adjustment. (See DoD 4140.1-R.)

**INTERFUND BILL.** A bill processed under the interfund billing system. These bills are not only "bills" but notices to the billed office that its funds have been disbursed and the bill "paid."

**INTERFUND BILLING SYSTEM.** An automated billing fund transfer system.

**INTERMEDIATE DEFENSE FUEL SUPPORT POINT (DFSP).** Bulk fuel storage facility where product is stored for subsequent issue to multiple end customers.

**INTERNATIONAL LOGISTICS CONTROL OFFICE (ILCO).** The central U.S. Military Service control point in CONUS that monitors requisitions and related transactions for FMS and Military Sales and **Grant Aid (GA)**.

**INTER-SERVICE SUPPORT.** Action by one Military Service, or element thereof, to provide logistic and/or administrative support to another Military Service, or element thereof. Such action can be recurring or nonrecurring in character, on an installation, area, or worldwide basis.

**INTO-PLANE.** A supply technique whereby the U.S. Government contracts with a contractor to refuel military aircraft at commercial airports. The contractor supplies the fuel, lube oil, and refueling facilities (storage tank, vehicle, and equipment). The use of Government refueling trucks, equipment, bladders, etc., is not authorized unless so stipulated in the into-plane contract. (**NOTE:** Commercial aircraft under a Government charter may be refueled at into-plane locations; and occasionally, into-plane locations may be at a military base.)

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

**INTRA-THEATER.** Movement of materiel from a point in a theater to another point within the same theater.

**INVENTORY.** Materiel, titled to the U.S. Government, held for sale or issue, held for repair, or held pending transfer to disposal.

**INVENTORY CONTROL POINT (ICP).** An organizational unit or activity within a DoD supply system that is assigned the primary responsibility for the materiel management of a group of items either for a particular Service or for the Defense Department as a whole. Materiel inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, disposal direction, and, generally, rebuild direction. (Source: JCS Publication 1-02.)

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

**INVENTORY, SCHEDULED.** A physical inventory that is to be conducted on a group of items within a specified period of time, according to an established plan. There are two types of scheduled inventories:

**INVENTORY, COMPLETE.** An inventory of all conditions of all stock numbers within specified categories.

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

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

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

**INVENTORY, SPOT.** A physical inventory required to be accomplished as a result of a total or partial materiel denial.

**ISSUING AGENCY CODE.** The IAC represents the registration authority that issued the enterprise identifier. The value for the IAC is assigned by the Registration Authority for ISO/IEC 15459-2, Registration Procedures. The current Registration Authority of ISO/IEC 15459-2 is NEN – Nederlands Normalisatie-Instituut.

**ITEM.** An item is a single hardware article or a unit formed by a grouping of subassemblies, components or constituent parts. In the DoD, an item is any article produced, stocked, stored, issued, or used; or any product, including systems, materiel, parts, subassemblies, sets and accessories.

**ITEM DEFICIENCY.** See [SF 368](#), "Product Quality Deficiency Report."

**ITEM UNIQUE IDENTIFICATION (IUID) OF ITEMS.** The application of a set of data elements that is globally unique and unambiguous, ensures data integrity and data quality throughout life, and supports multifaceted business applications and users. (See UNIQUE ITEM IDENTIFIER for additional definitions of IUID related terms)

**JOINT COLLABORATION AGREEMENT.** A collaborative and coordinated consensus between DLA and customer activities that cites mutual responsibilities and expectations of both parties in the process of demand data exchange (DDE).

**LATENT DEFECTS.** This definition is provided for supply discrepancy reporting of product quality deficiencies against security assistance shipments. A deficiency in an article that effects item operability and is not normally detected by examination or routine test, but which was present at the time of manufacture.

**LATERAL REDISTRIBUTION.** .The release and shipment of materiel from a post, camp, station, or base to another similar activity to satisfy a specific demand.

**LESS THAN RELEASE UNIT (LRU).** A shipment unit that can be shipped without requiring an export release from the appropriate authority.

**LETTER OF OFFER AND ACCEPTANCE.** The U.S. document by which the U.S. Government offers to sell defense articles and defense services to a foreign government or international organization. The LOA lists the items and/or services, estimated costs, the terms and conditions of sale, and provides for the foreign government's signature to indicate acceptance.

**LOCATION RECONCILIATION DISCREPANCIES.** Location reconciliation discrepancies are classified into one of four categories as listed below:

a. Owner/Manager Record. Shows balance for storage activity; no location reconciliation transaction received (Type I Location Reconciliation Error).

b. Location Reconciliation Transaction. Received from storage activity; no corresponding owner/manager record (Type II Location Reconciliation Error).

c. Mismatch of Data Elements. Mismatch of any of the following (Type III Location Reconciliation Error):

1). Unit of issue.

2). Ownership/manager identifier.

3). Controlled inventory item code (see [DoD 4100.39-M](#), "Federal Logistics Information Service (FLIS) Procedures Manual," Volume 10).

4). Type of pack code (subsistence).

5). Shelf-life code.

6). Date packed/expiration date (subsistence only).

d. Quantity Discrepancy (Type IV Location Reconciliation Error).

**LOCATION SURVEY DISCREPANCIES.** Location survey discrepancies are classified into one of three categories as listed below:

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

b. Locator Error Established. The recording of locations when assets are physically found in storage and no locator records exist, or when the recorded stock number disagrees with the materiel in the location (Type II Location Survey Error).

c. Locator Record Corrected. Changes to the locator record when physical materiel characteristics differ from any of the following data elements (Type III Location Survey Error):

1). Unit of issue

2). Supply condition code.

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

- 4). Type of pack code.
- 5). Lot number or unique item identifier (for ammunition only).
- 6). Completeness and accuracy of magazine data card (for ammunition only).

**LOGISTICS REASSIGNMENT (LR).** The transfer of IMM responsibilities from one manager to another. (See DoD 4140.1-R.)

**LOOP.** A group of semantically related segments in ANSI ASC X12 Transactions. An example is the N1 loop that contains name and address information.

**LOSING INVENTORY MANAGER (LIM).** The inventory manager responsible for relinquishing wholesale materiel management functions.

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

**LOWEST OVER ALL COST.** The aggregate of shipment costs known or reasonably estimated; (i.e., transportation rate(s), accessorial, drayage, storage, in transit, packing and crating, unpacking, and port handling costs).

**MAINTENANCE (MATERIEL).** All action taken to retain materiel in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. (Source: JCS Publication 1-02.) Maintenance, used generically in this manual, also includes evaluation, assembly, disassembly, conversion, and modification.

**MAJOR DISASTER.** Any disaster as a result of enemy action, insurrection, civil disturbance, flood, fire, hurricane, tornado, earthquake, or other catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government under [Public Law 91 - 606](#), "Disaster Relief Act", 91st Congress (42 United States Code 58) to supplement the efforts and available resources of State and local governments in alleviating the damage, hardship, or suffering caused thereby.

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

**MANAGEMENT CONTROL ACTIVITY (MCA).** A DoD Component, DoD activity, or non-DoD activity, if participating by separate agreement (e.g., the Coast Guard), designated to receive, screen, and validate Military Service-initiated and contractor-initiated requisitions for government furnished materiel (GFM) from the wholesale supply system to support DoD contracts or requirements. (See DoD 4140.1-R)

**MAPPING.** A process for diagramming what electronic data are to be exchanged, how the data are to be used, and what internal application system requires the data.

**MATERIEL.** All items (including ships, tanks, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (See Joint Publication 1-02.) Materiel is either serviceable (i.e., in an issuable condition) or unserviceable (i.e., in need of repair to make it serviceable.) (See DoD 4140.1-R.)

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

**MATERIEL CONDITION.** A classification of materiel that reflects its readiness for issue and use or to identify the action underway to change the status of materiel. (See DoD 4140.1-R)

**MATERIEL DENIAL.** A transaction notifying the IMM that there is insufficient materiel in storage to satisfy, in total or in part, the quantity directed for issue and specifying the quantity that may not be issued. (See DoD 4140.1-R.)

**MATERIEL OBLIGATION.** The unfilled portion of a requisition (for a stocked or non-stocked item) that is not immediately available for issue but is recorded as a commitment for future issue, either by direct vendor delivery or backordered from stock.

**MATERIEL RECEIPT ACKNOWLEDGEMENT (MRA).** A computer processed transaction or manual form used to advise that materiel has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgement process.

**MATERIEL RELEASE CONFIRMATION (MRC).** A notification from a shipping or storage activity advising the originator of a materiel release order of the positive action taken on the order.

**MATERIEL RELEASE DENIAL (MRD).** A notification from a storage site advising the originator of a materiel release order of negative (warehouse refusal) action on the order.

**MATERIEL RELEASE ORDER (MRO).** An order issued by an accountable supply system manager (usually an ICP or accountable depot or stock point) directing a non-accountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel. (See Joint Publication 1-02.) Also used to direct redistribution and shipment of materiel from a post, camp, station, or base to another similar organization to satisfy a specific demand.

**METADATA.** Information describing the characteristics of data; data or information about data; and descriptive information about an organization's data, data activities, systems, and holdings.

**MILITARY ASSISTANCE PROGRAM ADDRESS CODE (MAPAC).** A code constructed by the ILCO for security assistance program shipments. MAPAC is used to identify the consignee in transportation documents and to obtain clear-text address and other shipment information from the military assistance program address directory (MAPAD).

**MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD).** An automated database of addresses maintained for each country or international organization.

**MILITARY ASSISTANCE SERVICE-FUNDED PROGRAM.** Programs which, by their nature, are security assistance, except that the funding source is a DoD appropriation.

**MILITARY STANDARD BILLING SYSTEM (MILSBILLS).** A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, forms, formats, (both DLMS and legacy 80 record position) and procedures for billing, and related adjustments and collections for sales of materiel and related services for logistics support. It prescribes uniform procedures and time standards for the interchange of logistics information relating to logistics bills. The procedures govern the interchange of information for all logistics related financial management of the Department of Defense and participating external organizations unless specifically exempted by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)).

**Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP).** A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard codes, formats (both DLMS and legacy 80 record position), and procedures for inventory accountability and reporting processes. MILSTRAP prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of logistics information, and related financial management information, for materiel in the supply control/distribution systems of the Department of Defense and participating external organizations, unless specifically exempted by the Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)). The financial management aspects of MILSTRAP pertain only to financial data produced as a by-product of receipt, issue, and inventory adjustment processing.

**MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP).** A broad base of logistics transactions and procedures designed to meet DoD requirements to establish standard data elements, codes, forms, transaction formats (both legacy 80 record position and DLMS) and procedures to requisition, release/issue, and dispose of materiel and prepare related documents. It prescribes uniform

procedures and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, cancellation, materiel release/issue, lateral redistribution, materiel return processes, materiel obligation validation, contractor access to government sources of supply, and selected security assistance processes. The provisions apply to the Office of the Secretary of Defense, the Military Departments, the Joint Staff, the Combatant Commands, and Defense Agencies. It also applies, by agreement, to external organizations conducting logistics business operations with DoD including (a) non-Government organizations, both commercial and nonprofit; (b) Federal agencies of the U.S. Government other than DoD; (c) foreign national governments; and (d) international government organizations.

**MISDIRECTED MATERIEL.** Materiel which is improperly addressed and/or shipped to the wrong destination.

**MISIDENTIFIED ITEM.** An item for which the label on the container is different than the item in the container, or tag attached to the item. See also, WRONG ITEM.

**MUTILATION.** The act of making materiel unfit for its intended purpose by cutting, tearing, scratching, crushing, breaking, punching, shearing, burning, neutralizing, etc.

**NATIONAL ITEM IDENTIFICATION NUMBER (NIIN).** The last 9-digits of the national stock number (NSN). NIIN consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) nonsignificant number.

**NONINTERFUND BILL.** A bill that requires payment by a method other than the interfund billing system; (e.g., check payment). An example of this bill is one prepared on an SF 1080, Voucher For Transfers Between Appropriations and/or Funds.

**NONTRACEABLE SHIPMENT.** A shipment by a mode or method wherein an audit trail between the various shipping elements and the consignee is not available or signed delivery receipts are not required from the consignee. The shipping transportation office normally makes the nontraceability determination.

**NOT MISSION CAPABLE SUPPLY (NMCS).** Materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to supply shortage. (See Joint Publication 1-02.)

**NOTICE OF AVAILABILITY (NOA).** The method by which the U.S. shipping installation will provide advance notification to the designated FMS country representative (CR) or freight forwarder (FF) that the materiel is ready for shipment and, where appropriate, that the shipment requires an export release under the provisions of AR 55-355, et al.

**OFFER OF MATERIEL REPORT (OMR).** A report under the Defense Logistics Management System (DLMS) that allows inventory control points and integrated materiel managers to use a DLMS transaction to provide disposition instructions or to inquire or respond as to the status of materiel reported as excess or available for redistribution under the DLMS materiel returns program.

**OFFER OR RELEASE OPTIONS.** Methods by which countries participating in the FMS program advise supply sources whether materiel shipments should be released without prior notice to the CR or FF. The type of offer or release option will be determined as a result of negotiations between the CRs and the U.S. Military Service at the time the case agreement is reached.

**OFFER/RELEASE OPTION CODES.** Methods by which countries participating in the FMS program, advise sources of supply by coded entry on requisitions whether or not prior notice to the CRs or FFs is required before release of materiel shipments. The type of offer/release option will be determined as a result of negotiations between the CR and the Service at the time the case agreement is reached and will prescribe actions required in regard to shipments against the case except when the shipping activity determines a need for added protection and/or controls ([DoD 5105.38-M](#), "Security Assistance Management Manual (SAMM)").

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

**OVERAGE.** Item overage is when the quantity received is greater than that ordered or shown on shipping document. This type of overage is not evident on delivery but is discovered when the article is opened and the contents are checked. Transportation overages reportable under DTR 4500.9-R, are overages of boxes, packages, or freight (packaged or loose) found to be in excess of the quantity or articles recorded on the bill of lading or transportation document covering the shipment. NOTE: Overage on SEAVAN/container that is source-loaded and moved under a shipper's load and count, and arrives at destination with original seal (s) intact, is a supply discrepancy.

**OWNER.** The activity holding title to the tangible personal property.

**PACKAGING.** A generic term that includes the processes of preserving, packing, marking, and unitization as defined below:

**MARKING.** Application of numbers, letters, labels, tags, symbols, or colors for handling or identification during shipment and storage.

**PACKING.** Assembly of items into a unit, intermediate, or exterior pack with necessary blocking, bracing, cushioning, weatherproofing, reinforcing, and marking.

**PRESERVATION.** Application of protective measures to prevent deterioration; includes cleaning, drying, preservation materials, barrier materials, cushioning, and container, when necessary.

**UNITIZATION.** Assembly of packs of one or more line items of supply into a single load in such a manner that the load can be handled as a unit through the distribution system. Unitization (unitized loads/unit loads) encompasses consolidation in a container, placement on a pallet or load base, or securely binding together.

**PACKAGING CONTROL POINT.** An activity designated by a Military Service which monitors packaging discrepancies.

**PACKAGING DISCREPANCY.** Any unsatisfactory condition due to improper or inadequate packaging (including marking, packing, preservation, or unitization) and which causes the item, shipment, or package to be vulnerable to loss, delay, or damage, or unnecessary expense to the U.S. Government, as in excessive packaging.

**PACKING, HANDLING, AND CRATING COSTS.** Costs incurred for labor, materiel, or services in preparing materiel for shipment from or between storage and distribution points.

**PARTIAL SHIPMENT UNIT.** A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

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

**PERSONAL PROPERTY.** Property of any kind or any interest therein, except real property. Tangible personal property includes military equipment, plant equipment, other equipment (general property, plant and equipment), reparables and consumables. For the purpose of this issuance, personal property discrepancies identify personal property as household goods, unaccompanied baggage (personal effects), house trailers (mobile homes), houseboats, railcars, and privately owned vehicles. (reporting applicable to packaging discrepancies only not applicable to security assistance (See Joint Travel Regulation, Volume 1).

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

**PHYSICAL INVENTORY INFLOAT CONTROL DATE.** Established for initiating controls on all in-process transactions and materials that could affect the outcome of the inventory.

**PLANT EQUIPMENT.** Personal property of a capital nature, consisting of equipment, furniture, vehicles, machine tools, test equipment, and accessory and auxiliary items, but excluding special tooling and special test equipment, used or capable of use in the manufacture of supplies or for any administrative or general plant purpose.

**PORT OF DEBARKATION (POD).** The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination. (See Joint Publication 1-02.)

**PORT OF EMBARKATION (POE).** The geographical point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and non-unit requirements, it may or may not coincide with the origin. (See Joint Publication 1-02.)

**POSITIONING COSTS.** Costs incurred in repositioning items in the supply distribution system of a Military Department at locations OCONUS in anticipation of support to other authorized customers.

**POST INVENTORY TRANSACTION.** Any transaction, causing an increase or decrease to the property accountability record balance, dated after the established physical inventory cutoff date.

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

**PREINVENTORY PLANNING.** Pre inventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through: (1) Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location; and (2) document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, in-process receipts are stored in location, and related transactions are transmitted to the IMM prior to the established physical inventory cutoff date.

**PREINVENTORY TRANSACTION.** Any transaction, causing an increase or decrease to the property accountability record balance, dated prior to the established physical inventory cutoff date.

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

**PRE-POSITIONED WAR RESERVE (PWR).** That portion of the war reserve materiel requirement that the current Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time, and to assure timely support of a specific force or project until replenishment can be effected. (See Joint Publication 1-02.)

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

**PRINCIPAL ITEMS.** An end item or a replacement assembly of such importance to operational readiness that management techniques require centralized individual item management throughout the supply system to include items stocked at depot level, base level, and using item level. (See DoD 4140.1-R.)

**PRIORITY DESIGNATOR (PD).** A 2-position numeric code (01 – 15) that identifies the relative priority of the competing requisitions. As an integral of the UMMIPS, it is used by the materiel management systems to allocate available stocks among competing requisitions and is based on the combination of the F/AD assigned to the requisitioning activity and the urgency of need as prescribed in Volume 2, Supply. (See DoD 4140.1-R.)

**PROCESS REVIEW COMMITTEE (PRC).** A component body that processes and recommends the disposition of Defense Logistics Management System change requests. See Chapter 1 for further information.

**PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (PIIN).** Identifies contractual documents. (See [DFARS](#) subparagraph 204.70.)

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

**PROGRESS PAYMENT.** Amounts paid for goods or service, not yet delivered, to finance that portion on which performance has been completed.

**PROOF OF DELIVERY.** A legible data and signature of the designated receiver listed on the delivery manifest, certifying the item was received. Proof of delivery must also reflect the number of cases/containers received to agree with the number shown on supply documentation and actual weight received within weight-range variation. The proof of delivery establishes transfer of custody and liability to the receiver (Defense Transportation Regulation definition). In the case of nonreceipt of SDRs, the DoD ICP/IMM/shipping depot and the General Services Administration are required only to provide evidence of shipment.

**PROPERTY ACCOUNTABILITY.** The assignment of duties and responsibilities to an individual or organization that mandates jurisdiction, security, and answerability over public property. (See DoD 4140.1-R.)

**PROPERTY ACCOUNTABILITY RECORD.** The official record of tangible personal property, including inventory, owned by the Department of Defense that is maintained to identify the quantities of items on-hand, unit prices, locations, physical condition, receipt and issue records, authorized stock numbers, item descriptions, and other such information necessary to properly account for materiel and exercise other inventory management responsibilities. (See DoD 4140.1-R.)

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

**PROVISIONING ORDER.** A written notification to a contractor to deliver spare repair parts against a line item already contained in a contractual instrument. (Both delivery date and prices may be estimated on the order subject to later definitized on a supplemental agreement.)

**PURCHASING OFFICE (PO).** The office that awards or executes a contract for supplies or services.

**QUALIFIER.** A data element that identifies or defines a related element, set of elements, or a segment. The qualifier contains a code taken from a list of approved codes.

**RADIO FREQUENCY IDENTIFICATION.** RFID systems consist of an antenna, a transceiver with a decoder, and a transponder, typically called an RFID tag. Depending on the type of tag used, the RFID tag may contain a simple “license plate” uniquely identifying the specific tag, or it may be programmed with application-specific information. The antenna acts as a link between the tag and the transceiver. Often, the antenna is packaged with the transceiver and decoder to become a reader, also known as an interrogator. Interrogators can be handheld or fixed-mount devices. The reader decodes the data and passes that information to a computer for processing. The information can be used for a wide variety of inventory management or other identification applications through a central database.

**Passive RFID tags** have no on-board battery and they provide short communication ranges (1-5 meters). These tags have a low data bandwidth and cannot initiate communications, they must be read.

**Semi-passive RFID tags** have an internal power source for tag circuitry which allows the tag to complete functions such as monitoring of environmental conditions and which may extend the tag signal range.

**Active RFID tags** allow extremely low-level RF signals to be received by the tag and the tag (powered by its internal source) can respond by generating a high-level signal back to the reader/interrogator. Active RFID tags can hold large amounts of data, are continuously powered, and are normally used when a longer tag read distance is desired.

**RECLAMATION ACTIVITY.** An activity that performs the process of reclaiming required serviceable and economically repairable components and materiel from excess or surplus property for return to the proper supply activity.

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

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

**RECORD RECONCILIATION PROGRAM.** The record reconciliation program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the owner records. Record reconciliation programs may include quantity. This program is accomplished in two phases:

**LOCATION RECONCILIATION.** A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data, including quantity, do not match. Research of mismatches, including special inventories when required, results in corrective action.

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

**RELEASE.** A title given to annual updates of standards.

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

**REPORT OF DISCREPANCY.** See Supply Discrepancy Report (SDR).

**REPORTING ACTIVITY.** Within the context of MRA, the reporting activity for U.S. Forces is the activity identified by the ship-to DoDAAC designated in the requisition. The reporting activity is normally the requiring activity or unit that receives the materiel and posts it to a record such as a retail stock record, stock record amount property account, etc. For security assistance shipments, the responsible Military Service ILCO will serve as the reporting activity. Within the context of MRP, the reporting activity is a Service or Agency organization that has reported materiel to an ICP/IMM.

**REQUIRED AVAILABILITY DATE (RAD).** A date specifying when end items and concurrent spare parts are committed to be available for transportation to a Foreign Military Sales, Grant Aid, or Security Assistant Program recipient.

**REQUIRED DELIVERY DATE (RDD).** A date specifying when materiel is actually required to be delivered to the requisitioner and is always earlier or later than the computed standard delivery date. A required delivery date cannot exactly equal a computed standard delivery date.

**REQUIRED DELIVERY PERIOD (RDP).** A period of time specifying the earliest and the latest acceptable date materiel can be delivered. (Applies to conventional ammunition requisitions only.)

**REQUISITION.** An order for materiel initiated by an established, authorized organization (i.e., a DoD or non-DoD organization that has been assigned a DoD Activity Address Code) that is transmitted either electronically, by mail, or telephoned to a supply source within the Department of Defense or external to the Department of Defense (the General Services Administration (GSA), the Federal Aviation Administration (FAA), or other organizations assigned management responsibility for categories of materiel), according to procedures specified in Volume 2, Supply.

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

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

**POSTCOUNT VALIDATION.** A comparison of physical count with recorded balances or another count, with consideration of transactions that have recently occurred. The purpose of postcount validation is to determine the validity of the count. postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken.

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

**RESPONSIBLE ACTIVITY.** Any activity required to take action as a result of a Supply Discrepancy Report (SDR); (e.g., ICP, contract administration office, packaging control point, or a shipping activity of shipments from an RDO).

**RETAIL STOCK.** Stock held in the custody or on the record of a supply organization below the wholesale level. (See DoD 4140.1-R.)

**RETROGRADE CARGO.** A movement of materiel opposite of the normal flow, e.g., cargo returned from OCONUS to CONUS.

**SCRAP.** Materiel that has no value except for its basic materiel content.

**SEAPORT OF DEBARKATION (SPOD).** An authorized point of arrival from a foreign country or the United States located at a seaport. It is identified by a three-position water port identifier code (Reference [DTR 4500.9-R](#)).

**SEAPORT OF EMBARKATION (SPOE).** An authorized point of departure from a foreign country or the United States located at a seaport. It is identified by a three-position water port identifier code (Reference [DTR 4500.9-R](#)).

**SECURITY ASSISTANCE ORGANIZATION (SAO).** All Department of Defense elements located in a foreign country with assigned responsibilities for carrying out security assistance management functions. It includes military assistance advisory groups, military missions and groups, offices of defense and military cooperation, liaison groups, and defense attaché personnel designated to perform security assistance functions.

**SECURITY COOPERATION CUSTOMER CODE.** The Security Cooperation (SC) customer code is a two digit code used by Defense Security Cooperation Agency to represent the country, international organization, region or program authority associated with transactions recorded in Security Cooperation systems and associated with programs implemented in the Foreign Military Sales Trust Fund. Pending separation of the country and activity codes used for distribution and physical location in clear text addressing under the DLMS, the SC customer code values and the country and activity codes are maintained in a mixed-purpose table in LOGDRMS (in association with Qualifier 85 an 85\*).

**SEGMENT.** Consists of locally related data elements in a defined sequence. A data segment consists of a segment identifier, one or more data elements each preceded by an element separator, and ends with a segment terminator. (See Volume 1, Chapter 7, for additional descriptive information.)

**SHELF-LIFE.** The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored. (See Joint Publication 1-02.)

**SHELF-LIFE ITEM.** An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

**SHIP-TO/MARK-FOR CODE.** A one-position alphabetic or numeric code that identifies the mark-for address of the activity to receive the materiel. This code will also identify the ship-to address for materiel/documentation for shipment moving through the Defense Transportation System (DTS).

**SHIPMENT.** Movement of materiel from point of origin to destination by any mode.

**SHIPMENT STATUS.** Informs activities of the actual shipping dates (such as the date released to the carrier), the release criteria for shipments, or shipment delay notifications. Also provides for an interface with transportation and for shipment tracing by activities under DTR 4500.9-R.

**SHIPMENT UNIT.** One or more items assembled into one unit that becomes the basic entity for control throughout the transportation cycle.

**SHIPPER.** Any organization, service, or agency (including the contract administration or purchasing office for vendors) that originates/delivers materiel to a carrier for movement. The shipper may be a Military organization or activity, other Government agency, or a manufacturer or vendor. The functions performed include planning, assembling, consolidating, documenting, and arranging for movement of materiel.

**SHIPPING ACTIVITY.** A Service/Agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of materiel.

**SHIPPING (ITEM) DISCREPANCY.** Any variation in quantity or condition of materiel received from that shown on the covering authorized shipping documents, e.g., DD [Form 1348-1A](#), Issue Release/Receipt Document, or purchase order. Shipping discrepancies include incorrect and misdirected materiel, receipt of canceled requirements, improper, inadequate technical or supply documentation, or other discrepancies as enumerated in , Volume 2, Supply, and not the result of a transportation error or product quality deficiency.

**SHORTAGE.** Item shortage is when the quantity received is less than the quantity ordered or shown on the shipping document. The shortage is not evident on delivery but is discovered when the container is opened and the contents are checked. Transportation shortages reportable under DLAR 4500.15, are shortages of boxes, packages, or loose articles of freight in a SEAVAN/Military Van (MILVAN), roll on/roll off, or a Container Express (CONEX) found to be less than the quantity of freight as recorded on the applicable bill of lading. NOTE: Shortage on SEAVAN/container that is source loaded and moves under shipper's load and count, and arrives at destination with original seal(s) intact, is considered a supply discrepancy.

**SHRINKAGE.** A reduction in size, weight, or substance.

**SINGLE MANAGER FOR CONVENTIONAL AMMUNITION (SMCA).** The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the Department of Defense. Specific responsibilities, functions, authority, and relationships are contained in [DoDD 5160.65](#), "Single Manager for Conventional Ammunition," August 1, 2008

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

**SMALL ARM AND LIGHT WEAPONS SERIAL NUMBER.** The total series of characters appearing on the firing component part of small arms or light weapons.

**SMALL ARMS AND LIGHT WEAPONS TRANSACTION REPORTING.** Reporting of individual transactions affecting the small arms and light weapons serial numbers' status within any Component registry.

**SOURCE of SUPPLY.** Any Federal Government organization exercising control of materiel and to which requisitions are directed. (See DoD 4140.1-R.)

**SPECIAL PROGRAM REQUIREMENT (SPR).** Automated procedure to forecast select future nonrepetitive requirements that cannot be forecast by the ICP based on demand data and which have the greatest probability of resulting in the eventual submission of requisitions.

**SPLIT SHIPMENT UNIT.** A whole or partial shipment unit separated at a transshipment point into two or more increments with each increment identified and documented separately.

**STANDARD DELIVERY DATE (SDD).** A date computed by adding the individual Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards to the requisition date.

**STANDARDS.** The technical documentation approved for use in the DLMS; specifically, transaction sets, segments, data elements, and code sets. Standards provide the framework for structuring each DLMS transaction.

**STATUS RECIPIENT.** Includes, but not limited to, requisitioners, International Logistics Control Offices/monitoring activities (Security Assistance and Foreign Military Sales (FMS)), designated MAPAD TAC 4 country designees (FMS), and MAPAD TAC 3 country/in-country security assistance activities status designees (Grant Aid customers).

**STOCK READINESS.** A DOD program involving the tasks needed to assure that the proper condition of materiel in storage is known and reported, that the condition is properly recorded, and that the materiel is properly provided with adequate packaging protection to prevent any degradation to lower condition codes. Stock Readiness concerns itself with the in-storage inspection, minor repair, testing, exercising of materiel, and packaging aspects associated with these efforts. Stock Readiness includes the elements of COSIS plus the functions related to the receipt, identification, classification, and packaging of materiel during the receipt process. Stock Readiness excludes those actions that fall under the area of general warehouse care and depot maintenance, including the use of proper storage aids, identification of materiel/storage locations, and rewarehousing actions.

**STOCK RECORD ACCOUNT.** A basic record showing by item the receipt and issuance of property, the balances on hand, and such other identifying or stock control data as may be required by proper authority.

**STORAGE ACTIVITY.** The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, tank, or open area (storage), and its selection and shipment (issue). (See DoD 4140.1-R.)

**STORAGE LOCATION.** The physical location within a storage activity where materiel is stored.

**SUBSISTENCE TYPE OF PACK CODE.** Use only in subsistence requisitions to indicate the required level of pack to be applied to shipments of perishable and nonperishable subsistence materiel.

**SUBSTITUTABLE ITEM.** An item possessing functional and physical characteristics that make it capable of being exchanged for another only under specified conditions or for particular applications and without alteration of the items themselves or of adjoining items. That term is synonymous with the phrase "one-way interchangeability," such as item B shall be interchanged in all applications for item A, but item A shall not be used in all applications requiring item B. (See DoD 4140.1-R.).

**SUMMARY BILLING RECORD (SBR).** A record, used in the interfund billing system, which summarizes the values of detail billing records and provides other information needed to support transfers of funds between appropriations.

**SUPPLY DISCREPANCY.** Errors reportable under Volume 2, Supply. For example any variation in goods received from data shown on the covering shipping documents (General Services Administration or Single Line Item Release/Receipt Document; Issue Release/Receipt Document (IRRD); Requisition and Invoice/Shipping Document; authorized procurement delivery document or vendor's packing list; or other authorized shipping document) which is not the result of a transportation discrepancy or product quality deficiency. Supply discrepancies encompass variations in condition or quantity including damaged or lost USPS shipments (except lost registered, insured, or certified), item shortage or overage, incorrect and misdirected materiel, receipt of canceled requirements, improper or inadequate technical data or supply documentation, and any unsatisfactory condition due to improper packaging which causes the materiel to be vulnerable to loss, delay, or damage or which imposes unnecessary expense to the U.S. Government; e.g., excessive packaging.

**SUPPLY DISCREPANCY REPORT (SDR).** An electronic transmission or manual form used to report a supply discrepancy. Other types of discrepancies may be reported via SDR only as specifically authorized under Volume 2, Supply, Chapter 17.

**SUPPLY STATUS.** Informs activities of action taken or being taken on materiel requisitioned but not shipped, shipment consignments instructions, or disposition instructions for materiel offered under the materiel returns program (MRP).

**SUPPLY SYSTEM RESPONSIBILITY ITEM (SSRI).** These items are furnished by the supply system when the end item is issued and will be transferred with the end item during redistribution or other changes of custody unless otherwise specifically directed by the appropriate authority. This term equates to Components of End Item (COEI).

**THEFT.** The felonious taking and removable of materiel.

**TOTAL ITEM PROPERTY RECORD.** The record or record set maintained by the IMM that identifies the quantity, condition, and value of the items assets for each organizational entity having physical custody of these assets. The total item property record includes materiel that is due in, in transit, in organic wholesale repair facilities, in a contractor's custody, on loan, on hand in wholesale distribution centers, on hand at retail activities, and for reported assets in the custody of users. (See DoD 4140.1-R.)

**TOTAL NONRECEIPT.** Complete nonreceipt of item(s) shipped.

**TRANSACTION NUMBER (OR TRANSACTION REFERENCE NUMBER).** A unique reference number assigned to a transaction for identification throughout the logistics system and for the life of the transaction until its retirement is authorized in official audit reports. For DLMS transactions, this is the document number.

**TRANSACTION SET (TS).** The electronic data interchange (EDI) equivalent of a paper business document composed of data elements and data segments.

**TRANSPORTATION CONTROL NUMBER (TCN).** A 17-position alphanumeric character set assigned to control a shipment unit throughout the transportation cycle of the DTS.

**TRANSPORTATION COSTS.** Costs paid to common carriers or Government activities to move materiel within the transportation system.

**TRANSPORTATION DISCREPANCY REPORT.** A form used to report loss and damage to materiel.

**TRANSPORTATION PRIORITY (TP).** A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the DTS.

**TRANSSHIPPER.** A transportation activity, other than the shipper or receiver, that handles or documents the transfer of a shipment between conveyances. A transshipper is usually a consolidation and containerization point (CCP), air or sea port of embarkation, air or sea port of debarkation, or break-bulk point. A transshipper may perform more than one type transshipment.

**TYPE I SHELF-LIFE ITEM.** An item of supply that is determined through an evaluation of technical test data and/or actual experience to be an item with a definite non-extendable period of shelf life. (See DoD 4140.27-M.)

**TYPE II SHELF-LIFE ITEM.** An item of supply having an assigned shelf-life time period that may be extended after completion of inspection/test/restorative action. (See DoD 4140.27-M).

**TYPE OF ADDRESS CODE (TAC).** A one-position alphabetic or numeric code which designates the use of a DoDAAD or MAPAD address.

**UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS).** A structure that establishes time standards, based on the mission and urgency of need of the requestor, for the supply of materiel from the date of the requisition to the time that the acknowledgment of physical receipt is posted to the requisitioner's inventory record. (See DoD 4140.1-R.)

**UNIQUE ITEM IDENTIFIER (UII).** An identifier used to uniquely identify an individual asset used within DoD. The UII may be derived from a DOD recognized IUID equivalent [e.g., Vehicle Identification Number] or a composite structure defined by the DOD [refer to UII Construct 1 and UII Construct 2]. Formation of the UII relies upon two primary methods of serialization: (1) Serialization within the enterprise and (2) Serialization within the original part number of the enterprise. Refer to OSD policy and supporting documentation for specific guidance at <http://www.acq.osd.mil/dpap/pdi/uii>. Refer to the current version of [MIL-STD-130](#) for specific guidance on marking of U.S. Military property. The generic term, UII, has evolved through usage to mean the concatenated UII as a common database key without regard to the UII data set being used.

**UNIQUE ITEM IDENTIFIER (UII) TYPE.** A designator that identifies the specific structure and syntax of a type of UII. Specific examples of the UII Type are: Vehicle Identification Number (VIN), UII Construct 1 (UII 1), UII Construct 2 (UII 2).

**UNIQUE ITEM IDENTIFIER (UII) CONSTRUCT 1.** This is a concatenated UII based upon serialization within the enterprise. The concatenated UII Construct 1 contains the IAC, EID, and serial number.

**UNIQUE ITEM IDENTIFIER (UII) CONSTRUCT 2.** This is a concatenated UII based upon serialization within the part, lot, or batch number within the enterprise. The concatenated UII Construct 2 contains the IAC, EID, original part number, lot or batch number, and serial number.

**UNIQUE ITEM TRACKING (UIT).** A program within DoD for tracking selected items to maintain visibility of each uniquely identified asset for the primary purpose of inventory control and/or engineering analysis.

**USTRANSCOM REFERENCE DATA MANAGEMENT (TRDM).** A utility for managing transportation reference tables utilized by various Department of Defense (DOD) systems. It distributes the data to systems using a variety of methods according to individual system requirements and has an application for entering data.

**VALIDATED DISCREPANCY REPORT.** A discrepancy report in which the authorized processing point has both accepted for processing and confirmed or has a reason to believe the discrepancy has occurred. For adjustment purposes, an SDR for nonreceipt is considered validated when the shipping office determines the nontraceability of the shipment.

**VERSION.** A title given to the updates (every 3 years) of a Defense Logistics Management Standard that has officially been approved by ASC X12.

**WAR MATERIEL REQUIREMENT.** The quantity of an item required to equip and support the approved forces specified in the current Secretary of Defense guidance through the period prescribed for war materiel planning purposes.

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

**WIDE AREA WORK FLOW - RECEIPT and ACCEPTANCE (WAWF-RA).** WAWF-RA is the designed program to automate Commercial Invoices and Government Receiving Reports in a web-based, paperless environment. WAWF-RA electronically captures and coordinates the four basic pieces of the payment process. WAWF-RA users input their invoices and receiving reports by transition or via the Internet. These are compared to contracts stored in the Defense Finance Accounting System (DFAS) - Electronic Document Access (EDA) system. Once the invoice and receiving reports are approved and processed, payment transactions are initiated via Electronic File Protocol (EFT) to the contractor's bank account.

**WOOD PACKAGING MATERIEL (WPM).** Wood or wood products (excluding paper products) used in supporting, protecting, or carrying a commodity (includes dunnage). Examples of WPM include but are not limited to pallets, skids, pallet collars, containers, crates, boxes, cases, bins, reels, drums, load boards, and dunnage. Wood packaging made of exempt materials but combined with solid wood components must still be treated and marked. WPM does not include processed wood materials and manufactured wood products.

**WRONG ITEM.** Any incorrect or misidentified item or unacceptable substitute item received requiring submission of a discrepancy report. See also, MISIDENTIFIED ITEM and INCORRECT ITEM.

# AP4. APPENDIX 4

## DLSS/DLMS CONVERSION GUIDE

AP4.1. Three sets of conversion guides contain a cross reference of DoD domain codes (data item codes) to American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 domain code values. All three conversion guides must be implemented in DoD systems using ANSI ASC X12 transaction formats to convert DoD data value established in legacy system to the corresponding ANSI ASC X12 code values. The applicable conversion guides are available using the links provided below or from the DLA Logistics Management Standards Website [www.dla.mil/j-6/dlms/eApplications/LogDataAdmin/dlmsansiconvergides.asp](http://www.dla.mil/j-6/dlms/eApplications/LogDataAdmin/dlmsansiconvergides.asp):

<u>CODE</u>	<u>TITLE</u>
*9	TRANSPORTATION MODE OF SHIPMENT/TRANSPORTATION METHOD/TYPE CODE CONVERSION  <a href="http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*9">www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*9</a>
*A	TYPE OF PACK CONVERSION GUIDE  <a href="http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*A">www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*A</a>
UNIT OF MATERIEL MEASURE (UNIT OF ISSUE/PURCHASE UNIT) CONVERSION GUIDE (available in three sorts).	
*8	DoD Code Sequence:  <a href="http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*8">www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*8</a>
**8	ANSI ASC X12 Code Sequence:  <a href="http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code&gt;**8">www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code&gt;**8</a>
*8*	Alphabetic Name Sequence:  <a href="http://www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*8*">www.dla.mil/j-6/dlms/eApplications/LOG.NET/UI/Log_Qualifiers/lqvqcDetails.aspx?code=*8*</a>