Inventory Management

Using Unit Supply System (Manual Procedures)

Headquarters
Department of the Army
Washington, DC
1 December 2016

UNCLASSIFIED
This major revision, dated 1 December 2016—

- Incorporates dual signature requirements for DA Form 1687 (para 2–28f(4)).
- Revises requirements for automation accountability (para 4–38).
- Updates total package fielding procedures (para 4–42).
- Revises shop stock management (chap 8).
- Updates sensitive items and controlled cryptographic items based on AR 710–2 (para 9–9).
- Clarifies the quarterly sensitive items inventory (para 9–9).
- Revises petroleum management (chap 11).
- Removes prescribed load list 300-line limit (throughout).
- Moves ammunition management to DA Pam 700–16 (throughout).
- Revises communication security procedures (throughout).
- Eliminates CBS–X reporting requirement (throughout).
Inventory Management

Using Unit Supply System (Manual Procedures)

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–4 (DALO–SP), 500 Army Pentagon, Washington, DC 20310–0500.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
General, page 1
Purpose • 1–1, page 1
References • 1–2, page 1
Explanation of abbreviations and terms • 1–3, page 1
Requesting clarification and deviation of authority • 1–4, page 1
Nonapplicability of special items • 1–5, page 1
Requesting an accounting waiver • 1–6, page 1
Unit identification code and Department of Defense activity address code changes to property accounts • 1–7, page 1
General instructions for using this pamphlet • 1–8, page 2

Chapter 2
Requesting and Receiving Supplies, page 2

Section 1
Requesting Supplies, page 2
General • 2–1, page 2
The Uniform Materiel Movement and Issue Priority System • 2–2, page 2
Control of priority designator utilization • 2–3, page 3
The required delivery date • 2–4, page 4
End item codes • 2–5, page 4

*This pamphlet supersedes DA Pam 710–2–1, dated 31 December 1997.
Contents—Continued

Forms used to request supplies • 2–6, page 5
Preparation of DA Form 2765–1 • 2–7, page 5
Preparation of DA Form 3161 when used as a request for issue • 2–8, page 5
Preparation of DA Form 581 when used as a request for issue • 2–9, page 5
Preparation of DD Form 1348–6 as a request for issue • 2–10, page 6

Section II
Special Request Instructions, page 6
Requests for recoverable or nonexpendable components • 2–11, page 6
Capable and anticipated not mission capable supply • 2–12, page 8
Modification work order and modification kits • 2–13, page 8
Classified communication security items • 2–14, page 9
Requests for items in addition to authorized allowances • 2–15, page 9
Preparation for overseas movement requests • 2–16, page 9
Requests for construction-type equipment • 2–17, page 9
Request for repair parts in support of commercial construction equipment, materiel handling equipment, and commercial vehicles or commercial design tactical vehicles • 2–18, page 9
Requests for medical items • 2–19, page 9
Exception data requests • 2–20, page 9

Section III
Document Register, Supply Status, and Due-In Status File Procedures, page 10
Keeping DA Form 2064/electronically generated DA Form 2064 • 2–21, page 10
Supply status • 2–22, page 13

Section IV
Follow-up, Cancellation, Modification, and Reconciliation Procedures, page 14
Follow-up procedures • 2–23, page 14
Follow up on a shipment (request for transportation status) • 2–24, page 16
Cancellation procedures • 2–25, page 16
Modification of previously submitted requests • 2–26, page 16
Reconciliation or validation of supply requests • 2–27, page 17

Section V
Receiving Supplies, page 18
Authorization to request or receipt for supplies • 2–28, page 18
Receipt documents • 2–29, page 19
Recovered property • 2–30, page 20

Chapter 3
Disposition of Property, page 20

Section I
Turn-in Procedures, page 20
When property is turned in • 3–1, page 20
Where property is turned in • 3–2, page 20
Forms used for turn-ins • 3–3, page 21

Section II
Special Turn-In Instructions, page 21
Turn-in of property book and nonexpendable items • 3–4, page 21
Reporting and turn-in of classified communication security materiel • 3–5, page 23
Turn-in of expendable and durable supplies • 3–6, page 23
Disposal of batteries • 3–7, page 23
Turn-in of “found on installation” property • 3–8, page 24
Turn-in of temporary loan materiel • 3–9, page 24
Turn-in of returnable containers • 3–10, page 24
Contents—Continued

Return of discrepant shipments • 3–11, page 24
Return of property issued to support DA-approved emergency requirements • 3–12, page 25
Turn-in of parachutes and components • 3–13, page 25
Turn-in information management processing equipment items • 3–14, page 25
Return of items to the self-service supply center • 3–15, page 25
Product Quality Deficiency Reports Exhibit Return Program • 3–16, page 25

Section III
Lateral Transfer of Property, page 26
Transfer approval • 3–17, page 26
Transfer procedures • 3–18, page 26
Transfer of organizational clothing and individual equipment when a unit moves • 3–19, page 28
Substitution procedures • 3–20, page 28

Chapter 4
Accounting for Property, page 29

Section I
Property Book Accounting, page 29
Items that require property book accounting • 4–1, page 29
Other on-hand items • 4–2, page 30
Types of property • 4–3, page 30
Organization of the property book • 4–4, page 30
Appointing the property book officer • 4–5, page 30
Transfer of accountability • 4–6, page 31
Preparation of property book records • 4–7, page 31
Preparation of property book pages for substitute items • 4–8, page 33
Posting accounting data on DA Form 3328 • 4–9, page 34
Posting management data on DA Form 3328 • 4–10, page 34
Posting entries on DA Form 3328–1 • 4–11, page 35
Correcting entries to property book pages • 4–12, page 35
Remaking property book pages • 4–13, page 36
Converting to an automated property accounting system • 4–14, page 36
Disposition of property book pages • 4–15, page 36
Keeping the supporting document files • 4–16, page 36
Lost, stolen or destroyed property books • 4–17, page 37
Closing the property book account • 4–18, page 37

Section II
Minor Property Book Adjustments, page 37
Discrepancies in makes, models, sizes or obvious errors in serial numbers • 4–19, page 37
National stock number changes • 4–20, page 37
Unit of issue changes that affect the balance on hand • 4–21, page 38
Change in accounting requirements (accountable to nonaccountable) • 4–22, page 39
Change in accounting requirements (nonaccountable to accountable) • 4–23, page 39
Assembly of an end item • 4–24, page 39
Disassembly of an end item • 4–25, page 40
Consumption of class I, II, III, basic loads or class V combat load • 4–26, page 40
Small arms serial number registration and reporting • 4–27, page 41

Section III
Special Accounting Procedures, page 41
Negotiable media • 4–28, page 41
Disposition of aviation fuel identaplates • 4–29, page 42
Items obtained from Defense Logistics Agency Disposition Services through the supply support activity • 4–30, page 42
Temporary assets • 4–31, page 42
Semitrailers of motor transport units • 4–32, page 42
Contents—Continued

Medical assemblies and equipment sets • 4–33, page 43
Support items authorized separately • 4–34, page 43
Accounting for field wire in the Army National Guard • 4–35, page 43
Accounting for commercial leased vehicles • 4–36, page 43
Accounting for General Services Administration long-term assignment vehicles under interagency fleet management system • 4–37, page 44
Accounting for information management processing equipment • 4–38, page 44
Assigning responsibility for lease property other than information management processing equipment • 4–39, page 45
Accounting for chaplain kits and other nonexpendable, nonrecoverable, ecclesiastical supplies • 4–40, page 45
Accounting for system furniture • 4–41, page 45
Total package fielding • 4–42, page 46
Air delivery material • 4–43, page 46
Confiscated property • 4–44, page 46

Chapter 5
Assigning Responsibility for Property, page 46
Overview • 5–1, page 46
The property book • 5–2, page 47
Hand receipt procedures • 5–3, page 47
Temporary hand receipt procedures • 5–4, page 50
Temporary loan of Army National Guard and U.S. Army Reserve equipment to the active component • 5–5, page 52
Use of DA Form 3749 (Equipment Receipt) • 5–6, page 52
Management of property by use of an inventory list • 5–7, page 53

Chapter 6
Controlling Components of End Items, page 54
Hand-receipt annex procedures • 6–1, page 54
Component hand-receipt procedures • 6–2, page 55
Tool room procedures • 6–3, page 57
Cash sales of hand tools • 6–4, page 59

Chapter 7
Management of Basic and Operational Loads, page 59
General • 7–1, page 59
Basic loads of class I, II, III, IV, V (ammunition combat load), and VIII (except medical repair parts) supplies • 7–2, page 59
Basic loads of class II (durable and expendable), III, IV, and VIII (except medical repair parts) supplies • 7–3, page 59
Operational load of class I supplies • 7–4, page 61
Operational loads of class II, III(P), IV, and VIII (except medical repair parts) supplies • 7–5, page 62
Operational load of class III (bulk) supplies • 7–6, page 62

Chapter 8
Repair Parts Procedures, page 63
Overview • 8–1, page 63
Units authorized shop stock • 8–2, page 63
Communications security maintenance activity shop stock • 8–3, page 63
Location of shop stock and records • 8–4, page 63
Initial shop stock stockage for newly activated units and units having changes in assigned equipment • 8–5, page 63
Initial mandatory parts lists • 8–6, page 64
Updating shop stock records when initial mandatory parts lists are received • 8–7, page 64
Preparing, processing, and updating DA Form 2063–R • 8–8, page 65
Preparing request documents • 8–9, page 65
Requests for shop stock items • 8–10, page 65
Forecasting shop stock requirements • 8–11, page 65
Reparable management • 8–12, page 65
Posting the DA Form 2064 • 8–13, page 65
Contents—Continued

Keeping the due-in status file • 8–14, page 66
Follow-up, cancellation, and modification of requests • 8–15, page 66
Reconciliation and validation of supply requests with the supply support activity • 8–16, page 66
Preparing and maintaining DA Form 3318 • 8–17, page 66
Review of DA Form 3318 and inventory of the shop stock • 8–18, page 66
Keeping the nonstocked item demand file • 8–19, page 66
How to determine initial stockage level for a demand supported item • 8–20, page 66
Adjusting shop stock authorized stockage quantities • 8–21, page 66
Deletion and retention of shop stock items • 8–22, page 66

Chapter 9
Inspection and Inventory Procedures, page 69

Section I
Inspection and inventory approach, page 69
Command inspections • 9–1, page 69
Receipt and issue of property inventory • 9–2, page 70
Change of hand receipt holder inventory • 9–3, page 70
Change of responsible official in the U.S. Army Reserve • 9–4, page 71
Tool room inventory • 9–5, page 71
Annual or cyclic inventory • 9–6, page 71
Change of property book officer inventory • 9–7, page 73
Annual property book officer inventory • 9–8, page 74
Sensitive item inventory • 9–9, page 76
Weapons and ammunition inventories • 9–10, page 77
Special inventory procedures for classified communication security equipment • 9–11, page 78
Annual central issue facility property book inventory • 9–12, page 78

Section II
Army National Guard Reconciliation Procedures, page 81
United States Property and Fiscal Office reconciliation • 9–13, page 81
Reconciliation reports • 9–14, page 81

Chapter 10
Organizational Clothing and Individual Equipment Procedures, page 81

General • 10–1, page 81
Items authorized for stockage • 10–2, page 82
Computing stockage at an organizational clothing and individual equipment issue point • 10–3, page 82
Classification of organizational clothing and individual equipment • 10–4, page 82
Organizational clothing and individual equipment property book procedures • 10–5, page 82
Organizational clothing and equipment records • 10–6, page 83
Summary procedures • 10–7, page 84
Issue procedures (in-processing) • 10–8, page 85
Camouflage maternity uniforms • 10–9, page 86
Turn-in procedures (out-processing) • 10–10, page 87
Other issues and turn-ins • 10–11, page 87
Lost, damaged, and destroyed organizational clothing and individual equipment (other than fair wear and tear) • 10–12, page 88
Cash collections of organizational clothing and individual equipment to replace lost, damaged, or destroyed organizational clothing and individual equipment • 10–13, page 88
Exchange procedures • 10–14, page 89
Reconciliation of organizational clothing and individual equipment records with documented personnel losses • 10–15, page 90
Organizational clothing and individual equipment property book inventory • 10–16, page 90
Organizational clothing and individual equipment record inventory • 10–17, page 90
Transfer of organizational clothing and individual equipment to and from central issue facilities • 10–18, page 91
Closing the property book account • 10–19, page 91
Aviation central issue facility • 10–20, page 91
Clothing and equipment issued for Army National Guard air weather flight personnel • 10–21, page 92

Chapter 11
Petroleum Management, page 92

Section I
Off-Post Purchase or Procurement of Petroleum Products for Convoy and Vehicle Refueling, page 92
Use of military installations • 11–1, page 92
Use of local purchase • 11–2, page 92
Purchase or procurement of aviation products • 11–3, page 92
Use of Defense Logistics Agency energy contracts • 11–4, page 92
Use of fleet fuel commercial charge card • 11–5, page 93

Section II
Instructions for obtaining and using commercial fuel cards, page 93
Obtaining a commercial fuel card • 11–6, page 93
Using and securing commercial fuel cards • 11–7, page 93
Use of DD Form 1898 (Energy Sale Slip) • 11–8, page 94

Section III
Bulk Petroleum, page 96
Bulk petroleum accountability • 11–9, page 96
Appointment of responsible official and approving officer • 11–10, page 96
Customer or using unit control of bulk petroleum • 11–11, page 97
Use of DA Form 3643 • 11–12, page 99
Use of DA Form 3644 • 11–13, page 101
Use of DD Form 2921 and DD Form 2921–C • 11–14, page 101
Use of DD Form 1348–8 • 11–15, page 101
Use of DD Form 2920 (DOD MILSPETS Transfer of Account Document) • 11–16, page 101
Causative research • 11–17, page 101
Automated fuel dispensing systems • 11–18, page 101
Bulk fuel storage tanks • 11–19, page 103

Section IV
Allowable Losses or Gains for Bulk Petroleum, page 104
Losses or gains as management guides for Army-owned bulk petroleum products • 11–20, page 104
Computation of losses or gains allowances • 11–21, page 104

Section V
Ordering and Receiving Procedures for Bulk Petroleum Products from Commercial Sources, page 105
Ordering procedures • 11–22, page 105
Controls required to receive bulk petroleum from commercial contractors • 11–23, page 105
Quantity determination: forward operating base destination • 11–24, page 106

Section VI
Quality Surveillance Procedures, page 107
Packaged petroleum products • 11–25, page 107
Packaged petroleum products shelf life • 11–26, page 108
Bulk storage tanks • 11–27, page 110
Bulk petroleum products purchased in the continental United States • 11–28, page 113
Filter/Separator effectiveness • 11–29, page 114
Sample tags (DD Form 2927) • 11–30, page 115
Sample submission log • 11–31, page 115
Contents—Continued

Section VII
Requirements submission, page 115
Estimated requirements for petroleum products for contract bulletins and all other purchase programs according to the submission schedule published by U.S. Army Petroleum Center • 11–32, page 115
Methods of requirements submission • 11–33, page 115
Requirement revision • 11–34, page 115
Mobilization or activation requirements • 11–35, page 115

Section VIII
Fuel infrastructure engineering support, page 116
The U.S. Army Petroleum Center is the Army Service control point • 11–36, page 116
Defense Logistics Agency Energy support of Army facilities holding capitalized fuel • 11–37, page 117
Army petroleum military construction program • 11–38, page 118
Fuel facility optimization program • 11–39, page 119

Section IX
Supply support activity supply points, page 119
Accounting for bulk petroleum • 11–40, page 119
Engineering technical review program • 11–41, page 119

Chapter 12
Hazardous Material Management Program, page 120
General • 12–1, page 120
Hazardous material management for material used in daily operations • 12–2, page 120
Basic loads of hazardous material • 12–3, page 120
Reporting on-hand quantities of hazardous material • 12–4, page 120
Requesting issue and turn-in of hazardous material • 12–5, page 121
Local purchase of hazardous material • 12–6, page 121

Appendixes
A. References, page 122
B. Advice Codes, page 128
C. Status or Rejection Codes (AR 725–50), page 129
D. Mode of Shipment Codes, page 132
E. Type of Requirement Codes, page 133
F. Return Advice Codes, page 135
G. Julian Date Calendar, page 136
H. MILSTRIP standard requisitioning and issue procedures document identifier codes, page 141
I. Sensitive Item Supply Management, page 143

Table List
Table 2–1: Priority designator table (relating force or activity urgency of need designator, page 3
Table 2–2: Completion instructions (by block) for DA Form 2765–1 (Request for turn-in or issue), page 4
Table 2–3: Forms used to request supplies, page 5
Table 2–4: Completion instructions (by block) for DA Form 3161 as a request for issue, page 6
Table 2–5: Completion instructions (by block) DD Form 1348–6 as a request for issue for a non-national stock number item, page 7
Table 2–6: Completion instructions (by block) for DD Form 1348–6 as a request for issue for a national stock number item, page 7
Table 2–7: Completion instructions (by block) for DA Form 2765–1 (Supply Status Card, document identifier code AE1), page 14
Table 2–8: Completion instructions (by block) for DA Form 2765–1 (Supply Status Card, document identifier code AS1), page 15
Table 2–9: Completion instructions (by block) for DA Form 2765–1 (Shipment Status Card, document identifier code AU1 reply to cancellation request), page 15
Table 2–10: Completion instructions (by block) for DA Form 1687, page 19
Table 3–1: Forms used for turn-in, page 21
Table 3–2: Completion instructions (by block) for DA Form 2765–1 request for turn-in, page 22
Table 3–3: Completion instructions (by block) for DA Form 3161 as a lateral transfer, page 26
Table 4–1: Completion instructions (by block) for DA Form 3328, page 33
Table 4–2: Sample DA Form 3328–1, page 33
Table 5–1: Completion instructions (by block) for DA Form 2062 prepared as a hand or subhand receipt, page 48
Table 5–2: Completion instructions (by block) for DA Form 3161 prepared as a change document, page 49
Table 5–3: Completion instructions for completing DA Form 3161 as a change document, page 50
Table 5–4: Completion instructions (by block) for DA Form 3749 prepared as a change document, page 53
Table 5–5: Completion instructions (by block) for DA Form 2062 prepared as an inventory list, page 53
Table 6–1: Completion instructions (by block) for DA Form 2062 for hand receipt annex, page 55
Table 6–2: Completion instructions (by block) for DA Form 2062 for component hand receipt, page 55
Table 6–3: Completion instructions (by block) for DA Form 2062 for hand receipt with end item components, page 56
Table 7–1: Completion instructions (by block) for DA Form 2063–R, page 60
Table 7–2: Completion instructions (by block) for DA Form 2063–R, page 60
Table 7–3: Completion instructions (by block) for DA Form 3318 for a class II, IV, or VIII basic load items, page 62
Table 8–1: Completion instructions (by block) for DA Form 3318, sample of record of demands, page 66
Table 9–1: , page 80
Table 10–1: Completion instructions (by block) for DA Form 3328—Reverse Side, page 83
Table 10–2: Organizational clothing and individual equipment record to assign responsibility for organized clothing and individual equipment, page 84
Table 10–3: Organizational clothing and individual equipment transaction summary, page 84
Table 11–1: Information, page 93
Table 11–2: Completion instructions(by block) for DA Form 5830–R , page 94
Table 11–3: DA Form 3644, page 96
Table 11–4: Completion instructions (by block) for DA Form 3643, page 100
Table 11–5: Completion instructions (by block) for DA Form 3857, page 106
Table 11–6: Completion instructions (by block) for DA Form 1300–4, page 107
Table 11–7: Shelf-life code, page 108
Table 11–8: Completion instructions (by block) for DA Form 5832–R, page 110
Table 11–9: Storage tank sampling frequency, page 110
Table 11–10: Completion instructions (by block) for DD Form 2927, page 110
Table 11–11: Sampling containers, page 113
Table 11–12: Completion instructions (by block) for the semiannual tank status report, page 117
Table 11–13: Completion instructions (by block) for the tanks facility data sheet, page 117
Table B–1: Advice codes for customer requests, page 128
Table C–1: Type of requirement codes and explanations, page 129
Table D–1: Mode of Shipment Codes and Explanations, page 132
Table E–1: Type of requirement code explanation, 2nd position, page 133
Table E–2: Type of requirement code explanation*—3rd position, page 133
Table F–1: Return advice codes and explanations, page 135
Table H–1: Document identifier codes, page 141

Figure List

Figure 2–1: Completion instructions (by block) for DA Form 2064 actions, page 13
Figure 2–1: Completion instructions (by block) for DA Form 2064 actions—Continued, page 13
Figure 4–1: Sample DA Form 3328, showing entries for a substitute item, page 34
Figure 9–1: Sample memorandum for cyclic inventory, page 73
Figure 9–2: Sample of a memorandum reporting annual property book inventory results, page 76
Figure 11–1: Samples of DD Form 1898 and DD Form 1896, page 95
Contents—Continued

Figure 11–2: Sample Responsible Official/Approving Officer Appointment Memo, page 99
Figure 11–2: Sample responsible official/approving officer appointment memo—continued, page 99
Figure 11–2: Sample responsible official/approving officer appointment memo—continued, page 99
Figure 11–3: Basic Guide for Conducting Causative Research, page 103
Figure 11–4: Outside the continental United States storage tank sample submission schedule, page 113
Figure 11–4: Outside the continental United States storage tank sample submission schedule—Continued, page 113
Figure G–1: Julian date calendar perpetual, page 137
Figure G–2: Julian date calendar for leap years only, page 139

Glossary
Chapter 1
General

1–1. Purpose
This pamphlet provides procedures for manually requesting, receiving, accounting for, issuing, and turning in supplies.

1–2. References
See appendix A.

1–3. Explanation of abbreviations and terms
See the glossary.

1–4. Requesting clarification and deviation of authority
  a. Use the chain of command to request clarification of this pamphlet as follows—
     (1) Use a memorandum when making a written request for clarification. Include in the letter the following:
         (a) Page and paragraph number in question.
         (b) Name and defense switched network (DSN) or commercial phone number of the requestor.
         (c) Each element in the chain of command receiving a clarification request will try to answer it. If it cannot be answered, send the request to the next higher element. This will ensure that available talent is used and that the quickest possible answers are given.
     (2) When Department of the Army (DA) clarification is necessary, Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) will send clarification requests to: Commandant, U.S. Army Quartermaster School (ATSM–CG), 1201 Adams Avenue Fort Lee, VA 23801–2102.
  b. Deviation from the procedures in this pamphlet will only be made with prior approval of the Deputy Chief of Staff (DCS), G–4. Use the guidance in AR 735–5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the ACOM/ASCC/DRU legal officer. Send all requests for deviation through command channels to DCS, G–4 (DALO–SP), Washington, DC 20310–0500.

1–5. Nonapplicability of special items
  a. Unless specified by prescribing directives, this pamphlet does not apply when an Army element is accounting for the following items:
     (1) Army museums, historical artifacts, and art; see AR 870–20.
     (2) Army national cemeteries; see AR 290–5.
     (3) Issue and sale of personal clothing; see AR 700–84.
     (4) Safeguarding and controlling communications security material; see AR 380–40 and technical bulletin (TB) 380–41.
     (5) Accounting for library materials; see AR 735–17.
     (6) Nonstandard materiel policy and intelligence procedures; see AR 381–143.
     (7) Supplies on stock record accounts, except for class V supplies.
  b. This pamphlet will be used in peacetime and wartime when operating using manual procedures. Theater of operations commanders will give implementing instructions as needed when the Secretary of the Army suspends any or all of this pamphlet.

1–6. Requesting an accounting waiver
Use the guidance in AR 735–5 to request a property accounting waiver. Send requests through command channels to DCS, G–4 (DALO–SP), Washington, DC 20310.

1–7. Unit identification code and Department of Defense activity address code changes to property accounts
When a parent unit maintaining a property book is notified that the unit identification code (UIC) and Department of Defense Activity Address Code (DODAAC) will be changed, take the following steps:
a. Prepare a lateral transfer using DA Form 3161 (Request for Issue or Turn-In) to transfer property from the old UIC/DODAAC to the new UIC/DODAAC.
b. Obtain the losing document number from the existing register, post to block 3 of the DA Form 3161, close out the old register, and start a new document register using the new UIC/DODAAC. Obtain the gaining document number from the new register, and post it to block 4 of the DA Form 3161.
c. Post the losing entry to each property book page (zero the page), and prepare a new property book page for each item. Post the gaining entry from the lateral transfer to the new pages.

1–8. General instructions for using this pamphlet
Specific details on how to use, complete, and distribute forms in this pamphlet will be found in the text which accompanies the form. A set of general rules is provided below. Follow these instructions unless another action is specified.

a. Spaces that do not require entries are left blank. Normally negative numbers, zero and N/A entries are not required.
b. All entries on forms in this pamphlet will be clearly printed or typed except personal signatures and initials. Blue or black ink will be used unless a pencil entry is specified. Repetitive information may be entered by use of a rubber stamp. Electronic signatures as defined in AR 25–1 are authorized.
c. Use only those abbreviations authorized by Army Publishing Directorate’s Abbreviations, Brevity Codes, and Acronyms Web site at http://www.apd.army.mil/abca/. The terms noun and noun nomenclature are used interchangeably.

Chapter 2
Requesting and Receiving Supplies

Section I
Requesting Supplies

2–1. General
This chapter gives procedures for requesting and receiving supplies. It includes procedures for keeping the document register and due-in status file and for requesting follow-up, cancellation, or modification of open requests.

2–2. The Uniform Materiel Movement and Issue Priority System
The Uniform Materiel Movement and Issue Priority System (UMMIPS) provides a basis for managing movement of material throughout the Department of Defense (DOD) distribution system during peacetime and war. This is done by assigning a 2-digit numeric code ranging from 01 through 15 to the supply request. This numeric code is referred to as a priority designator (PD). The PD is based on two factors. These factors are the unit’s force activity designation (FAD) and the urgency of need designator (UND) of the supply request. The UND directly corresponds to the equipment readiness code (ERC) on modification tables of organization and equipment (MTOEs).

a. The force or activity designator. FADs are expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit usually include the assigned FAD. A unit has only one FAD.

b. Determining the urgency of need designator. The UND is determined by the using unit personnel. The UND is used to express how urgently the unit needs the requested supplies. UNDs are identified by the letters A, B, and C. Select UNDs using the following guidelines:

(1) UND A is used to request materiel meeting one or more of the following criteria:

(a) Immediate end-use and without which the force or activity is unable to perform assigned operational missions or such a condition will occur within 15 days in the continental United States (CONUS) and 20 days overseas.

(b) Required for immediate installation on or repair of mission-essential materiel. Without this materiel, the unit or activity is unable to perform assigned missions.

(c) Required for immediate use for installation on or repair of support equipment (for example, ground support, firefighting) needed for the operation of mission-essential materiel.

(d) Required for immediate use in replacement or repair of mission-essential training materiel. Without this materiel, the unit or activity is unable to perform its assigned training mission.

(e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this material, the activity is unable to perform its assigned missions.

(f) Required for immediate use to end an existing work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required for immediate use to end an existing work stoppage on a production line performing maintenance and repair of unserviceable, intensive management or critical items.
(2) UND B is used to request materiel meeting one or more of the following criteria:
   (a) Immediate end use and without which the capability of the force or activity to perform assigned operational missions is impaired.
   (b) Required for immediate installation on or repair of mission-essential materiel and without which the ability of the unit or activity to perform assigned operational missions is impaired.
   (c) Required for immediate use for installation on or repair of auxiliary equipment which supplements mission-essential materiel or takes the place of such materiel should it become inoperative in accordance with AR 750–1.
   (d) Required for immediate use in replacement or repair of mission essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions is impaired.
   (e) Required for immediate use in replacement or repair of essential physical facilities of an industrial or production activity. Without this materiel, the ability of the activity to perform assigned missions is impaired.
   (f) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.
   (g) Required to prevent an expected work stoppage on a production line performing maintenance and repair of unserviceable, intensive management and critical items.
   (h) Required for replenishment of the quantity issued that brings a line to zero balance on the shop stock.

(3) UND C is used to request materiel meeting one or more of the following criteria:
   (a) Required for on-schedule repair, maintenance, manufacture, or replacement of all equipment.
   (b) Required for initial issue and replenishment of stock to meet authorized stockage quantities on the shop stock (including mandatory parts list quantities).
   (c) Required for initial stockage of operational load quantities.
   (d) Required for purposes not covered by any other UND.

   c. Selecting the priority designator. The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:
      (1) Determine the UND of the needed item.
      (2) Use table 2–1 to select the PD on the line that relates the unit FAD and UND.

<table>
<thead>
<tr>
<th>Force/activity designators (FAD)</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>II</td>
<td>2</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>III</td>
<td>3</td>
<td>6</td>
<td>13</td>
</tr>
<tr>
<td>IV</td>
<td>7</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>V</td>
<td>8</td>
<td>10</td>
<td>15</td>
</tr>
</tbody>
</table>

d. Special use of priority designators. Under the following special conditions, stated PDs may be used by all requesters, regardless of FAD. Do not use these PDs for resupply of stock to meet authorized stockage objectives.
   (1) Use PD 03 for medical or disaster supplies or equipment required to—
      (a) Prolong life, relieve suffering, or expedite recovery in case of injury, illness, or disease.
      (b) Avoid or reduce the impact of epidemics or similar potential mass illness or diseases when, in professional opinion, the occurrence is imminent.
   (2) Use PD 03 for emergency supplies or equipment needed immediately for controlling civil disturbances, disorder, or rioting.
   (3) Use PD 06 for emergency supply of individual and organizational clothing. This clothing must be needed immediately to provide a minimum of essential clothing to active duty military personnel who are actually without the required clothing.

2–3. Control of priority designator utilization
   a. Commanders are responsible for the accurate assignment of priorities. The commander will either personally review or delegate, in writing, on a memorandum order or DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies), specific personnel the authority to review—
      (1) All requirements based on UND A to certify an inability to perform mission.
      (2) All requirements based on UND B to certify that the urgency has been accurately determined.
b. Review paragraph 2–2 before sending requests to the supply source. Confirm the following checks before certification:

(1) The item requested is authorized.
(2) The quantity requested is the actual amount needed.
(3) The need for the item corresponds to the PD assigned.

c. Supply requests that are required by a maintenance request submitted by a supported unit do not have to be recertified. Instead, enter the maintenance job order number in column f of DA Form 2064 (Document Register for Supply Actions).

d. In the Army National Guard (ARNG), the following additional individuals are responsible for the accurate assignment of PDs and will personally review or delegate in writing the authority to review PDs:

(1) Chiefs of table of distribution and allowances (TDA) activities.
(2) State maintenance officers.

2–4. The required delivery date

The required delivery date (RDD) is a date on which the materiel must be delivered to the requisitioner. The RDD is not an essential element of data on the supply request but should be utilized if one of the following conditions exist:

a. The item must be delivered to a certain point by a specific day, to meet one of the following conditions:

(1) The scheduled departure date for a vessel or other carrier is such that future replenishment of the unit from current supply sources will not be practical after departure.
(2) The scheduled deployment date for an operational force by a fixed date.
(3) The emergency requirement for medical and disaster supplies to save life or prevent suffering and disaster.

b. Commanders are responsible for using correct RDDs when assigned to supply requests.

c. Enter the RDD on the supply requests as explained in the preparation instructions (see table 2–2). To schedule an RDD beyond the standard delivery date, see instructions in AR 725–50.

2–5. End item codes

The end item code (EIC) is a three-position code replacing the weapon or equipment system designator code on requests for issue. The EIC is entered in card column (CC) 54 through 56 or block 18 of every request for issue, cancellation, and modification for repair parts having end item application. If no EIC has been assigned to the end item, leave blank. Repair parts do not show EICs on the Army master data file (AMDF) because one part may fit several end items. If two or more EICs are applicable to a single item, use the EIC that is applicable to the specific major end item that the part is being applied to. For example, if the part is being used to repair a radio which is installed on a truck, use the EIC for the radio, not the EIC for the truck.

<table>
<thead>
<tr>
<th>Table 2–2</th>
<th>Completion instructions (by block) for DA Form 2765–1 (Request for turn-in or issue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA Form 2765–1 as request for issue</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Enter the name and address of the supply support activity (SSA).</td>
</tr>
<tr>
<td>B</td>
<td>Enter the name and address of the requesting unit.</td>
</tr>
<tr>
<td>4</td>
<td>Enter the Federal supply class.</td>
</tr>
<tr>
<td>5</td>
<td>Enter the national item identification number (NIIN).</td>
</tr>
<tr>
<td>7</td>
<td>Enter the unit of issue.</td>
</tr>
<tr>
<td>8</td>
<td>Enter the quantity.</td>
</tr>
<tr>
<td>9–10</td>
<td>Enter DODAAC.</td>
</tr>
<tr>
<td>11</td>
<td>Enter the Julian date.</td>
</tr>
<tr>
<td>12</td>
<td>Enter the document serial number.</td>
</tr>
<tr>
<td>18a</td>
<td>Enter the proper end item code in block 18 or CC 54–56. EICs are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave the EIC blank.</td>
</tr>
<tr>
<td>18b</td>
<td>If a major end item request, (as shown above) enter the type of requirement code (TRC) (app E). Enter the code in the 2d and 3d positions of block 18.</td>
</tr>
<tr>
<td>19</td>
<td>Project code if assigned, otherwise leave blank.</td>
</tr>
<tr>
<td>20</td>
<td>Enter the priority designator</td>
</tr>
</tbody>
</table>
Table 2–2
Completion instructions (by block) for DA Form 2765–1 (Request for turn-in or issue)—Continued

<table>
<thead>
<tr>
<th>Block</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Enter required delivery date or leave blank. Enter “999” for non mission capable supply (NMCS) requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days.) For all other NMCS/anticipated not mission capable supply (ANMCS) requests, enter “N” for NMCS or “E” for ANMCS in the 1st position of block 21. Entries in the 2d and 3d position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.</td>
</tr>
<tr>
<td>22</td>
<td>Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise leave blank.</td>
</tr>
<tr>
<td>L</td>
<td>Enter the cost detail account number when required.</td>
</tr>
<tr>
<td>O</td>
<td>Enter one or two words that describe the item requested.</td>
</tr>
<tr>
<td>P</td>
<td>Enter the type, number, date, and page number of the authorizing publication and other applicable data, for example, support list allowance card (SLAC)/master priority list number.</td>
</tr>
</tbody>
</table>

2–6. Forms used to request supplies
Table 2–2 lists the forms used to request supplies and the type supplies requested with the form. Units must submit all requests for supplies, regardless of source of supply (SOS), to the specific SSA that supports the unit for the class of supply requested. The systems catalog record will determine the SOS for the requested item. Manual forms should be used in the absence of automation and for contingency operations as a last resort during extended system outages.

2–7. Preparation of DA Form 2765–1
When used as a request for issue, DA Form 2765–1 is a four-part carbon interweaved or electronic form. When prepared, present the number of copies required by local needs. One copy may be filed in the due-in status file. Instructions for preparing a DA Form 2765–1 are in table 2–2.

2–8. Preparation of DA Form 3161 when used as a request for issue
a. DA Form 3161 and DA Form 3161–1 (Request for Issue or Turn-In (Continuation Sheet)) may be used to request supplies from an SSA as shown in table 2–3.

Table 2–3
Forms used to request supplies

| Form: DA Form 581 (Request for Issue and Turn-in of Ammunition) |
| Used to Request: Ammunition and explosives. |
| Form: DA Form 2765–1 |
| Used to Request: Expendable, durable, or nonexpendable single line item with national stock number (NSN) listed in the AMDF. |
| Form: DA Form 3161 |
| Used to Request: Ten or more line items of supplies normally provided by a Self-Service Supply Center (SSSC) when SSSCs are not available. Five or more line items of packaged class III items. Expendable medical items within a medical facility. Five or more lines of supplies normally ordered on a recurring basis. Examples are insignia, badges and individual awards. |
| Form: DD Form 1348–6 (Single Line Item Requisition System) |
| Used to Request: Non-NSN single line item. NSN single line item when the NSN is not listed in the AMDF. Modification work order (MWO) and modification kits. Classified items. All exception data requests. |

b. Use DA Forms 3161 or 3161–1 only on a fill-or-kill basis. Due-outs are not made on these forms.
c. Prepare enough copies of the forms to meet local needs. Instructions for preparing DA Form 3161 are in table 2–4. Overprinting of DA Form 3161 is authorized when the same items are requested frequently. When using an overprinted DA Form 3161 to request supplies, line through items and their corresponding blank quantity columns when those items are not requested.
d. In the ARNG, the U.S. Property and Fiscal Office (USPFO) should publish specific instructions for using DA Form 3161.

2–9. Preparation of DA Form 581 when used as a request for issue
DA Form 581 (Request for Issue and Turn-In of Ammunition) is used to request ammunition items. Prepare enough copies of the form to meet local needs. Keep a copy in suspense. Present all other copies to the ammunition supply point accountable officer.
2–10. Preparation of DD Form 1348–6 as a request for issue
   a. DD Form 1348–6 (Single Line Item Requisition System Document, DOD (Manual-Long Form)) is used to request items as shown in table 2–3.
   b. Exception data for NSN items is only required when the items being requested do not have a manufacturer’s part number (MPN). An MPN consists of a five-digit commercial and government entity (CAGE) code and a part number. Enter the exception data in blocks two through nine of the request. If required, attach additional exception data to the request. This data includes as much of the following as possible and any other information that would aid in identification. For noncataloged, nonstandard, commercial items, enter a complete item description and include the end item application. For PD 01–08, add on the back of the form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to take a piece of equipment off deadline, or is needed to satisfy a mission-essential requirement. If text length precludes use of the back of the form, use an informal memorandum.
      (1) Manufacturer’s name.
      (2) Publication number, page number, and date of publication.
      (3) Size, shape, color and purpose of the item requested.
      (4) End item identification to include the EIC.

c. Prepare DD Form 1348–6 in two copies, and present one copy to the SSA. File the second copy in the due-in status file. Instructions for preparing DD Form 1348–6 as a request for a non-NSN item are in table 2–5. Instructions for preparing DD Form 1348–6 for an NSN item are in table 2–6.

Section II
Special Request Instructions

2–11. Requests for recoverable or nonexpendable components
These items have a recoverability code (RC)—other than O, Z, or blank—or have an accounting requirements code (ARC) of N. The codes are in the AMDF. Use these procedures when requesting these items.

<p>| Table 2–4 |</p>
<table>
<thead>
<tr>
<th>Completion instructions (by block) for DA Form 3161 as a request for issue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DA Form 3161 as a request for issue</strong></td>
</tr>
<tr>
<td>Issue</td>
</tr>
<tr>
<td>Sheet number</td>
</tr>
<tr>
<td>Number of sheets</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>12a</td>
</tr>
<tr>
<td>12b</td>
</tr>
<tr>
<td>12c</td>
</tr>
<tr>
<td>12d</td>
</tr>
<tr>
<td>12e</td>
</tr>
<tr>
<td>12f</td>
</tr>
<tr>
<td>12g</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>
a. When possible, send the request to the SSA at the same time the unserviceable item is turned in.
b. Request on a one-for-one basis.

### Table 2–5
**Completion instructions (by block) DD Form 1348–6 as a request for issue for a non-national stock number item**

| Block 1–7 | Leave blank. |
| Block 8–22 | Enter the CAGE, when available, and the part number. When part number exceeds 10 digits, see note 2 below. |
| Block 23–24 | Enter the unit of issue. |
| Block 25–29 | Enter the quantity requested. Use all five positions. Enter zeros 0 to the left of the quantity. |
| Block 30–35 | Enter the unit DODAAC. |
| Block 36–39 | Enter the Julian date. |
| Block 40–43 | Enter the serial number. |
| Block 44 | Enter demand code. Use “R” for recurring or “N” for nonrecurring. |
| Block 45–53 | Leave blank. |
| Block 54–56 | Enter the proper end item code in CC 54-56. EICs are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave blank. |
| Block 57–59 | Enter project code if assigned. Otherwise, leave blank. |
| Block 60–61 | Enter the priority designator. |
| Block 62–64 | Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas or in CONUS units deploying within 30 days. For all other NMCS/ANMCS requests, enter “N” for NMCS or “E” for ANMCS in CC 62. Entries in CC 63–64 may indicate short required delivery date. When short RDDs are used, enter the number of days within which the materiel is required. |
| Block 60–66 | Enter the proper advice code app B to give specific instructions to the source of supply. Otherwise, leave blank. |
| Block 67–80 | Leave blank. |

**Identification data section (Completion instructions by block number)**

| Block 5 | Enter the type, number, date, and page number of the authorizing publication. |
| Block 6 | Enter one or two words that describe the item requested. |
| Block 7 | Enter complete item description. |
| Block 8 | Enter end item application. Enter other information if it is available. For PD 01–08, add on back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to remove a piece of equipment from deadline, or is needed to satisfy a mission essential requirement. |

**Notes.**

1. When a CAGE is not available, complete blocks 2 through 9 with as much data as possible.
2. When the part number (CC 13–22) exceeds 10 digits, enter the complete part number (to include the CAGE when available) in block 1 of this section. Enter the Federal Supply Code for Manufacturers, when available, first followed by the part number.
3. Use block number 11 (“Remarks”), as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date and signature of receipting person when DD Form 1348–6 is used for issue purposes.

### Table 2–6
**Completion instructions (by block) for DD Form 1348–6 as a request for issue for a national stock number item**

| Block 1–7 | Leave blank. |
| Block 8–20 | The NSN of the item requested. |
| Block 21–22 | Leave blank. |
| Block 23–24 | Enter the unit of issue. |
| Block 25–29 | Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity. |
| Block 30–35 | Enter the unit DODAAC. |
| Block 36–39 | Enter the Julian date. |
Table 2–6
Completion instructions (by block) for DD Form 1348–6 as a request for issue for a national stock number item—Continued

<table>
<thead>
<tr>
<th>Block</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>40–43</td>
<td>Enter the serial number.</td>
</tr>
<tr>
<td>44</td>
<td>Enter demand code. Use “R” for recurring or “N” for nonrecurring.</td>
</tr>
<tr>
<td>45–53</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>54–56</td>
<td>Enter the proper end item code in CC 54–56. EICs are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, if the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave blank.</td>
</tr>
<tr>
<td>57–59</td>
<td>Enter project code if assigned. Otherwise, leave blank.</td>
</tr>
<tr>
<td>60–61</td>
<td>Enter the priority designator.</td>
</tr>
<tr>
<td>62–64</td>
<td>Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter “N” for NMCS or “E” for ANMCS in CC 62. Entries in CC 63–64 may indicate short required delivery date. When short RDDs are used, enter the number of days within which the materiel is required.</td>
</tr>
<tr>
<td>65–66</td>
<td>Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.</td>
</tr>
</tbody>
</table>

Identification data section

Notes:
1. Complete blocks 2 through 9 with as much data as possible.
2. Use block number 11 (“Remarks”), as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date and signature of receipting person when DD Form 1348–6 is used for issue purposes.

2–12. Capable and anticipated not mission capable supply

a. ANMCS requests and NMCS requests are to be initiated when a maintenance work stoppage has occurred because an item of supply is not available at the maintenance activity to continue repairs or to return a piece of equipment to mission capable status. If the end item has an assigned EIC, the EIC should be entered in block 18, or blocks 54 through 56 on the request-for-issue DA Form 2765–1.

b. An ANMCS request is required when such a condition is anticipated. Submit these requests for only the quantity required to return the equipment to mission capable status.

(1) For NMCS conditions requiring expedited handling originating overseas (or in CONUS units alerted for deployment within 30 days), use the following procedures:
   (a) Requesting unit will possess FAD I, II, or III.
   (b) Enter PD 01–03 in block 20 (CC 60–61). Use the PD relating to UND A and the unit’s FAD. See table 2–1.
   (c) Enter 999 in block 21 (CC 62–64).
   (d) Enter the proper EIC in block 18 or CC 54–56. EICs are listed in the AMDF for most major end items but not for repair-part NSNs. Use the EIC that identifies the major end item for which the request applies. If you cannot identify the specific end item, or if no EIC has been assigned to the end item, leave the EIC blank.

(2) For all other CONUS or overseas NMCS requests other than 999 or ANMCS requests (all FADs), use these procedures.
   (a) Enter an “N” in the first position of block 21 (CC 62) for NMCS requests.
   (b) Enter an “E” in the first position of block 21 (CC 62) for ANMCS requests.
   (c) Short RDDs may be entered in the second and third positions of block 21 (CC 63–64). When used, enter the number of days within which the materiel is required.
   (d) Enter PD 01–08 in block 20 (CC 60–61). For ANMCS, use the PD relating to UND B in units having FAD I, II, or III and UND A in units having FAD IV or V. Use table 2–1.
   (e) Enter the proper EIC in block 18 or CC 54–56. EICs are listed for most major end item NSNs but not for repair-part NSNs. Use the EIC that identifies the major end item for which the request applies. If you cannot identify the specific end item, or if no EIC has been assigned to the end item, leave the EIC blank.

2–13. Modification work order and modification kits

Units are not authorized to request MWO kits. The U.S. Army Materiel Command (AMC) sponsoring agency is responsible for issue and installation of MWO kits at no cost to the unit. If units receive equipment that was not modified in accordance with current MWOs in effect, the unit must notify its supporting support operations officer and MWO coordinator at the Logistics Readiness Center (LRC) and, as applicable, the major subordinate command (MSC) item manager
for assistance in getting the product manager of the life cycle management command (LCMC) to apply the MWOs in accordance with AR 750–10.

Note. The U.S. Army Tank and Automotive Command (TACOM) logistics assistance representative (LAR) or senior command representative (SCR) should be referenced to provide assistance or guidance with MWO questions or issues.

2–14. Classified communication security items
Communication security (COMSEC) equipment is used to encode and decode electronic data and communications traffic that is classified for the protection of national security information per AR 380–40. All classified COMSEC equipment and components are requested, issued and turned in through the COMSEC material control system in accordance with AR 380–40 and AR 710–2.

a. There are two types of COMSEC equipment controlled by the National Security Agency (NSA):
   (1) Unclassified COMSEC.
   (2) Classified COMSEC. Classified COMSEC items are identified on the Federal Logistics (FEDLOG)/AMDF with a controlled inventory item code (CIIC) other than U, O, 7, or 9. COMSEC items identified with a CIIC of C, D, E, F, S or T, are classified as CONFIDENTIAL, SECRET, OR TOP SECRET.


c. Only commercial COMSEC equipment specifically endorsed by NSA and approved by Headquarters, Department of the Army (HQDA), may be procured per AR 710–2. Before initiation of any procurement, action users will contact the U.S. Army Communications Security Logistics Activity (USACSLA) (AMESL–LCA–IAD) Fort Huachuca, AZ 85613–7041. USACSLA will provide verification of NSA and HQDA endorsement for the equipment, current supply management information (for example, approved source, stock number, and so forth), and instructions on how to submit the procurement action through the Automated Information Systems Security Program (the USACSLA’s Information Systems Security Program). The USACSLA Customer Service Support Center can be contacted at telephone number 1–877–896–8094.

d. Physical security procedures for COMSEC materiel are contained in AR 380–40 and TB 380–41.

Note. Demilitarization and disposal of COMSEC equipment below depot level is prohibited.

2–15. Requests for items in addition to authorized allowances
Prepare requests for authorization of items in excess of current authorized allowances (ALWs) in the form of a memorandum. Process the memorandum through command channels according to AR 71–32. Do not submit a request for supplies until the memorandum request is approved.

2–16. Preparation for overseas movement requests
Use the procedures in AR 350–9 for overseas deployment training requests.

2–17. Requests for construction-type equipment
Use the procedures in AR 725–50 when requesting construction-type equipment.

2–18. Request for repair parts in support of commercial construction equipment, materiel handling equipment, and commercial vehicles or commercial design tactical vehicles
Requests are prepared according to section I, of this chapter. A military publication or commercial catalog will be referenced. A project code in CC 57–59 and an EIC in CC 54–56 of request document will be used to identify part-numbered repair parts in support of commercial construction equipment (CCE) and materiel handling equipment (MHE).

Note. Use procedures in accordance with AR 725–50 when preparing requests for CCE, MHE, or commercial vehicles and commercial design tactical vehicles.

2–19. Requests for medical items
Requests for class VIII (medical) items will be coordinated with the Division Medical Supply Office for divisional units and SSA organic to U.S. Army hospitals or major medical facilities for nondoisional units in accordance with AR 40–61.

2–20. Exception data requests
   a. Submit requests for items requiring exception data on DD Form 1348–6. Prepare the form for non-NSN items as shown in table 2–5. Prepare the form for NSN items as shown in table 2–6. Enter the exception data in blocks 2 through 9
of the request. If additional space is needed, attach exception data to the request. For noncataloged, nonstandard commer-
cial items, enter complete item description and end item application, as a minimum, for the item being requested. Add on
back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that
the item is required to take a piece of equipment off deadline or is needed to satisfy a mission-essential requirement.

b. Exception data is required for major item requests when—
(1) The authorization document does not contain nomenclature and line item number (LIN) to identify the item as
ancillary equipment to a major system.
(2) The user has special requirements, such as preservation and packaging, ship-to address not listed in the DOD address
directory, or winterization required.
(3) Exception data—when requesting tracked combat vehicles, whether initial issue or replacement—is necessary be-
cause electronic or communications equipment differs from vehicle to vehicle within an organization. Overaged, high-
mileage vehicles must be replaced through a reissue.

Section III
Document Register, Supply Status, and Due-In Status File Procedures

2–21. Keeping DA Form 2064/electronically generated DA Form 2064
The document register is a record of document numbers assigned to supply documents. It serves as the suspense file for
open supply transactions.

a. There are three types of document registers: nonexpendable, durable, and expendable.
(1) The nonexpendable register is kept at property book level. Use it to record supply transactions for property book
items (regardless of ARC) and nonexpendable components.
(2) One durable register is authorized to be maintained at the unit level as directed by the property book officer (PBO).
The PBO may authorize this register to be combined with an expendable document register, making an expendable/durable
register. This register will normally be maintained by the unit supply element.
(3) Expendable document registers are kept by each element within a unit that is authorized to submit supply requests
to an SSA. Use it to record supply transactions for expendable items.

Note. In the U.S. Army Reserve (USAR) only, assign a document number from the durable/expendable register when
personal clothing is requested for an individual unless authorized by the PBO.

b. The PBO designates, by informal memorandum, those elements within a unit authorized to request expendable and
durable supplies. He will ensure that document numbers are not duplicated among unit elements. The informal memoran-
dum will specify class of supply, DODAAC, and block of document serial numbers (SNs) to be used by that element. The
informal memorandum will also specify any restrictions. For example, only one element within a unit is authorized to
request durable items. Other elements would be restricted from requesting durables. The expendable/durable document
register will have the same DODAAC as the property book account. As noted in paragraph 2–21a(2), only one durable
register will be maintained within the organizational activity authorized by the property book account. When assignment
of the durable register is made to an element outside the property book office, that is, an S–4 in the division or brigade, the
establishment and maintenance of hand receipts or shortage annexes become the responsibility of the element having the
register.

c. Document registers are kept by calendar year or fiscal year (FY). Use the procedures in AR 25–400–2 for filing
procedures.

d. Supply documents are recorded in the document register as explained in figure 2–1.

Note. When a unit document is found or received that is not recorded in the document register or that has a document
number which is a duplicate of a recorded document number for a different transaction, take the following action:
(1) Research the transaction with all activities that would be acted upon if valid. If the document is an obvious error or
was never processed, destroy it. If the document was processed, submit a request for cancellation.
(2) If the document cannot be cancelled and is for an expendable/durable item—
(a) File the document in the applicable file in document number sequence.
(b) Record the document on a blank DA Form 2064 and draw a line through the remaining blank spaces on that register
page. File the page immediately following the page where the document would have been recorded using the same page
number plus a letter for the new page. For example, if filed following page 13, the new page will be numbered page 13a;
a second new page behind page 13 would be page 13b.
(c) When extracting open documents at the beginning of a calendar or FY from an inactive document register to the new document register per AR 25–400–2, file number 710–2b, record the open documents in correct document number sequence as the first entries in the new document register (see paragraph 2–21d).

(3) If the document can’t be cancelled and is for a nonexpendable item—

(a) Record the document in the nonexpendable document register using procedures in paragraphs 2–21e(2)(b) and 2–21e(2)(c).

(b) File the document in the supporting document file in document number sequence with a statement, signed by the PBO that explains the circumstances.

(f. When a document number from the wrong document register is assigned to a transaction, such as an expendable document number to a request for a nonexpendable item, cancel the transaction and resubmit it using a document number from the correct document register. If the transaction is completed, or cannot be cancelled, assign a document number to the transaction from the correct document register. On the document registers and in the due-in suspense files, cross-reference each document number to the other. File completed copies in the file that supports the correct document register. When a nonexpendable document number is erroneously used, file a statement in the supporting document file that cross-references the document number from the correct document register. Dispose of file copies as required for the correct document register.

Note. In the USAR only, assign a document number from the durable and/or expendable register when personal clothing is requested for an individual unless authorized by the PBO.
<table>
<thead>
<tr>
<th>Element keeping the register</th>
<th>Enter the name of the element and unit keeping the register.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOD Activity Address Code</td>
<td>Enter the unit DODAAC that will be put on the request. COMSEC custodians will enter the COMSEC account number used to request classified COMSEC equipment and components.</td>
</tr>
<tr>
<td>Unit Identification Code</td>
<td>Enter the UIC of the requesting unit.</td>
</tr>
<tr>
<td>Page Number</td>
<td>Enter page number. Pages are numbered in sequence.</td>
</tr>
<tr>
<td>a</td>
<td>Enter Julian Date.</td>
</tr>
<tr>
<td>b</td>
<td>(b) - Enter the assigned four-digit document serial number. Restart the sequence daily.</td>
</tr>
<tr>
<td>c</td>
<td>1 For request for issue and turn-in, enter the last three digits of the SSA DODACC. Classified COMSEC custodians enter the last three digits of the supporting SSA COMSEC account number.</td>
</tr>
<tr>
<td>d</td>
<td>2 For other than request for issue or turn-in, enter name of activity the document is sent to.</td>
</tr>
<tr>
<td>e</td>
<td>1 Enter the stock number of the item being requested or turned in. For nonexpendable document registers, LIN may be included for purposes of continuity and cross-reference.</td>
</tr>
<tr>
<td></td>
<td>2 For requests for issue or turn-in on DA Form 3161, leave blank.</td>
</tr>
<tr>
<td></td>
<td>3 For ammunition requests, leave blank.</td>
</tr>
<tr>
<td></td>
<td>4 For other than request for issue or turn-in, leave blank.</td>
</tr>
<tr>
<td>f</td>
<td>1 Enter the nomenclature.</td>
</tr>
<tr>
<td></td>
<td>2 For request for issue or turn-in on DA Form 3161, enter DA Form 3161</td>
</tr>
<tr>
<td></td>
<td>3 For other than requests for issue or turn-in, enter a description of the form or action. Examples are—S/C for Statement of Charges. R/S for Report of Survey. AAR for Administrative Adjustment Report.</td>
</tr>
<tr>
<td>g</td>
<td>1 Enter hand receipt or equipment number, or other locally assigned identification for which item is requested.</td>
</tr>
<tr>
<td></td>
<td>2 For supply requests that are required by a maintenance request, enter the job order number.</td>
</tr>
<tr>
<td></td>
<td>3 For adjustment documents, such as statement of charges of FLIPLS, applicable hand receipt number may be entered.</td>
</tr>
<tr>
<td>h</td>
<td>Enter the PD of the request for issue; otherwise, leave blank.</td>
</tr>
<tr>
<td>i</td>
<td>1 The person authorized to authenticate requests will place his or her initials in this column for each UNDA and B request. Otherwise, leave blank.</td>
</tr>
<tr>
<td></td>
<td>2 For UNDA and B supply requests that are required by a maintenance request, leave blank.</td>
</tr>
<tr>
<td>Note</td>
<td>Initials are not required for requests that have been extracted from another register. Quantity</td>
</tr>
<tr>
<td>j</td>
<td>Enter the quantity requested.</td>
</tr>
<tr>
<td>k</td>
<td>For request for issue on DA Form 3161, leave blank.</td>
</tr>
<tr>
<td></td>
<td>For other than request for issue, leave blank.</td>
</tr>
<tr>
<td></td>
<td>Enter the quantity received from the SSA or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.</td>
</tr>
<tr>
<td></td>
<td>Enter the quantity due-in when document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.</td>
</tr>
<tr>
<td></td>
<td>This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column n “Remarks.”</td>
</tr>
</tbody>
</table>

Figure 2–1. Completion instructions (by block) for DA Form 2064 actions
Supply status (see table 2–7) tells the requester of a decision made by the supplier on a specific supply request and is an automated process. The codes are explained in appendix C. Types of supply status are:

a. **Shipment status.** Shipment status is advice of estimated or actual shipment dates.

b. **Exception status.** Exception status results from any of the following supply decisions made by the supplier:

   1. Substitution of an authorized stock number.
   2. Change of unit of issue (UI) and/or quantity.
   3. Back order is established when materiel cannot be sent by the RDD.
   4. Partial supply action on a requested quantity.
   5. Request rejected (returned without action) for a specific reason.
   6. Cancellation confirmed.
   7. Procurement of materiel for direct shipment from vendor to customer.
   8. Events indicating that materiel may not be sent to the requester within the set time frame for the assigned priority or the RDD.
Table 2–7  
Completion instructions (by block) for DA Form 2765–1 (Supply Status Card, document identifier code AE1).

| Document identifier code indicates supply status. |
| Routing identifier code of the supply source furnishing the status. |
| Media and status code from the supply request. |
| Stock number of the item. |
| Unit of issue of the item. |
| Quantity to which the status applies. |
| Document number to which the status applies. |
| Suffix code entered if the status card applies to a partial issue. |
| Address of the activity to receive the materiel. |
| Signal code from the original supply request. |
| Fund code from the original supply request. |
| Distribution code (CC 54) from the original supply request. Type requirement code (CC 55–56) from the original supply request. Otherwise, blank. |
| Project code from the original supply request; otherwise, blank. |
| Priority designator from the original supply request. |
| Julian date this card was processed. |
| Supply status or rejection code (app C). |
| Routing identifier code of the last known source of supply. |
| Estimated delivery date. |
| Unit price of the item |

Section IV  
Follow-up, Cancellation, Modification, and Reconciliation Procedures

2–23. Follow-up procedures

a. Follow-up action on an unfilled request is now an automated process. When used, follow-ups will not be submitted earlier than—

(1) For PD 01–08 requests, at least nine calendar days have passed since the document date or the estimated delivery date on the latest supply or shipment status (see tables 2–8 and 2–9) has not been received.

(2) For PD 09–15 requests, at time of monthly reconciliation and supply or shipment status has not been received.

(3) For PD 01–15 requests:
   (a) At time of monthly reconciliation and the estimated shipping date has expired.
   (b) It is determined that valid existing supply status is unsatisfactory in terms of estimated availability date.
   (c) Fourteen calendar days have passed since a cancellation request was submitted and supply or shipment status has not been received.
   (d) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped shown on the shipment-status document and the shipment has not been received.
   (e) For shipments with a final destination outside the continental United States (OCONUS) activities when 60 calendar days have passed since the date shipped shown on the shipment-status document and the shipment has not been received.

(4) Record the follow-up in the document register. Enter “AF1” or the document identifier code (DIC), the AT-series used, and the Julian date of the action in column n.

(5) Send the follow-up to the SSA.

b. In the ARNG, instead of the time frames noted in paragraph 2–23a, commanders will make sure follow-up action is not taken earlier than:

(1) For PD 01–08 requests, at least 17 calendar days have passed since the document date and supply or shipment status has not been received.

(2) For PD 09–15 requests, at least 30 calendar days have passed since the document date and supply or shipment status has not been received.
(3) Thirty calendar days have passed since the submission date of a cancellation request and supply or shipment status has not been received.

<table>
<thead>
<tr>
<th>Table 2–8</th>
<th>Completion instructions (by block) for DA Form 2765–1 (Supply Status Card, document identifier code AS1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA Form 2765–1 (Supply Status Card), DIC AS1</td>
<td></td>
</tr>
<tr>
<td>1–3</td>
<td>Document identifier code indicates supply status.</td>
</tr>
<tr>
<td>4–6</td>
<td>Routing identifier code of the supply source furnishing the status.</td>
</tr>
<tr>
<td>7</td>
<td>Media and status code from the supply request.</td>
</tr>
<tr>
<td>8–22</td>
<td>Stock number of the item shipped</td>
</tr>
<tr>
<td>23–24</td>
<td>Unit of issue of the item shipped</td>
</tr>
<tr>
<td>25–29</td>
<td>Quantity of items shipped</td>
</tr>
<tr>
<td>30–43</td>
<td>Document number to which the status applies.</td>
</tr>
<tr>
<td>44</td>
<td>Suffix code entered if the status card applies to a partial issue.</td>
</tr>
<tr>
<td>45–50</td>
<td>Address of the activity to receive the materiel.</td>
</tr>
<tr>
<td>51</td>
<td>Hold code is entered if applicable.</td>
</tr>
<tr>
<td>52–53</td>
<td>Fund code from the original supply request.</td>
</tr>
<tr>
<td>54–56</td>
<td>Distribution code (CC 54) from the original supply request. Type requirement code (CC 55–56) from the original supply request. Otherwise, blank.</td>
</tr>
<tr>
<td>57–59</td>
<td>Project code from the original supply request; otherwise, blank.</td>
</tr>
<tr>
<td>60–61</td>
<td>Priority designator from the original supply request.</td>
</tr>
<tr>
<td>62–76</td>
<td>Transportation control number, government bill of lading, or other shipment unit number.</td>
</tr>
<tr>
<td>77</td>
<td>Mode of shipment (app D).</td>
</tr>
<tr>
<td>78–80</td>
<td>Date available for shipment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 2–9</th>
<th>Completion instructions (by block) for DA Form 2765–1 (Shipment Status Card, document identifier code AU1 reply to cancellation request)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA Form 2765–1 (Supply Status Card), DIC AU1</td>
<td></td>
</tr>
<tr>
<td>1–3</td>
<td>Document identifier code indicates supply status.</td>
</tr>
<tr>
<td>4–6</td>
<td>Routing identifier code of the supply source furnishing the status.</td>
</tr>
<tr>
<td>7</td>
<td>Media and status code from the supply request.</td>
</tr>
<tr>
<td>8–22</td>
<td>Stock number of the item shipped</td>
</tr>
<tr>
<td>23–24</td>
<td>Unit of issue of the item shipped</td>
</tr>
<tr>
<td>25–29</td>
<td>Quantity of items shipped</td>
</tr>
<tr>
<td>30–43</td>
<td>Document number to which the status applies.</td>
</tr>
<tr>
<td>44</td>
<td>Suffix code entered if the status card applies to a partial issue.</td>
</tr>
<tr>
<td>45–50</td>
<td>Address of the activity to receive the materiel.</td>
</tr>
<tr>
<td>51</td>
<td>Hold code is entered if applicable.</td>
</tr>
<tr>
<td>52–53</td>
<td>Fund code from the original supply request.</td>
</tr>
<tr>
<td>54–56</td>
<td>Distribution code (CC 54) from the original supply request. Type requirement code (CC 55–56) from the original supply request. Otherwise, blank.</td>
</tr>
<tr>
<td>57–59</td>
<td>Project code from the original supply request; otherwise, blank.</td>
</tr>
<tr>
<td>60–61</td>
<td>Priority designator from the original supply request.</td>
</tr>
<tr>
<td>62–76</td>
<td>Transportation control number, government bill of lading, or other shipment unit number.</td>
</tr>
<tr>
<td>77</td>
<td>Mode of shipment (app D).</td>
</tr>
<tr>
<td>78–80</td>
<td>Date available for shipment.</td>
</tr>
</tbody>
</table>
2–24. Follow up on a shipment (request for transportation status)
Follow-up action on requests with shipment status is not mandatory. When used, follow-ups will not be submitted earlier than—

a. For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped or estimated shipment date (ESD) and the shipment has not been received.

b. For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped or ESD and the shipment has not been received.

2–25. Cancellation procedures
Submit a request for cancellation when all or part of a quantity requested is no longer needed. Be sure to include the EIC in CC 54–56 on all customer-initiated cancellation requests. Use the following procedures:

a. Preparation of a request for cancellation.
   (1) If status has been received, enter “AC1” in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
   (2) If no status has been received, prepare a request for cancellation. Remake the supply request from the document register and proper supply publication. Enter “AC1” in block 1 (CC 1–3). Enter the quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

b. Processing.
   (1) Record the cancellation request in the document register. Enter “AC1” and the Julian date if requesting cancellation of the entire quantity; or enter “AC1,” the quantity, and the Julian date if requesting cancellation of a partial quantity. Make these entries in pencil in column n.
   (2) Send the cancellation request to the SSA.

c. Completion of cancellation action. A request for cancellation is not complete until verification is received from the SSA. This is a supply-status card with a BQ status code. When verification is received, do the following:
   (1) When the entire quantity requested is cancelled—
      (a) Post the document register. Enter “BQ” and the Julian date of the cancellation verification in column m. Erase any previous entry in column A. Erase the “AC1” and Julian date in column n.
      (b) Remove all status cards and other documents for the item from the due-in status file and destroy.
      (c) If the cancellation verification applies to the nonexpendable document register, file it in the document file; otherwise, destroy it.
   (2) When part of a quantity requested is canceled—
      (a) Post the document register. Erase the “AC1,” quantity, and Julian date in column n. Enter “BQ,” quantity canceled and the Julian date of cancellation verification in column n. Erase the previous entry in column 1, as appropriate. Make the entry in column j permanent if action is completed. Change the due-in quantity in column k.
      (b) If cancellation verification applies to the nonexpendable document register, file it in the document file; otherwise, destroy it.

d. Follow-up on a cancellation request. Follow-ups on cancellation requests are not mandatory. When used, 14 calendar days must have passed since a cancellation request was submitted and supply or shipment status has not been received. Use the following procedures:
   (1) If a status card is available, use it. Enter “AK1” in block 1. Enter the quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
   (2) If a status card is not available, prepare a follow-up. Remake the supply request from the document register and proper supply publication. Enter “AK1” in block 1 (CC 1–3). Enter the quantity to be canceled in block 8. Circle these entries using colored pencil or ink.
   (3) Record the follow-up in the document register. Erase “AC1,” the quantity, and the Julian date in column n. Enter “AK1,” the quantity, and the Julian date the action is started in column n.
   (4) Send the follow-up to the SSA.

2–26. Modification of previously submitted requests

a. Use. A request modifier document is used to modify the following information on previously submitted requests. Use it only when the change pertains to the entire quantity due in. It must be submitted for each open request when a unit’s FAD or UND changes. Prepare a DA Form 2765–1 as follows:
   (1) Media and status code, block 3.
   (2) Type of requirement code (TRC), EIC, block 18.
   (3) Project code, block 19.
   (4) PD, block 20.
(5) RDD, block 21.
(6) Advice code, block 22.
b. Preparation.
   (1) If status has been received, use the latest status card. Enter the correct AM-series DIC from appendix H in block 1. Enter the new data in the appropriate blocks. Delete a previously submitted code by circling the empty block. Circle these entries using colored pencil or ink.
   (2) If no status has been received, prepare a request modifier. Remake the supply request from the document register and proper supply publication. Enter the correct AM-series DIC from appendix H in block 1 (CC 1–3). Enter the new data in the appropriate blocks. Be sure to include the project code, RDD, and advice code if one or more of these codes were entered on the original requisition. If any of these codes are left off, they will be deleted from the transaction automatically. Circle these entries using colored pencil or ink.
c. Processing. Record the request modifier in the document register as follows:
   (1) If the PD was modified, draw a line through the original PD in column g; enter the new PD. Have the request authenticated if required.
   (2) Enter the correct AM-series DIC from appendix H and the Julian date of the action in column n.
   (3) Send the request modifier to the SSA.

2–27. Reconciliation or validation of supply requests

a. This paragraph prescribes responsibilities and procedures for the Standard Army Validation and Reconciliation (SAVAR) Program and prescribes the validation process at the customer level. It also prescribes procedures on performing periodic reconciliations at all levels of the Army supply system. These procedures will—
   (1) Improve readiness and sustainability by keeping a more credible database within wholesale, intermediate, and retail supply systems. Ensure recognition of the customer as the driving force within the supply system. Minimize the manual effort required at the customer level and the automated data processing (ADP) required at all levels.
   (2) Minimize the funds involved in unnecessary requisitions. Provide management and command visibility of the validation and reconciliation process.

b. The SAVAR process is a standard procedure using automated systems for materiel obligation validation (MOV) with the user and reconciling the due-in and due-out records maintained within the supply chain. The SAVAR process is accomplished monthly (quarterly for ARNG and USAR). Exception reports should be worked with input transactions provided to the SSA Accountable Officer within two weeks of receiving the reconciliation. The process begins with the first SOS providing its customers with a list of due-outs requiring validation. The process continues by adjusting the supporting SSA records with the customers’ validated requirements. The adjusted SSA or Standard Army Intermediate Level Supply System due-in file will be reconciled quarterly with the records maintained at the logistics intelligence file (LIF) and SOS. After completion of paragraph 2–21a, due-in and due-out records (for records meeting the SAVAR criteria) at all levels within the supply system should be compatible.

c. The SAVAR process is as follows:
   (1) The SSA cutoff for the customers operating on Global Combat Service Support—Army (GCSS–A) wave one will be no later than the fifth calendar day of each month in accordance with AR 710–2. Include all open requisitions. All open requisitions recorded at the SSA meeting these criteria will be included in the SSA customer segment of the SAVAR Program.
   (2) All open requisitions meeting the SAVAR criteria will be included in the intermediate level SSA to Logistics Control Activity (LCA) segment of the SAVAR Program. All UMMIPS PDs will be included in the SAVAR Program. The quarterly SOS MOV scheduled for response during the months of February, May, August, and November of each year will be used in place of the LIF bottoms-up reconciliation requirement for those months.
   (3) One complete cycle of the SAVAR process will be completed each calendar month (quarterly for USAR and ARNG units). Within the monthly cycle, each individual segment will be initiated without regard for the completion of any other segment.
   (4) The retail level SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not validated by the requesting activity for two consecutive SAVAR cycles.

d. SAVAR criteria includes a monthly SAVAR cycle run for requisitions that are at least 30 days old and without shipping status at the time of cutoff. For example, if the cutoff is 5072, then it would apply to all requisitions without a shipping status dated 5042 or earlier.

e. Each customer maintaining a document register will validate and reconcile its open requisitions meeting the SAVAR criteria at least once each calendar month. Customer validation and reconciliation procedures will be of interest during inspector general inspections, assistance visits, and command logistics review team visits.
f. For validation procedures, the continued need for quantities of items due in from the SSA will be validated each month between the 7th and the 22nd calendar day. It is mandatory that an item-by-item review be conducted with the requester of the materiel to confirm the continued need for the item and the quantity requested. The validation is the most important step of the SAVAR process. The confirmation of need is not routine. There are many changing conditions or requirements that affect the need for an item. These include changes in mission, personnel reductions, equipment changes, inactivations, reorganizations, cannibalization or lateral transfers, and fund reductions. In accomplishing a validation the customer must do the following—

(1) Check authorization documents to validate the authorization for the equipment.
(2) Check to determine if materiel may have been obtained from another source.
(3) Determine if there have been any changes to the shop stock if for stockage items.

g. When no-longer-required items or excessive quantities are identified, requests for full or partial cancellation of the requirement will be submitted to the SSA.

h. It is recommended that a customer and SSA representative perform a face-to-face, item-by-item validation and reconciliation at least once each quarter. This does not apply to USAR and ARNG units.

i. Not later than the seventh of each month the customer will receive two copies of the customer due out reconciliation list. This list will show all requisitions meeting the SAVAR criteria by the cutoff (not later than the fifth day of the current month) that are recorded at the SSA as due out to the unit. Both copies of the listing will be arranged in document number sequence. After validation (see paras 2–27a through 2–27h), the requirements on the list will be reconciled against the customer document register. In order to ensure complete compatibility of records, the unit document register should also be cross-checked against the customer due-out reconciliation list. Each requisition will be marked in the FLD COMM columns, as noted in supporting SSA standing operating procedures (SOPs) reconciliation procedures.

j. When a valid due-in is recorded on the document register but is not listed on the customer due-out reconciliation list received from the SSA, take the following actions:

(1) Ensure the document date is prior to the reconciliation cutoff. If it is not, take no action.
(2) If status has been received, refer to paragraph 2–23 to prepare the appropriate document. If no status has been received, prepare a follow-up document. Attach the document to the customer due-out reconciliation listing for return to the SSA.

k. File one copy of the annotated listing at the unit until the next list is received and processed. Return the second marked copy, with attached follow-up documents, to the SSA within 15 calendar days of receipt.

l. Supporting SSAs will ensure that procedures are established to expedite the receipt, return, and control of the customer due-out reconciliation listing. The failure to validate a requisition for two consecutive cycles may result in the cancellation of the requisition by the SSA.

Section V
Receiving Supplies

2–28. Authorization to request or receipt for supplies

a. On appointment, commanders or accountable officers will send a copy of assumption of command orders or appointing memorandum to each SSA from which supplies are drawn. This authorizes the commander or accountable officer to request a receipt for supplies.

b. DA Form 1687 is used when an accountable or responsible person wants to designate personnel as their authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. DA Form 1687 will be used to request receipt for all property listed in AR 710–2, class VII, narcotics, ammunition, controlled forms, COMSEC items, and weapons. Commanders may designate additional items requiring control by DA Form 1687. For example—

(1) The PBO may designate persons under their control to request receipt for items from the SSA. Prepare enough copies to meet local SSA needs. If possible, designate different individuals to perform these actions to reduce potential for fraud, waste, and abuse.

(2) Hand receipt holders (HRHs) or sub-HRHs may designate personnel to sign “change documents” in their absence. The use of “change documents” is explained in paragraph 5–3.

(3) DA Form 1687 may be used to delegate authority to a designated representative to sign or initial forms and records in this pamphlet. An example is the requirement to review and initial the document register outlined in paragraph 2–3.

c. Prepare DA Form 1687 and enough copies to meet local needs.

d. The preparing unit or activity will keep a copy of completed DA Forms 1687. Send the other copies to the proper SSA and PBO.

e. Only the responsible or accountable officer or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is accomplished by comparing the EDIPI
number on the individual’s common access card (CAC) to the EDPI number listed on the associated delegation-of-authority document and signature.

f. Keep DA Forms 1687 current. Use the following procedures:

(1) Prepare a DA Form 1687 to add personnel as authorized representatives. Enter the statement “Added, previous editions remain in effect” in the remarks block.

(2) To delete personnel, prepare DA Form 1687 as shown in table 2–10 and list the names of the persons deleted. Personnel to be deleted do not sign or initial the card. Enter an “X” in the “withdraws from” block. Circle this block using colored pencil or ink. Enter the words “Deleted, other personnel listed remain in effect” in the remarks block.

(3) DA Form 1687s expires on the date entered in the “expiration date” block. When the forms expire, prepare new forms.

(4) Personnel are required to digitally and manually sign the DA Form 1687. Contractor personnel (providing supply services to an accountable officer under contract) designated on DA Form 1687 as authorized representatives to receive and turn in U.S. Government Title 10 property will be exempt from the dual signature requirement if not issued a government CAC. DA Form 1687 will be annotated with “Contractor” in the authorized personnel block following their name.

2–29. Receipt documents

a. Supplies issued from an SSA are normally issued with DD Form 1348–1A (DOD Single Line Item Release/Receipt Document) or DD Form 1348–2 (Issue Release/Receipt Document with Address Label), except for class V materials. The customer acknowledges receipt of the supplies by signing his or her name, rank, and the Julian date in block 7.

b. Items in stock at the SSA are issued on DA Form 2765–1. The customer acknowledges receipt of the supplies by entering the quantity received in block S, Julian date, signature, and rank in block V of DA Form 2765–1.

c. When items are requested on DA Form 3161, the issue is made on that form. Table 3–3 shows an example of a completed DA Form 3161 as a receipt document. The customer acknowledges receipt of the supplies by completing the “Supply Action” column and entering the date, printed name, signature, and rank in block 15.

d. When items are received directly from a contractor or vendor, they are accompanied by a commercial invoice, DD Form 250 (Material Inspection and Receiving Report), or DD Form 1155 (Order for Supplies or Service). The customer acknowledges receipt of supplies by entering the signature, printed name, and date in the “receiver” block on the commercial invoice, in block 22 on DD Form 250, or in block 26 on DD Form 1155. Send a copy of the receipt document to the SSA within three working days of receipt of supplies.

e. When items are received directly from a contractor or vendor and are not accompanied by any documentation, prepare DD Form 250 in four copies. Complete blocks 7, 11, 13, 15, 16 (include document number for each request that pertains to items received), 17, 18, and 22. Complete other blocks only if correct information is readily available, for example, listed on the shipping container. Don’t sign block 21B unless technically qualified to certify that items meet contract specifications. Keep one copy of the DD Form 250 and process the receipt; send remaining copies to the supporting SSA.

| Table 2–10  
Completion instructions (by block) for DA Form 1687. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DA Form 1687 Delegation of Authority</strong></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Enter the calendar date the form is prepared.</td>
</tr>
<tr>
<td>Organization Receiving Supplies</td>
<td>Enter the name of the unit and, if prepared by a hand or sub hand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.</td>
</tr>
<tr>
<td>Location</td>
<td>Enter the name of the installation on which the unit is located.</td>
</tr>
<tr>
<td>Digital Signature</td>
<td>Users will digitally sign with CAC card.</td>
</tr>
<tr>
<td>Authority Req/Rec</td>
<td>Enter “YES” in this block for each person authorized to request supplies. Otherwise, enter “NO.”</td>
</tr>
<tr>
<td>Handwritten (Ink) signature</td>
<td>Authorized representative will sign here (Ink).</td>
</tr>
</tbody>
</table>

**Authorization by responsible supply officer or accountable officer**

| Undersigns hereby Delegates to, withdraws from, | Commander, responsible supply officer or accountable officer places an “X” in the appropriate block. |
| Remarks | Enter the SSA other activity to which the form is being sent. |
| Digital Signature | Responsible person digitally signs with CAC. |
| Grade | Enter the grade of the responsible person. |
| Telephone Number | Enter the office telephone number of the responsible person. |
| Handwritten (Ink) signature | Responsible person signs (Ink). |
Table 2–10
Completion instructions (by block) for DA Form 1687—Continued

<table>
<thead>
<tr>
<th>Unit Identification Code</th>
<th>DODAAC/Account number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date</td>
<td>Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.</td>
</tr>
</tbody>
</table>

...f. Upon receipt of nonexpendable items purchased with the government purchase card, the primary hand receipt holder (PHRH) will prepare DD Form 250 in four copies. Complete blocks as follows:

1. Block 1—enter the word “GPC.”
2. Block 2—enter the invoice number or reference number from vendor’s receipt.
3. Block 9—enter the vendor’s name and address.
4. Block 13—enter the hand receipt number and the unit address.
5. Blocks 15 to 20—enter known information pertaining to items(s).
6. Block 22—place signature of HRH and date of purchase. Keep one copy of DD Form 250 and provide remaining copies of the DD Form 250 to the PBO for processing under paragraph 2–30.

...g. Place the receipt document for items recorded on the nonexpendable document register in the supporting document file. Destroy the receipt document for items recorded on the expendable/durable document register. For all items directly shipped from a depot, ARNG and USAR units will forward a copy of all receipt documents to the supporting SSA within 24 hours of the receipt. Copies of government bills of lading and TK4 in transit data cards will be sent to the USPFO.

...h. If the receipt is for the total quantity requested, remove and destroy all status cards from the due-in status file that apply to the request.

...i. Use the procedures in AR 710–3 and AR 735–5 for reporting and documenting discrepancies.

...j. When inspecting and inventorying receipts of unclassified controlled cryptographic items (CCIs), ensure that seals are intact and that no tampering has occurred. Report tampering per AR 380–40.

2–30. Recovered property
The approving authority will forward a memorandum to the accountable officer instructing the accountable officer to reestablish accountability for the property recovered in accordance with AR 735–5 to re-establish accountability for non-expendable property on a financial liability investigation of property loss (FLIPL). Before the FLIPL is completed, take the following actions:

a. Post a gain to the applicable property book page(s). Use the document number assigned to the FLIPL. Cancel requests for property to replace the lost property that was recovered.

b. Notify the initiator or approving authority by endorsement that accountability has been reestablished.

c. For reportable item control code (RICC) 2 items, send a copy of the FLIPL, the notice from the financial liability officer or approving authority, and the endorsement in paragraph 2–30b to the PBO for system input.

d. Property recovered after the FLIPL is completed will be processed per the instructions contained in AR 735–5.

Chapter 3
Disposition of Property

Section I
Turn-in Procedures

3–1. When property is turned in
Items are turned in when they—

a. Are in excess to authorized ALWs.

b. Are not needed and the authorization is not mandatory.

c. Become unserviceable or uneconomically reparable.

d. Are “Found on Installation.”

3–2. Where property is turned in
Always turn in property to the SSA that normally issues the item. The SSA evaluates the property’s condition, ARC, and RC and may approve direct turn-in to the Defense Logistics Agency Disposition Services (DLADS). Don’t turn in property directly to the DLADS without SSA approval. When a unit is directed to turn in a RICC 2 item to the DLADS, a copy of the turn-in document will be sent to the PBO for system input.
a. ARNG units will turn in all property to the USPFO or as directed by the USPFO.
b. Classified COMSEC items will be turned in by COMSEC custodians through COMSEC Material Control System. Disposal of classified COMSEC through non-COMSEC channels are specifically prohibited.
c. The CCI components and exterior COMSEC and CCI identification markings must be returned to Tobyhanna Army Depot for disposal. Local disposal actions for CCI may not be taken unless specifically authorized by the assigned wholesale.
   (1) Disposal of CCI by users through DLADS is prohibited.
   (2) Refer to paragraph 3–4 for special instructions regarding the disposal of COMSEC materiel.

3–3. Forms used for turn-ins
Table 3–1 gives the forms used for turn-ins and the type of property turned in with that form.

<table>
<thead>
<tr>
<th>Table 3–1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forms used for turn-in</strong></td>
</tr>
<tr>
<td><strong>Form Used:</strong> DA Form 581</td>
</tr>
<tr>
<td><strong>Used for Turn-in:</strong> Unserviceable and serviceable ammunition. Used ammunition packing material. Ammunition components. Empty cartridge cases.</td>
</tr>
<tr>
<td><strong>Form Used:</strong> DA Form 2765–1 (Request for Issue or Turn-in)</td>
</tr>
<tr>
<td><strong>Used for Turn-in:</strong> Items to SSA, that have no value except for their basic content (scrap) that: Are disposable at the organization level. Do not require turn-in credit.</td>
</tr>
<tr>
<td><strong>Form Used:</strong> None</td>
</tr>
<tr>
<td><strong>Used for Turn-in:</strong> Found on installation property. Excess serviceable SSSC items.</td>
</tr>
<tr>
<td><strong>Form Used:</strong> DA Form 2765–1 (Request for Issue or Turn-in)</td>
</tr>
<tr>
<td><strong>Used for Turn-in:</strong> All other property not listed above.</td>
</tr>
</tbody>
</table>

Section II
Special Turn-In Instructions

3–4. Turn-in of property book and nonexpendable items
Property book items must be excess or found to be unserviceable, not repairable by support maintenance, before they can be turned in. The commander for whom the property is maintained and the next higher headquarters may authorize turn-in or transfer of property no longer required or authorized by The Army Authorization Documents System (TAADS), excess or obsolete up to 365 days prior to the effective date of the new authorization document. Turn-in action should be initiated no later than 10 days after the time the item is determined to be excessive or unuseable. Items being turned in should be complete with all components and basic issue items. If not, complete a shortage list signed by either the unit commander or PBO, which must be attached to the turn-in document. All items must receive a technical inspection prior to being turned in to the supporting SSA. A copy of the Standard Army Maintenance System (SAMS) Form 2407E, the GCSS–A Form 5990, or the Unit Level Logistics System automated requests will be attached to the DA Form 2765–1 turn-in document in all cases. The maintenance request will be used to determine which of the classifications in paragraph 3–4b will apply. Turn-in property book items as follows:

a. Prepare DA Form 2765–1 as shown in table 2–2. Do not use a return advice code. When turning in noncataloged, nonstandard, commercial items, enter the complete line item description and end item application as a minimum. Enter any other identifying data that may be available.

b. Enter the reason for the turn-in in block P as follows:
   (1) It works, enter the words “Turn-In: Excess: Serviceable.”
   (2) It does not work, enter the words “Turn-In: Excess: Serviceable.”
   (3) If the item is not excess, enter the words “Turn-In: Replacement: Unserviceable.”
   (4) If the item is unserviceable, also enter an explanation. Use:
      (a) Fair wear and tear (FWT).
      (b) See AR 735–5 for other than FWT.

c. Make sure the following documents accompany the turn-in:
   (1) A component shortage list. Use DA Form 2062 (Hand Receipt/Annex Number); the commander or PBO must sign it. Send two copies and keep one in suspense; destroy this copy when final turn-in credit is received. A component shortage list is not required when—
      (a) There are no shortages.
(b) The turn-in is for an item replaced from operational readiness float (ORF).

(2) Maintenance request. SAMS Form 2407E or GCSS–A Form 5990 classifying the item. This form is:
   (a) Required for all turn-ins regardless of classification by the maintenance activity except paragraph 3–4c(2)(b).
   (b) Not required for turn-ins of items replaced from ORF.

(3) Vehicle classification. Two copies of DA Form 461–5 (Vehicle Classification Inspection) classifying the items. This form is:
   (a) Required if the items are in Federal supply group (FSG) 23 (Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles) and a replacement is required.
   (b) Required if the items are in FSG 24 (Tractors) and a replacement is required.
   (c) Not required for turn-ins of items replaced from ORF.

d. Prepare the items to be turned in as follows:
   (1) Clean the item within your ability.
   (2) Update all accompanying maintenance records.
   (3) Package and preserve the items only to the extent needed to protect them during movement to the SSA.

e. Deliver the items to the turn-in point.

f. The SSA turn-in clerk will accept the items by entering the quantity received in block S of DA Form 2765–1. The clerk enters the Julian date received and signs in block V. The original copy will then be given to the unit representative. The ammunition SSA will accept the turn-in of items on DA Form 581 after the turn-in has been affected. The checker will annotate in block 20 the quantity turned in, sign block 31b, and date block 31c. The unit representative will be given a copy.

g. After the items have been accepted—
   (1) Post the turn-in to the property book page for the item. Post the quantity turned in as a decrease to the balance on hand.
   (2) Post the document register to show the turn-in as being completed, which also applies when turn-in to DLADS is directed. This applies only to units served by an SSA using manual accounting procedures. If the servicing SSA is automated, the turn in transaction will be captured from the intermediate level supply system.
   (3) File the posted document in the supporting document file.

<table>
<thead>
<tr>
<th>Table 3–2</th>
<th>Completion instructions (by block) for DA Form 2765–1 request for turn-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter the name and address of the SSA.</td>
</tr>
<tr>
<td>B</td>
<td>Enter the name and address of the requesting unit.</td>
</tr>
<tr>
<td>4</td>
<td>Enter the Federal supply class.</td>
</tr>
<tr>
<td>5</td>
<td>Enter the NIIN (if scrap leave blank).</td>
</tr>
<tr>
<td>7</td>
<td>Enter the unit of issue.</td>
</tr>
<tr>
<td>8</td>
<td>Enter the quantity.</td>
</tr>
<tr>
<td>9–10</td>
<td>Enter DODAAC.</td>
</tr>
<tr>
<td>11</td>
<td>Enter the Julian date.</td>
</tr>
<tr>
<td>12</td>
<td>Enter the document serial number.</td>
</tr>
<tr>
<td>18a</td>
<td>Enter the proper end item code in block 18 or CC 54-56. EICs are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, If the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave the EIC blank.</td>
</tr>
<tr>
<td>18b</td>
<td>If a major end item request, (as shown above) enter the TRC (app E). Enter the code in the 2d and 3d positions of block 18.</td>
</tr>
<tr>
<td>19</td>
<td>Project code if assigned, otherwise leave blank.</td>
</tr>
<tr>
<td>20</td>
<td>Enter the priority designator.</td>
</tr>
<tr>
<td>21</td>
<td>Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days.) For all other NMCS/ANMCS requests, enter “N” for NMCS or “E” for ANMCS in the 1st position of block 21. Entries in the 2d and 3d position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.</td>
</tr>
<tr>
<td>22</td>
<td>Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise leave blank.</td>
</tr>
<tr>
<td>L</td>
<td>Enter the cost detail account number when required.</td>
</tr>
</tbody>
</table>
3–5. Reporting and turn-in of classified communication security materiel
   a. Reporting COMSEC material, other than that generated under the provisions of NAG–16F, is assigned to one of five accounting legend codes (ALCs) depending upon classification, purpose, and inventory requirements. A report will be submitted to the central office of record upon the generation, receipt, and all subsequent transfers of all ALC 6 material. The central office of record will maintain a record of all ALC 6 material charged to a COMSEC account. All transactions involving ALC 6 material, including, but not limited to, issue for use and destruction (zeroization) will be recorded in a local disposition record. The local disposition records will be retained by the central asset management (CAM) in accordance with TB 380–41 until audited by USACSLA.
   b. Brigade and battalion commanders, accountable officers, and other responsible individuals must ensure that unserviceable COMSEC items and systems containing COMSEC components are submitted for repair only to those support units specifically authorized to perform maintenance on COMSEC materiel per AR 710–2.
   c. All CCI, both end items and components, are coded automatic return items and must be returned to the COMSEC Directorate (DODAAC W81U11) at Tobyhanna Army Depot for final disposal action. This applies to commercial non-standard COMSEC devices designated CCI as well as to Army adopted standard CCI. Follow the supply procedures contained in AR 710–2.

3–6. Turn-in of expendable and durable supplies
Serviceable, expendable, and durable supplies must be turned in to the SSA when they are excess. See paragraph 3–15 for turn in of SSSC items. Unserviceable, expendable, and durable supplies with RCs A, D, F, H, O, Z, and L must also be turned in to the SSA. All unserviceable durable items or expendable items, replaced at the organizational level, having RCs of O or Z that are actually consumed in use, are to be turned in by the customer unit to the SSA as scrap, as well as any other item or byproduct determined to require collection or special handling due to local, State, or Federal environmental regulations. Turn-in procedures are as follows:
   a. Prepare DA Form 2765–1 as shown in table 3–2. Do not use a return advice code.
   b. Enter the reason for the turn-in in block P as follows:
      (1) If the item is excess, enter the words “Turn-in excess.” If it works, also enter the word “Serviceable.” If it does not work, enter the word “Unserviceable.” If unserviceable, enter an explanation as explained in paragraph 3–6b(2).
      (2) If a replacement is required, enter the words “Turn-In-Replacement-Unserviceable.” Also enter an explanation.
         (a) Use FWT.
         (b) Use AR 735–5 for other than FWT.
   c. Attach the SAMS Form 2407E or GCSS–A Form 5990 to the turn-in if the item was inspected and found to be unserviceable.
   d. Deliver the items to the turn-in point. SSA retains the original copy of DA Form 2765–1, and the unit receives fourth copy of DA Form 2765–1.
   e. After the items have been accepted, post the document register to show the turn-in as completed. The copy received from the SSA may be destroyed.
   f. Unserviceable and economically salvageable material will be turned in to the SSA.

3–7. Disposal of batteries
Batteries containing lithium, mercury, zinc, silver chloride, and certain batteries containing lead acid and nickel have been designated as hazardous materiel by the Operational Safety and Health Administration and Environmental Protection Agency. These batteries are potentially dangerous to personnel, equipment, and the environment; that is, lithium batteries can explode and vent poisonous gases if exposed to extreme heat (130º Fahrenheit). Although these batteries are categorized as expendable, they have an RC of “A” and should be turned in to the appropriate SSA when no longer useable even though they may not necessarily be reparable. Magnesium batteries have been determined to be nonhazardous solid waste for disposal purposes. They are not to be accumulated, and disposal must be controlled. These batteries are not to be thrown away. Specific disposal guidance can be found in supply bulletin (SB) 11–6. Check the AMDF for the RC.
3–8. Turn-in of “found on installation” property
All items described as “found on installation” property are required to be turned in to a stock record accountable officer. When known, items “found on installation property” are turned in to the SSA that would supply the item. If not known, the can be turned in to any SSA. At ARNG units items “found on installation” property will be reported to the USPFO by using turn-in documentation. A document number will be assigned to the turn-in by the finding organization. The USPFO will direct movement of the property. Additionally, unclassified CCI that is discovered and is not on accountable record requires an incident report be submitted in accordance with AR 380–40.

a. Deliver the items to the SSA as is. Do not use any resources to upgrade the property.

b. No paperwork is required for the turn-in.

c. If a requirement and an authorization exist for a found property book item, take these actions—
   (1) Prepare a request for the found item. Use DA Form 2765–1. Instructions for preparation of the turn-in are in table 2–2.
   (2) Enter the words “found on installation” in block P. If the item is RICC 2, A, B, C, or Z, enter the RICC in the Item Description block and the unit UIC in the Request Is from block.
   (3) Take the request to the SSA. Do not take the property. The SSA will issue the items to the finding unit. The issue will be free (no billing).
   (4) Complete the document register.
   (5) Property book items received or reported as “found on installation” will be posted to the property book within 7 calendar days for Active Army (30 days ARNG/RC).
   (6) File the document in the supporting document file.

3–9. Turn-in of temporary loan materiel
Temporary loan items are owned by the SSA that issued the item. It remains on the SSA’s accountable records. Temporary loan, therefore, must always be turned in to the SSA that issued the item. Use the following procedures:

a. Prepare DA Form 2765–1 as shown in table 3–2.

b. Use the same document number on which the items were received from the SSA. Do not enter the turn-in on the document register.

c. Enter return advice code 1Q in block 22 of DA Form 2765–1 or in CC 65–66.

d. Prior to turn-in, temporary loan property must be repaired to restore it to the same condition as when it was issued.

Any repairs needed but not done will be charged to the unit.

e. Deliver the property to the SSA.

f. After the turn-in clerk accepts the turn-in, file the document in the General Inventory Management Correspondence File.

g. These procedures do not apply to the ARNG.

3–10. Turn-in of returnable containers
a. There are two types of returnable containers.

(1) Vendor-owned containers. These containers are assigned local management control numbers by the SSA before issue to the unit.

(2) Government-owned containers. These are containers with NSNs such as drums or cylinders.

b. Use DA Form 2765–1 to turn in vendor-owned containers. Prepare the form according to table 3–2.

(1) Assign a new document number.

(2) Enter return advice code 1Z in block 22 of DA Form 2765–1 or CC 65–66.

c. Use DA Form 2765–1 or to turn in Government-owned containers. Prepare the form as shown in table 3–2.

(1) Do not assign a new document number. Use the same document number on which the container was received from the SSA. Do not enter the turn-in on the document register.

(2) Enter return advice code 1S in block 22 of DA Form 2765–1. Deliver the container to the SSA.

d. After acceptance by the SSA, complete the document register for vendor-owned containers.

e. File the document in the General Inventory Management Correspondence File.

3–11. Return of discrepant shipments
a. There are two types of discrepant shipments. There are items that were not requested and items having hidden defects.

b. Turn-in items not requested by using DA Form 2765–1. Prepare the form according to table 3–2.

(1) Assign a new document number and enter on the document register.
(2) Enter return Advice Code 1T in block 22 of DA Form 2765–1.

3–12. Return of property issued to support DA-approved emergency requirements

Property issued to support DA-approved emergency requirements will be turned in when the emergency is over. This includes property rented or leased.

a. Use DA Form 2765–1 prepared according to table 3–2.

b. Do not assign a new document number. Use the same one on which the item was received from the SSA. Do not enter the turn-in on the document register.

c. Enter return Advice Code 1P in block 22 of DA Form 2765–1.

d. Deliver the property to the SSA.

e. On completion of the turn-in, file the document in the General Inventory Management Correspondence File.

3–13. Turn-in of parachutes and components

Parachutes and parachute components (Federal supply classification (FSC) 1670) are turned in using DA Form 2765–1.

a. Prepare a separate DA Form 2765–1 for each different year of manufacture. Prepare the form according to table 3–2.

b. Enter the date of manufacture in block P of DA Form 2765–1.

c. Enter return Advice Code 1Z in block 22 of DA Form 2765–1.

d. Deliver the items to the turn-in point.

e. For property book items, after receipt by the SSA, post the turn-in as a decrease to the property book balance.

f. Complete the document register.


3–14. Turn-in information management processing equipment items

When the software management support department (SMSD), formerly Defense Automation Resources Information Center, instructs disposition of information management processing equipment (IMPE) to the DLADS, the PBO will complete DD Form 1348–1A and turn in the items directly to the servicing DLADS. A copy of the disposition instructions from SMSD will accompany turn-in documents.

3–15. Return of items to the self-service supply center

a. SSSC items that are no longer required are turned in. They may be returned to the SSSC when—

(1) They are in the same condition as purchased.

(2) They are in the same unit pack as purchased.

b. No paperwork is required when returning SSSC items. Simply return the items. Credit will be given the unit.

c. If the items do not meet the above criteria, turn them in according to paragraph 3–6.

3–16. Product Quality Deficiency Reports Exhibit Return Program

Units will use product quality deficiency reports (PQDRs) to report equipment component failures; these reports are the method of officially documenting unexpected failure, unexpected wear or impact of mission failure attributed to a specific component quality, or lack of detail in manufacturing of the part. The owning unit will prepare standard form (SF) 368 (Product Quality Deficiency Report) in accordance with policy guidance provided by AR 750–1, preferably using the Naval Sea Systems Command’s Product Data Reporting and Evaluation System Web site. To submit the PQDR, go to https://www.pdrep.csd.disa.mil/.

a. Click on “EZ PDR Login” and follow the steps. Be sure to include all required information, such as the document and contract numbers and CAGE code. Contact your supporting LAR as needed for specific guidance.
b. The submitting activity should provide pictures and whatever other details possible to document the deficient performance. The LCMC item manager has to use the PQDR document to authorize the shipment of PQDR exhibits to the SOS or where ever directed by appropriate authority. This serves as a credit to the unit for replacement of the deficient item at no cost to unit or for complete labor and parts related expense, depending on specific circumstances.

Note. TACOM LAR or TACOM SCR should be referenced to provide assistance or guidance with MWO questions and issues.

Section III
Lateral Transfer of Property

3–17. Transfer approval
Transfers of nonexpendable property from one organization to another are called lateral transfers. These transfers are made when there is excess property in one organization and shortages in another, or when equipment is withdrawn from the ARNG or USAR and transferred to the Active Component (AC). Lateral transfers will be made when approved by or at the direction of—

a. For organization property. The lowest level commander over both units involved if in the same component (Active, ARNG, or USAR).

b. For installation property on the same installation. The installation commander, if property is within the same component and not transferred to another component.

c. For installation property between installations. The lowest level commander over both installations involved. When the transfer involves two ACOM/ASCC/DRUs, it will be coordinated between the commands. When the transfer involves equipment owned by the ARNG or USAR and the equipment is to be transferred to the AC, Headquarters, Office of the Deputy Chief of Staff (Department of the Army Management Office—Office of Defense Resources (DAMO–ODR)), will approve the transfer. Assuming favorable coordination, the losing ACOM/ASCC/DRU directs the transfer. In circumstances where the ACOM/ASCC/DRU is the directing or approving authority for lateral transfers between different commands, the ACOM/ASCC/DRUs may delegate the authority to the Installation Supply Division (ISD), LRC, or equivalent. Within AMC organizations, the LRC or equivalent may further delegate to the installation equipment manager.

d. For property in the ARNG. The USPFO may delegate this authority to the PBO for transfers within units.

e. For transfer of accountable classified COMSEC equipment. Transfers of COMSEC material will be documented in accordance with the policies and procedures contained in this regulation, TB 380–41, and instructions of the central office of record. CAMs that transfer material must ensure they receive a signed receipt digitally or wet signature.

f. For withdrawals or diversions of ARNG and USAR equipment to the AC. The Secretary of Defense or designee. All requests for withdrawals or diversions will be initiated at ACOM/ASCC/DRU level and forwarded to: HQDA, Army Readiness Division (DAMO–ODR), 400 Army Pentagon, Washington DC 20310–0400, for processing.

3–18. Transfer procedures
Make the transfer of property as follows:

a. Determine the item to be transferred. Make sure the item meets 10/20 maintenance standards.

b. Use DA Form 3161 to transfer property book items. The losing unit prepares the form. Prepare the form in enough copies to meet the needs of the losing and gaining units. Table 3–3 gives instructions for preparing DA Form 3161 as a lateral transfer.

c. Document any component shortages using hand receipt annex procedures. Attach the original copy of the hand receipt annex to the gaining unit’s copy of DA Form 3161. Sign and date the document in block 13.

d. Send DA Form 3161 and proper hand receipt annexes to the approving authority.

(1) For withdrawals of ARNG and USAR equipment to the AC, a copy of the correspondence approving the withdrawal will be attached to the original and copies of DA 3161 by both the gaining and losing PBOs.

(2) For transfer within the USAR, a copy of the memorandum from the major USAR Command (USARC)/MSC directing the transfer will be attached to the DA Form 3161 by both gaining and losing PBOs. This memorandum serves as the justification for the transfer in the USAR.

e. When the approved document is returned, the losing unit will—

---

Table 3–3
Completion instructions (by block) for DA Form 3161 as a lateral transfer

<table>
<thead>
<tr>
<th>DA Form 3161 as a lateral transfer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 3–3
Completion instructions (by block) for DA Form 3161 as a lateral transfer—Continued

<table>
<thead>
<tr>
<th>Issue</th>
<th>Leave blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn-in</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Sheet number</td>
<td>Number sheets consecutively.</td>
</tr>
<tr>
<td>Number of sheets</td>
<td>Enter the total number of sheets.</td>
</tr>
<tr>
<td>1. Request NO.</td>
<td>Losing organization will enter the document number assigned to the lateral transfer. Document number is the DODAAC, Julian date, and serial number.</td>
</tr>
<tr>
<td>2. Voucher NO.</td>
<td>Leave blank. Gaining organization will enter their document number, DODAAC, Julian date, and serial number.</td>
</tr>
<tr>
<td>3. Send to:</td>
<td>Enter the name and UIC of the gaining organization.</td>
</tr>
<tr>
<td>4. Date material required</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>5. DODAAC</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>6. Priority</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>7. Accounting/Funding data</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>8. Request from:</td>
<td>Enter the name and UIC of the losing organization.</td>
</tr>
<tr>
<td>9. End item</td>
<td>Enter the end item.</td>
</tr>
<tr>
<td>9a. Name/Manufacturer</td>
<td>Enter the name/manufacturer.</td>
</tr>
<tr>
<td>9b. Model</td>
<td>Enter the model number, if applicable.</td>
</tr>
<tr>
<td>9c. Serial NO.</td>
<td>Enter serial number.</td>
</tr>
<tr>
<td>10. Publication</td>
<td>Enter applicable publication.</td>
</tr>
<tr>
<td>11. Job order NO.</td>
<td>Enter job order, if applicable.</td>
</tr>
<tr>
<td>12a. Item NO.</td>
<td>Enter the item number, in sequence, for each item being transferred.</td>
</tr>
<tr>
<td>12b. Stock NO.</td>
<td>Enter the stock number and line item number (LIN) for each item being transferred.</td>
</tr>
<tr>
<td>12c. Item description</td>
<td>Enter enough words to identify each item being transferred. Include item serial numbers, if applicable.</td>
</tr>
<tr>
<td>12d. Unit of issue</td>
<td>Enter the unit of issue of each item being transferred.</td>
</tr>
<tr>
<td>12e. Quantity</td>
<td>Enter the quantity of each item being transferred.</td>
</tr>
<tr>
<td>12f. Code</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>12g. Supply action</td>
<td>Enter the supply action.</td>
</tr>
<tr>
<td>12h. Unit price</td>
<td>Enter the unit price.</td>
</tr>
<tr>
<td>12i. Total cost</td>
<td>Enter the total cost.</td>
</tr>
<tr>
<td>12j. Posted</td>
<td>Enter the posted number.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the date number.</td>
</tr>
<tr>
<td>By</td>
<td>Enter the by number.</td>
</tr>
</tbody>
</table>

13. Issue/Turn-in "Quantity" Column is requested

| Date | Enter the date |
| By | The PBO of the losing organization will print name and digitally sign this block. Include rank. |


| Date | Leave blank. |
| By | Leave blank. |

15. Rec QTY in "Supply Action" Column

| Date | Enter the date. |
| By | The PBO of the losing organization will print name and digitally sign this block. Include rank. |

Note. After the last item, enter a brief reason for the lateral transfer. Enter “Lateral Transfer Approved By” and the signature block of the approving authority (if known). Except USAR, a copy of the letter from the major U.S. Army Reserve Command/MSC directing the transfer will be attached on the DA Form 3161 by both gaining and losing PBOs.

(1) Assign a document number to the DA Form 3161.
(2) Submit requests for cancellation for all open requests for components pertaining to the equipment.
(3) Notify the gaining unit’s PBO that the property is ready for transfer.
(4) Ensure action is initiated to transfer operation and maintenance, Army (OMA), funds to the gaining organization when OMA funded components (appropriation and budget activity code 3 or 5) are missing from property transferred within the same ACOM/ASCC/DRU.

f. Deliver the equipment to the gaining unit or have the gaining unit pick it up.

g. The PBO of the gaining unit will—

(1) Conduct a receipt of property inventory per paragraph 9–2, ensuring that property meets the conditions in the transfer directive. Sign for the property by completing column 12g and block 15 (date and signature).

(2) Assign a document number to block 4 of DA Form 3161.

(3) Give the losing unit’s PBO a copy of the signed and documented DA Form 3161.

(4) Post the lateral transfer document to the property book.

(5) File the original of the DA Form 3161 in the supporting document file.

(6) For RICC 2 items, send a copy of the DA Form 3161 to the PBO for system input.

(7) Submit requests for component shortages.

(8) ARNG. Send a copy of completed DA Form 3161 to the USPFO.

h. The losing unit PBO will—

(1) Post the lateral transfer document to the property book.

(2) File the copy of DA Form 3161 in the document file.

i. Upon transfer of unclassified CCI, PBOs will comply with the reporting requirements.

3–19. Transfer of organizational clothing and individual equipment when a unit moves
When notified that a unit is moving, organizational clothing and individual equipment (OCIE) management activities will—

a. Select OCIE records from the file, compute total quantities for each NSN, and enter quantities by NSN on the transfer document.

b. For manual property book, subtract appropriate quantities from balance in the hands of Soldiers.

c. For automated systems, process each OCIE record and subtract balances from computer data files.

d. Attach original and at least one copy of each OCIE record to the transfer document which will accompany the unit.

e. Attach one copy of each OCIE record to the PBO’s copy of the transfer document.

f. Retain one copy in the OCIE record file for one year.

3–20. Substitution procedures
Units of the Active Army, ARNG and USAR will be equipped in Order of Precedence/Issue Priority Designator/Department of the Army Priority List sequence with major end items prescribed by the LIN authorized in applicable authorization documents unless otherwise directed by the DA. It is recognized that, in many instances, the authorized items will not be available to satisfy the unit’s mission needs and a substitute item will have to be used to maintain unit readiness pending availability of the authorized item. However, the use of substitute items is considered a near term expedient to improve unit readiness and will not relieve the unit from ensuring authorized equipment on hand or on order.

a. A list of substitute LINs has been developed by the AMC MSCs and is published in SB 700–20, as the approved DA Class VII Substitution List. A substitute LIN being used instead of the authorized LIN must appear in the DA approved list in order to qualify for readiness reporting purposes per AR 220–1.

b. The substitute LIN will be reported as an asset on hand and will be included in equipment totals for unit status reporting purposes.

c. When there is an authorized substitute on hand, the preferred item will be requested.

d. When the substitute LIN is replaced with the authorized LIN, the substitute LIN will be redistributed per ACOM/ASCC/DRU guidance, in accordance with AR 710–2, or reported to the AMC MSC for disposition instructions.

e. Army pre-positioned stock assets will not be utilized as a substitute unless approval is obtained from HQDA (DALO–SMW).

f. The AMC commodity manager will coordinate to determine that the substitute item is acceptable to the requesting unit.

g. The accepting unit will determine acceptability based on the following criteria:

(1) Being compatible with the associated support items of equipment in the unit.

(2) Performing a similar function and purpose as authorized by the LIN. For communication or electronic equipment, the item must be interoperable with the existing network, that is, can do the job or function in an acceptable (not optimal) way.

(3) Having fuel characteristics compatible with the unit’s petroleum, oil, and lubricants (POL) requirements. It does not have to match the authorized LIN’s POL requirements.
(4) Ammunition availability for the substitute weapons. If the type of ammunition required for the substitute item is unavailable to the unit on a regular basis, the item should be rejected.

(5) Possessing similar mobility characteristics. All movement situations should be considered.

(6) Having similar air transportability characteristics.

(7) Maintenance supportability by personnel authorized in the unit MTOE or TDA.

(8) Supply supportability (repair parts; tools; test, measurement, and diagnostic equipment (TMDE)). The criteria are not if the repair parts, et cetera, are on hand but if they can be obtained on a timely basis.

h. The commander of a unit retains the authority to reject any substitute item of equipment offered by the AMC MSC based on the criteria outlined in paragraph 3–20h. If a substitute item is shipped without prior coordination and approval of the commander, it may be rejected.

Chapter 4
Accounting for Property

Section I
Property Book Accounting

4–1. Items that require property book accounting
Property book accounting includes keeping accurate records of certain types of property authorized in a unit. Account for the following property on property books:

a. All property listed in the “required” and/or “authorized” column of the MTOE, TDA (to include TDA section III supplement items), and joint table of allowances (JTA) (when the Army has responsibility for the JTA units supply function).

b. All nonexpendable property on hand or on request listed in the following paragraphs other than nonexpendable components of end items (COEs), which are controlled by use of component listings:

(1) Property in common table of allowances (CTA) 50–900 (except insignia, initial, and supplemental issue clothing issued according to AR 700–84). OCIE authorized by CTA 50–900, will be accounted for the same as nonexpendable property.

(2) On hand systems furniture.

(3) Property authorized by CTA 50–909, except for—

(a) Furniture in FSCs 7110, 7125, 7195 valued at less than $300.00.

(b) Ammunition expected to be expended within five days.

(c) Conditional gifts of tangible personal property authorized and accepted according to AR 1–100. This does not apply to similar property accounted for according to nonappropriated fund procedures.

(4) On hand or on request nonexpendable medical equipment authorized by AR 40–61 that are not required to be type classified.

(5) On hand or on request nonexpendable research, development, test, and evaluation (RDTE) property.

(6) All organizational colors, national flags (except grave decorations and automobile flags), foreign flags, State flags, positional colors, distinguishing flags, awards streamers, guidons, and tabards authorized by AR 840–10.

(7) On hand special tools and test equipment that—

(1) Are not required to be type classified separately.

(2) Are required for the operation of an end item authorized by MTOE, TDA, JTA, or CTA.

(3) Are listed in a technical manual (TM).

(8) On hand or on request nonexpendable property included in HQDA approved interim authorizations.

(i) On hand ADP equipment or word processing equipment property obtained through rental or lease contracts for a period of six months or longer, except for contractor furnished copiers on cost-per-copy contracts.

(j) On hand or on request basic loads of class I or V.

(k) On hand or on request nonexpendable components when only the component is required (HQDA approved schools and training centers only).

(1) On hand or on request books (individual or sets) having a unit value of $100 or more and not controlled by libraries established per AR 735–17.

(m) On hand nonexpendable property that is no longer authorized either partially or totally.

(n) On hand historically significant items not catalogued as historical properties. (Historical property is accounted for according to AR 870–20.)

(o) On hand or on request substitutes for property authorized by paragraphs 4–1a through 4–1n.
p. On hand or on request U.S. Government national credit cards and aviation fuel (AVFUEL) cards.
q. On hand or on request toll scrip, tokens, bridge tickets, and similar negotiable media authorized.
r. Vendor-installed nonexpendable equipment or nonexpendable equipment delivered directly to the user.
s. On hand IMPE to include leased IMPE.
t. All nonexpendable property requested and received by an Army unit or activity specifically for use by another Service, or other Government agency. Accountability will be retained by the Army. At the conclusion of the operation the materiel was obtained for, disposition will be accomplished by the Army unit maintaining accountability.
u. All on hand commercial or fabricated items similar to items coded “N” in the AMDF.
v. All items similar to items coded “N” on the AMDF that have been donated to the Army.
w. All abandoned property. This is property with undetermined ownership, but is under control of the Army.
x. Class V items issued as operational load and in support of RDTE will require formal property book accountability. This includes all types of class V regardless of caliber.

4–2. Other on-hand items
a. Any item of equipment or other material needed by the unit not authorized by paragraph 4–1 must be fully justified, documented, and approved for retention. These actions must be accomplished per AR 71–32.
b. Borrowed equipment provided by a host nation will remain the property of the host nation and may not be retained.

4–3. Types of property
For property book accounting purposes, there are two types of property: organization and installation.
a. Organization property is authorized by MTOE or by deployable or mobilization TDA units by their authorization documents. For MTOE units, U.S. Army Information Systems Command (USAISC), and U.S. Army Intelligence and Security Command (INSCOM) TDA activities, the following is also organization property:
   (1) OCIE in CTA 50–900.
   (2) Items identified as deployable by CTA 50–909.
   (3) Items in AR 840–10.
   (4) Special tools and test equipment.
   (5) Basic loads.
   (6) Books.
   (7) Unclassified CCI.
   (8) Items authorized by section III supplement of the deployable or mobilization TDA.
   (9) Class V items issued to TDA organizations in support of RDTE or operational load ammunition.
b. All other property, regardless of how authorized, not listed above is installation property and will be accounted for accordingly.

4–4. Organization of the property book
a. Property books will be organized as follows:
   (1) MTOE units and deployable TDA activities (U.S. Army Criminal Investigation Command, USAISC, and INSCOM will organize their property books so that organization and installation property are kept by separate sections. Although not required, a separate section may also be kept for each type of organization property, for example, OCIE and basic loads. For procedures on maintaining the OCIE section of the property book refer to paragraph 10–5.
   (2) Other TDA activities and JTA units may combine all property in one section or keep separate sections by type of authorization document.
   (3) All units and activities will keep a separate classified section when either the property description or quantity is classified. Safeguard the classified section as directed by security regulations.
b. The PBO will select one of the following methods to file property book pages within each section.
   (1) LIN sequence.
   (2) NSN sequence.
   (3) NIIN sequence.
   (4) Alphabetical.
   (5) A combination of paragraph 4–4b(1) through 4–4b(4). For example, if a LIN sequence is chosen, those items not having a LIN could be filed at the rear of the proper section in NSN, NIIN, or alphabetical sequence.

4–5. Appointing the property book officer
a. The PBO or accountable officer will be appointed by the commander or head of a separate TDA activity for whom the property book is kept or a representative designated in writing, will appoint property book or accountable officers. The
designated representative may be either a uniformed officer or a DOD civilian manager. In the ARNG, the PBO will be appointed only by the state adjutant general (AG) or his designated representative. Appoint the PBO in writing by use of a memorandum. If the commander elects to retain the function of accountable officer, the assumption of command orders are sufficient.

b. The appointing memorandum must identify the property book by the assigned UIC. Upon change of the appointing authority, if the same PBO is to continue, then that officer will be reappointed by the new appointing authority. Refer to DA Pamphlet (DA Pam) 600–8 for preparing the memorandum. The commander has command responsibility for property and a civilian director in a TDA organization has supervisory responsibility and may designate persons to be PHRHs.

4–6. Transfer of accountability

a. Upon change of PBOs. The incoming and outgoing PBOs take the following action except for class V:

(1) Conduct a change of PBO inventory. Paragraph 9–7 gives the procedures.

(2) File a copy of the PBO appointing memorandum or the assumption of command orders in the property officer designations file per AR 25–400–2.

b. Upon assuming accountability.

(1) The incoming PBO completes the following statement: “By authority of (indicate appointing memorandum, or assumption of command orders, and date), I hereby assume property book accountability for the property in the quantity shown on each record of this property book file. I further assume direct responsibility for property not issued on hand receipt.” The PBO’s signature and date will be affixed above the PBO’s signature block below the statement.

(2) See paragraph 4–6b(1) when the commander is the PBO.

(3) Enter the statement in paragraph 4–6b(1) on a separate DA Form 3328 (Property Record). Enter the UIC on the statement page in the UIC block. File it in the front of the property book. It will be the first DA Form 3328 filed in the property book. At this level, the commander’s responsibility statement according to paragraph 5–2b, will be filed in front of the PBO’s accountability statement. Keep it with the property book until the next change of PBO or until the next change of appointing officer. It will then be placed in the inactive file.

4–7. Preparation of property book records

a. There are two forms used for property book accounting. One is DA Form 3328. This record is referred to as the property book page. The other is DA Form 3328–1 (Serial/Registration Number Record). This record is referred to as the serial number (SN) page.

(1) The property book page, DA Form 3328, is a two-sided form. Record the following types of data on this form:

(a) Authorization data. Take this data from the property authorization document. It shows the quantity required and authorized. It is posted to the front of the form. Where the authorization is the basis of issue (BOI). The BOI may be used, and a current roster of personnel will be maintained, to support the total quantity required and authorized.

(b) Identification data. This data identifies the item on hand. It is posted to the front of the form. The acquisition price of the item will be posted in the “Item Description” block of the form.

(c) Accounting data. This data shows the quantity on hand and the transactions that change the quantity. Post it on the front of the form.

(d) Management data. This data is used by the PBO to manage the property. It includes the location of the property and due-in information. Post it on the reverse side of the form.

Note. The SN page DA Form 3328–1 is a two-sided form. This form will contain the SNs of items requiring SN accounting. When the quantity on hand requiring SN accounting is nine or less, the SN and location may be entered in the REMARKS block of DA Form 3328.

(2) This procedure will not be used for items requiring U.S. Army or serial number accounting. (When using this method of SN accounting, locations are pencil entries but SNs will be recorded in ink or typewritten.) The SN page will include identification data and location of the item.

b. Unit commanders will coordinate all classified COMSEC property transactions with their supporting COMSEC account or subaccount. Property book pages for classified COMSEC items will show only authorization and identification data. Pages will be marked “See COMSEC accounting record for stock transactions an on-hand balance.” Property book pages for unclassified CCI will be established and maintained exactly the same as all other property book pages. Refer to DA Pam 25–380–2 for guidance on handling, storage, accountability, and special reporting requirements.

c. Data recorded on property book pages is obtained from the following sources:

(1) Property authorization documents.

(2) SB 700–20.

(3) AMDF.
d. Prepare DA Form 3328 for all property shown in paragraph 4–1. Instructions for preparing DA Form 3328 are in table 4–1 and, for OCIE, in paragraph 10–5. The following apply:

1. Make all entries in ink or by typewriter unless otherwise stated.
2. When two or more NSNs (makes, models, or sizes) are on hand against a single LIN authorization, the following applies:
   a. Prepare a “basic page.” Leave the UI, stock number, logistics control code, CIIC (formerly security (SEC)), date posted, balance, and publication data blocks blank. The item description block will not include the make or model.
   b. Prepare a separate page for each of the makes or models. Leave the authority, required ALW, and authorized ALW blocks blank. File these pages immediately behind the basic page in NIIN sequence. The item description block will include the EIC of the item. EICs can be found for each end item NSN in the AMDF.
3. When only one make or model of a LIN is on hand, only one DA Form 3328 is required. This page will show all data entered on basic and make or model pages. An example of a page when one make or model is on hand is shown in table 4–1. The item description block will include the EIC of the item. EICs can be found for each end item in the AMDF.
4. When two or more makes or models with the same NSN are on hand against a single LIN authorization, only one DA Form 3328 is required.
5. When an authorized line is on request, but not on hand, prepare a basic page and record the authorization and management data. Add remaining data when item is received.
6. When an authorized line has multiple ERCs, leave the ERC block blank on the front of the form to indicate that the item has multiple ERCs, in the remarks block on the reverse side, list the ERCs and the individual quantities for each.

e. Instructions for preparation of DA Form 3328–1 are in table 4–2. Use as many pages as needed for recording the SNs of items. File SN pages immediately behind the make or model page to which they apply. Items meeting any of the following conditions require SN accounting:

1. Items with a U.S. Army registration number. Record the registration number and the SN. (See AR 710–2.)
2. Items listed in the AMDF with a CIIC, formerly SEC code, other than U or blank and having an SN. This also applies to similar commercial items not listed in the AMDF.
3. Items having an SN that are determined pilferable by the PBO, regardless of whether they are listed in the AMDF or have a CIIC, formerly, SEC.
4. IMPE to include micrographics equipment such as microfiche readers or printers and viewers, except for keyboards.
5. Single Channel Ground and Airborne Radio System.
6. Single Channel Ground and Airborne Radio Systems that require serial number (SN) tracking are authorized by MTOE or other authorization documents and are used to provide direct support (DS) maintenance activity assets to exchange with customer units. These nonexpendable class II unclassified CCI receivers or transmitters are part of the DS maintenance activity equipment authorization. See MTOE or TDA section III, remarks column.
   a. Class II nonexpendable unclassified CCI used in maintenance support operations and requiring SN tracking will be formally accounted for on the property book accounting records. Establish a separate page for the quantity identified in the remarks column of section III of the MTOE or other authorization document.
   b. Hand receipt class II nonexpendable unclassified CCI used in maintenance operations to the DS maintenance facility that authorized the equipment and provided COMSEC support. SNs will be included on the hand receipt.
   c. DS maintenance units will use SAMS Form 2407E or GCSS–A Form 5990 to exchange SN reportable class II nonexpendable unclassified CCI. Units will enter the SN in block 2 and the maintenance unit in block 20, h. A copy of the completed maintenance request will be given to the PBO.
   d. PBO will use the completed request from the maintenance activity as a temporary hand receipt in support of property records. Update of hand receipts will include exchanges made on maintenance requests. Maintenance requests will be used instead of temporary requests for issue or turn-in.
   e. The DS maintenance facility will use routine, nonexpendable, item turn-in procedures through the PBO to retrograde unclassified CCI deemed to be uneconomically reparable.

Note. This procedure will not be used for items requiring U.S. Army or serial number accounting. DA Form 3328–1 is required for these items. (When using this method of SN accounting, locations are pencil entries but SN will be recorded in ink or typewritten.) The SN page will include identification data and location of the item.
Table 4–1  
Completion instructions (by block) for DA Form 3328

<table>
<thead>
<tr>
<th>DA Form 3328 (Property Record)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date posted</strong></td>
</tr>
<tr>
<td><strong>Balance brought forward</strong></td>
</tr>
<tr>
<td><strong>Document number</strong></td>
</tr>
<tr>
<td><strong>Quantity received</strong></td>
</tr>
<tr>
<td><strong>Quantity turn-in</strong></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
</tr>
<tr>
<td><strong>UIC</strong></td>
</tr>
<tr>
<td><strong>Authority</strong></td>
</tr>
<tr>
<td><strong>Stock number</strong></td>
</tr>
<tr>
<td><strong>UI</strong></td>
</tr>
<tr>
<td><strong>LIN</strong></td>
</tr>
<tr>
<td><strong>ERC</strong></td>
</tr>
<tr>
<td><strong>Required ALW</strong></td>
</tr>
<tr>
<td><strong>Authorized ALW</strong></td>
</tr>
<tr>
<td><strong>RICC</strong></td>
</tr>
<tr>
<td><strong>LCC</strong></td>
</tr>
<tr>
<td><strong>SEC</strong></td>
</tr>
<tr>
<td><strong>ECC</strong></td>
</tr>
<tr>
<td><strong>Item description</strong></td>
</tr>
<tr>
<td><strong>Remarks</strong></td>
</tr>
</tbody>
</table>

Table 4–2  
Sample DA Form 3328–1

<table>
<thead>
<tr>
<th>DA Form 3328–1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Serial/Registration number</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>UIC</strong></td>
</tr>
<tr>
<td><strong>Stock number</strong></td>
</tr>
<tr>
<td><strong>Item description</strong></td>
</tr>
</tbody>
</table>

4–8. Preparation of property book pages for substitute items

When substitute items are on hand, these procedures apply—

a. The authorized item page will show the quantity and LIN of the substitute item. Enter this information in pencil on the next to last transaction line as follows: “(Quantity) each substituted by LIN (enter LIN).” An example of an authorized item page with this entry is shown in figure 4–1. If the substitute item has no LIN assigned, enter the data from the stock number block of the substitute item page.

b. Prepare a separate DA Form 3328 for each substitute item having a different stock number or when two or more LINs are substituted by the same stock number. Leave the required ALW and authorized ALW blocks blank. Enter “substitute for LIN ()” in the authority block. Make this entry in pencil. File substitute item pages behind the authorized item page regardless if the substitute item is also authorized by the authorization document. An example of a substitute item page is shown in figure 4–1.
Figure 4–1. Sample DA Form 3328, showing entries for a substitute item

4–9. Posting accounting data on DA Form 3328
After the property book page is prepared, it is ready for posting supply transactions. Post supply documents that affect the quantity on hand. Post these transactions to the front of the page. Make the postings as transactions occur. Make all entries in ink or by typewriter. Supply transactions are posted only to make or model pages.

4–10. Posting management data on DA Form 3328
   a. The reverse side of the property book page is used for posting management data. Enter this data in pencil. Update entries as changes occur. Post this data as explained below.
      (1) Location column. Enter each hand receipt file number to which the item has been issued or has the item due-in. For family quarters furnishings the word ISSUED may be entered as the location. For items not issued on hand receipt, enter their location.
      (2) Quantity authorized column. Enter the total quantity authorized for each hand receipt or location. This entry is not required on each separate page of makes or models. The basic page will include the authorized column for the entire LIN by hand receipt or location. It may be left blank for a family quarter’s furnishings.
(3) **Quantity on-hand column.** Enter the total quantity issued on each hand receipt or location. For basic pages, this may be the grand total of all makes or models issued to each hand receipt or location.

(4) **Document number column.** Enter the document numbers for any due-in items, by location. Leave blank if nothing is due into that location. This information is not required on make or model pages.

(5) **Quantity due-in column.** Enter the quantity due in, by location. For basic pages, this may be the grand total of all makes or models due in on each hand receipt or location. Leave blank if nothing is due to that location.

(6) **Remarks block.** Use this block for recording any other data needed. Examples are shown below.
   a. For ammunition, enter the quantity by lot number and any SN (if applicable).
   b. For class II basic load, enter the quantity by lot number and inspection test date.
   c. For protective masks, enter the lot number and the quantity on hand of each lot.
   d. For deleted, inactive, obsolete, or terminal NSN or LIN, enter the reason why item is still retained on hand.

b. When substitute pages are used, the “Quantity Auth.” block in management data will be left blank. The total in the “Quantity O/H” column will be the same as the balance on the last transaction line in the “Accounting Data” block.

4–11. **Posting entries on DA Form 3328–1**

After the SN page is prepared, it is ready for posting of item SNs and locations. Make the posting as transactions occur. Post the transactions as explained below.

   a. **Serial or registration number column.** Enter the serial or registration number for those items identified in paragraph 4–7e (ink or typewritten entry). Draw a line through the number when the item is turned in or transferred from the property book.

   b. **Location column.** Enter the hand receipt number to which the item is issued (pencil entry). For items not issued on hand receipt, enter their location. Update as changes occur.

4–12. **Correcting entries to property book pages**

   a. **DA Form 3328.**

      (1) When making corrections, draw a single line through the mistake. Make sure the mistake can still be read.

      (2) When a mistake is found that does not affect the balance column, draw a line through it. Make the correct entry either above the mistake or in the correct column, as applicable. Use this method to correct obvious mistakes in the NSN or document numbers. Transposing numbers or an error in one or two digits of a number are considered obvious mistakes. Miscopying a number from the issue document is also considered an obvious mistake. When a mistake is made and the balance is not affected just cross through the mistake. When a document number mistake is made, just cross through the mistake and annotate the correct document number.

      (3) When a posting mistake is found in the balance column, line out the error. Enter “CORR” in the unused column of the line having the mistake. Make a correcting entry on the next available line. This entry will consist of the current date, original document number, and the adjusted balance. Enter “CORR” in any unused column of the line with the correcting entry.

      (4) When a posting is made to the wrong page, the balance column is affected. Make the correction according to paragraph 4–12a(3). After the correction has been made, post the document to the correct page. Line out the original posted date that was placed on the document and initial. Enter the new posted date.

   b. **DA Form 3328–1.**

      (1) Draw a line through the mistake when making corrections. Make sure the mistake can still be read.

      (2) When an obvious error is made in posting the SN, draw a line through the error. Make the correct entry in the same block that the error was made. Use this method to correct obvious mistakes in SNs. Transposing numbers, miscopying the number from an issue document will be corrected using DA Form 4949 (Administrative Adjustment Report). A brief explanation will be entered on the reverse side. Authority block will cite this paragraph. “Change Stock No.” Will be changed to read “Change Serial No.” Use this method to record the exchange of components. See paragraph 4–12b(4). Approval of the form will be by commander or PBO as appropriate. If there is a possibility of a substitution or the item is a sensitive item, an investigation will be initiated in accordance with AR 735–5. SN changes for sensitive items will require processing a DD Form 200 (Financial Liability Investigation of Property Loss) and an AR 15–6 investigation if changes involve more than two characters.

      (3) When an SN is posted to the wrong page, draw a line thorough it. Then post it to the correct page.

      (4) When items containing SNs are replaced or swapped for the exact LIN and NSN while in maintenance, prepare DA Form 4949 explaining the SN change on the reverse side. Attach a copy of the SAMS Form 2407E or GCSS–A Form 5990, or for contract items, and a copy of the contractor receipts.
4–13. Remaking property book pages
   a. DA Form 3328. Remake these pages when they are torn, mutilated, or completed. Use the following procedures:
      (1) Enter the date, balance carried forward, and the quantity on the old page. Use the balance carried forward line if it is available. Otherwise, use any available transaction line. Carry the last recorded balance forward to a new page. Enter the same date and the balance from the old page on the new page. Make these entries on the first balance brought forward line. File the old page in the inactive file. In the ARNG, a USPFO representative will remove the old page from the property book and file the old page in the inactive file.
      (2) If the balance cannot be read or the page is lost, research all files. An officer that is not responsible for the property will be appointed to conduct the research. This appointment is made by the PBO appointing authority. If the correct balance cannot be determined by the research, a physical inventory must be made. The appointed officer will do the inventory. Post the results to the property book page, enter the date, per inventory, and inventory balance on the next available line. It may be necessary to post this information to a new page. The appointed officer will sign above the entry. In the ARNG, the reconstructed balance will be verified by a USPFO representative.
   b. DA Form 3328–1. Remake these pages when necessary or when the PBO wants to transfer the information to a new page. Transfer the SNs that are not lined out from the old page to a new or different age. File the old page in the inactive file. When lines are transferred to the inactive file, annotate the transfer date in ink at the top right corner. Disposition will be per paragraph 4–15.

4–14. Converting to an automated property accounting system
   Units which are selected for conversion to an automated property accounting system will ensure the following procedures are used to affect continuity of operations and to preserve an audit trail of transactions for research purposes:
   a. After conversion to the automated system, verify all property has been accounted for by producing machine generated hand receipts and checking the LINs, NSNs, SNs, and quantities against the property book pages.
   b. Prepare DA Form 4949 and enough copies to meet local needs. Enter the following:
      (1) Organization or activity. This is the unit which will have command responsibility for the property book.
      (2) Document number. This is the document number that will be used to close out all manual property book pages and record the transfer to the automated system.
      (3) Change from. This will contain the statement, “Property of the following UICs has been dropped from manual accounting records.” List UICs.
      (4) Change to. This will contain the following statement, “Property of the following UICs has been converted to the (name of automated system).” List UICs.
      (5) Authority. This pamphlet.
      (6) Change accounting. Check the block “Change Accounting.”
      (7) PBO signature. Signature of PBO or responsible official (RO). Attach a copy of DA Pam 4949 (Administrative Adjustment Report (AAR)) to a copy of all hand receipts for an audit trail and file in the supporting documents file.
   c. Reduce the balance on hand quantity on all manual property book records to zero, using the conversion document number, and dispose of the pages using procedures provided in paragraph 4–15.

4–15. Disposition of property book pages
   When pages are removed from the active property book, file them in the inactive file. Keep the inactive file separate from the property book. The inactive file may be kept by calendar or FY. File pages in the same sequence as the active property book. ARNG property book pages will not be removed from the active property book until completion of the next USPFO reconciliation. Dispose of pages in the inactive file according to AR 25–400–2, as applicable.

4–16. Keeping the supporting document files
   a. The document file will contain all documents that support entries on the nonexpendable document register. Contract files are considered supporting document files. DA Form 581s pertaining to issuance of unit basic load, operational load, and ammunition issued in support of RDTE will be maintained in the supporting document file as long as the ammunition is on hand in the unit.
      (1) Documents that support entries to the property book will be marked, “Posted,” dated, and initialed by the posting person. PBOs will make the posting(s) to these documents or may delegate this responsibility to a representative identified in writing.
      (2) Documents that do not support entries to the property book will be marked, “Not Posted,” dated, and initialed by the person doing the posting. Enter the reason why the document wasn’t posted. Examples are COEIs (include the LIN) or DA Forms 4702–R (Monthly Bulk Petroleum Accounting Summary) that show no gains or losses.
(3) Cancellation or rejection status cards will be marked “Canceled,” dated using the Julian date, and initialed by the person doing the posting. The original copy of documents cancelled on the nonexpendable document register using “CXL” will be marked “Cancel,” dated using the Julian date, and initialed by the person doing the filing.

b. File the documents in document number sequence. Place a statement in the file when a supporting document is lost or missing. Include in the statement all information recorded in the document register for the lost document. The PBO will sign the statement. File the statement in place of the missing document, which will be retained for three years.

c. Receipt and turn-in documents for expendable/durable supplies do not have to be filed. However, documents supporting loss, damage, or destruction of expendable/durable supplies for which liability is admitted (for example, statements of charges, cash collection vouchers) will be filed in the relief from responsibility (liability admitted) files. FLIPLs for expendable/durable supplies will be filed in the general property accountability correspondence files (nonaction). These documents are filed for administrative purposes. File them in document number sequence. Dispose of these files according to AR 25–400–2, as applicable.

4–17. Lost, stolen or destroyed property books
When a property book or the related records are lost, stolen, or destroyed, the PBO must process a request for waiver of military property accounting requirements. Use the procedures in AR 735–5.

4–18. Closing the property book account
If the property book is to be inactivated, use the procedures provided by AR 710–2, the ACOM/ASCC/DRU, and AR 25–400–2, as applicable.

Section II

Minor Property Book Adjustments

4–19. Discrepancies in makes, models, sizes or obvious errors in serial numbers
When the stock number listed on the property book differs from the stock number on hand and the difference is within makes, models, sizes, or obvious errors in SNs, it should be corrected in accordance with AR 710–2. The correction procedure is as follows:

a. Prepare DA Form 4949 in enough copies to meet local needs. Enter the following:
   (1) Name of the unit in the Organization/Activity block.
   (2) Data for the incorrectly recorded item in the columns of the Change From section.
   (3) Data for the item on hand in the columns of the Change To section.
   (4) AR 710–2 in the Authority block.
   (5) “X” in the Adjust Item block.

b. The commander or the PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Prepare DA Form 3328s or 3328–1s for the change-to item if no page exists.

e. Post the AAR to the property book as follows—
   (1) Post the Change-from quantity to DA Form 3328 for the Change-from item. Post the Change-from quantity as a decrease to the balance on hand.
   (2) Post the Change-to quantity to the DA Form 3328 for the Change-to item. Post the Change-to quantity as an increase to the balance on hand.

f. Update the proper hand receipts and hand receipt annexes.

g. Update the data on the reverse side of DA Form 3328 for the Change-rom and Change-to items.

h. Post the document register to show the AAR as being completed.

i. File the AAR in the supporting document file.

j. For RICC 2 items, ARNG units send a copy of all AARs to the USPFO.

k. For unclassified CCI, report NSN and SN changes to the CCI Serialization Program (CCISP), in accordance with AR 710–3.

4–20. National stock number changes
When the DA publishes an NSN change for an item on hand, take the following actions—

a. Prepare the AAR in enough copies to meet local needs. Enter the following:
   (1) Name of the unit in the Organization/Activity block.
(2) Data for the old NSN item in the columns of the Change-from section. Include item SNs in the Item Description column, if applicable.

(3) Data for the new NSN item in the columns of the Change-to section. Include item SNs in the Item Description column, if applicable.

(4) Reason for the change in the Authority block. Examples of reasons are AMDF, SB 700–20, and supply status card with a BG status code. Include the date of the AMDF or SB 700–20.

(5) “X” in the Change Stock No. block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Prepare DA Form 3328s or 3328–1s for the new NSN item if necessary.

e. Post the AAR to the property book as follows—

   (1) Post the change from quantity to the DA Form 3328 for the old NSN item. Post the Change-from quantity as a decrease to the balance on hand. This will bring the quantity to a zero balance. File the DA Form 3328 for the old NSN item in the inactive file.

   (2) Post the Change-to quantity to the DA Form 3328 for the new NSN item. Post the Change-to quantity as an increase to the balance on hand.

(6) Update SN pages if required. Draw a line through the NSN on the SN page. Enter the Change-to NSN. File the SN pages behind the change to property book page.

f. Update proper hand receipts and hand receipt annexes.

g. Enter the management data on the reverse side of DA Form 3328 for the new NSN item.

h. Post the document register to show the AAR as being completed.

i. File the AAR in the supporting document file.

j. For RICC 2 items, ARNG units send a copy of all AARs to the USPFO.

k. For weapons and unclassified CCI, report NSN changes to the DOD Small Arms Serialization Program (DODSASP) or CCISP, as applicable, in accordance with AR 710–3.

4–21. Unit of issue changes that affect the balance on hand

When the UI of an item has changed and the change will affect the balance on hand, an adjustment is required. Take the following actions to adjust the balance:

a. Find if the balance on hand can be converted to the new UI without a remainder. For example, the UI for chairs may be changed from each To box (of four each).

   (1) If a unit has 100 chairs on hand, the balance can be changed from 100 each to 25 boxes (of 4 each). Make the adjustment using the process in paragraphs 4–21d through 4–21n.

   (2) If the unit has 102 chairs on hand, the balance cannot be converted to the new UI without a remainder. The balance of 102 chairs equals 25 boxes (of 4 each) with 2 extra chairs. Make the adjustment using the process in paragraphs 4–21b through 4–21n.

b. Turn in quantities that cannot be converted to the new UI. In the example in paragraph 4–21a(2), the two extra chairs would be turned in.

c. Post the turn-in to the property book page for the item before preparing the AAR.

d. Prepare the AAR in enough copies to meet local needs. Enter the following:

   (1) Name of the unit in the Organization/Activity block.

   (2) Data for the item under the old UI in the columns of the Change-from section.

   (3) Data for the item under the new UI in the columns of the Change-to section.

   (4) Reason for the change in the Authority block. An example is SB 700–20. Include the date for SB 700–20 or other publication.

(5) “X” in the Change UI block.

e. The PBO will sign and date the AAR.

f. Assign a document number to the AAR.

g. Erase the old UI from the property book for the item. Enter the new UI.

h. Post the AAR to the property book page for the item as follows:

   (1) Post the Change-from quantity as a decrease to the balance on hand. This will bring the quantity to a zero balance.

   (2) Post the Change to Quantity as an increase to the balance on hand.

i. Update proper hand receipts and hand receipt annexes.

j. Update the data on the reverse side of the property book page for the item.

k. Post the document register to show the AAR as being completed.

l. File the AAR in the supporting document file.
For RICC 2 items, units must send a copy of all AARs to the USPFO.

Request shortages of the new UI based on ALWs.

4–22. **Change in accounting requirements (accountable to nonaccountable)**

An item may be changed from accountable to nonaccountable because of a change to a DA publication. For example, when an accountable item is deleted from CTA 50–900 and placed into CTA 50–970, it becomes nonaccountable. The item does not have to be turned in because it is still authorized. However, the item will be dropped from property book accounting. For unclassified CCI items destroyed during missile or other projectile firing, attach a signed and witnessed live firing/launch statement to the AAR. When an item recorded on the property book changes from accountable to nonaccountable, take the following actions:

a. Prepare the AAR in enough copies to meet local needs. Enter the following:
   1. Name of the unit in the Organization/Activity block.
   2. Data for the item that is no longer accountable in the columns of the Change From section.
   3. “Item changed from accountable to nonaccountable” in the Item Description column of the Change To section.
   4. Reason for the change in the Authority block. An example is “Item transferred from CTA 50–900 to CTA 50–970.”
   5. “X” in the Change Accounting block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Post the AAR to the property book page for the item. Post the Change from quantity as a decrease to the balance on hand. This will bring the quantity to a zero balance. File the property book page in the inactive file.

e. Destroy any SN pages for the item.

f. Update proper hand receipts and hand receipt annexes.

g. Post the document register to show the AAR as being completed.

h. File the AAR in the supporting document file.

i. For RICC 2 items, ARNG units send a copy of all AARs to the USPFO.

4–23. **Change in accounting requirements (nonaccountable to accountable)**

Items that require property book accounting are listed in paragraph 4–1. An item may be changed from nonaccountable to accountable because of a change to a DA publication. When an on hand item is changed from nonaccountable to accountable, take the following actions:

a. Count the item to find the quantity on hand.

b. Prepare the AAR in enough copies to meet local needs. Enter the following:
   1. Name of the unit in the Organization/Activity block.
   2. “Item changed from nonaccountable to accountable” in the Item Description column of the Change From section.
   3. Data for the new accountable item in the columns of the Change To section.
   4. Reason for the change in the Authority block. An example is “Item Transferred from CTA 50–970 to CTA 50–909.”
   5. “X” in the Change Accounting block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Prepare a property book page for the item. Prepare an SN page for the item if needed.

e. Post the AAR to the property book as follows:
   1. Post the Change to Quantity to the property book page for the item. Post the Change to Quantity as an increase to the balance on hand.
   2. Enter the item SNs on the SN page if applicable.
   3. Update proper hand receipts. Prepare hand receipt annexes if required.
   4. Enter the management data on the reverse side of the property book page for the item.
   5. Post the document register to show the AAR as being completed.
   6. File the AAR in the supporting document file.

f. For RICC 2 items, units send a copy of all AARs to the USPFO.

k. Request shortages.

4–24. **Assembly of an end item**

AAR will be used to adjust property records for an end item identity due to national inventory control point (NICP) directed assembly. Also some items are requested by component but are accounted for as end items. Examples of these items are
tents and some tool sets. These items will be accounted for on receipt of the main item in the combination such as canvas for a tent. When the main item in the combination is received, do the following:

a. Prepare the AAR in enough copies to meet local needs. Enter the following:
   (1) Name of the unit in the Organization/Activity block.
   (2) Data for each component in the columns of the Change From section. Include the request document number for each component in the Item Description column.
   (3) Data for the end item in the columns of the Change To section.
   (4) AR 710–2 in the Authority block.
   (5) “X” in the Assembly block.
   b. The PBO will sign and date the AAR.
   c. Assign a document number to the AAR.
   d. Post the AAR to the property book page for the item. Post the Change to Quantity as an increase to the balance on hand.

25. Disassembly of an end item
Most items assembled as an end item may not be disassembled without NICP approval. Examples of those items are generators and power units. Some items are requested as end items but are turned in by component. An example of this type of item is cable WD–1/TT and its reel. When all components of the end item are turned in, the item will be dropped from accountability. The procedure is—

a. Prepare the AAR in enough copies to meet local needs. Enter the following:
   (1) Name of the unit in the Organization/Activity block.
   (2) Data for the end item in the columns of the Change From section.
   (3) Data for each component in the columns of the Change To section. Include the turn-in document number for each component in the Item Description block.
   (4) AR 710–2 in the Authority block.
   (5) “X” in the Disassembly block.
   b. The PBO will sign and date the AAR.
   c. Assign a document number to the AAR.
   d. Post the AAR to the property book page for the item. Post the Change from Quantity as a decrease to the balance on hand.
   e. Update proper hand receipts and hand receipt annexes.
   f. Update the data on the reverse side of the property book page (DA Form 3328).
   g. Post the document register to show the AAR as being completed.
   h. File the AAR in the supporting document file.
   i. For RICC 2 items, units send a copy of all AARs to the USPFO.
   j. Request shortages if replacement is needed.

26. Consumption of class I, II, III, basic loads or class V combat load
When class I,II, III, basic load, operational load, and class V combat load issued in support of RDTE items are consumed, the property records must be adjusted. Some items lose their identity through use (that is detector kits and decontamination kits, FSC 4230) or are depleted (basic loads). The AAR will be used to adjust the property book records. Any other regulatory requirement to record consumption is separate from the property book adjustment. Take the following actions—

a. The RO will prepare the AAR in enough copies to meet local needs. Enter the following:
   (1) Name of the unit in the Organization/Activity block.
   (2) Data for the consumed item in the columns of the Change From section. Include date of pack for meals, combat individual in the Item Description column. Include the lot number for class V items in the Item Description column.
   (3) Reason for the change in the Authority block. An example is “field training exercise 11–26, May 2015.”
   (4) “X” in the Consumed block.
   b. After the AAR is prepared, the RO will—
   (1) Sign and date the AAR. Sign in the initiating officer’s signature block.
(2) Send the AAR to the PBO.
   c. The PBO will—
      (1) Sign and date the AAR.
      (2) Assign a document number to the AAR.
      (3) Post the AAR to the property book page for the item. Post the Change-from quantity as a decrease to the balance on hand.
      (4) Update the proper hand receipt.
      (5) Update the data on the reverse side of the property book page.
      (6) Post the document register to show the AAR as being completed.
      (7) File the AAR in the supporting document file.
      (8) Request replacement items.
      (9) In the ARNG, send a copy of the AAR to the USPFO.
   d. Property records are not required to be adjusted when:
      (1) Basic loads are rotated, except that lot numbers and SNs recorded on property book pages for class V combat loads are changed to show lot numbers and SNs of newly received class V combat load items.
      (2) Class III basic load items that are routinely stored in equipment fuel tanks are consumed. This portion of the load will be replenished from the operational load.
   e. ARNG units will document use of training ammunition in accordance with DA Pam 700–16.

4–27. Small arms serial number registration and reporting
   a. Report all gains and losses of small arms to the installation small arms serialization surety officer (SASSO). Small arms are defined in the glossary. Make the report within five days after the transaction is posted to the stock records. Changes will be reported to the SASSO within five days after transaction is posted to the property record. SNs will be reconciled as directed by the SASSO.
   b. Contact the installation SASSO and learn local reporting forms and procedures.

Section III
Special Accounting Procedures

4–28. Negotiable media
   a. Government purchase cards, AVFUEL identaplates, toll scrips, tokens, bridge tickets, and similar negotiable media will be accounted for by the using organization. Quantities in the hands of PBOs will not exceed an expected 30-day supply. Because of the negotiable nature of these items, local control will be established to provide adequate protection of Government interests. Government purchase cards, toll scrip, tokens, bridge tickets, AVFUEL identaplates, and similar negotiable media are considered as installation property and must be accounted for on the property book. Government purchase cards and AVFUEL identaplates will be accounted for on the same property book as the end item for which they are issued. (Trading stamps are exempt from this requirement.) Normal property book accounting procedures given in section I of this chapter apply.
   b. Control the issue of credit cards as follows:
      (1) The PBO will use hand receipt procedures to issue credit cards to users other than those below the property book level. Hand receipt procedures are given in chapter 5.
      (2) The PBO or HRHs will use DA Form 5830–R (POL Credit Card/AV FUEL Identaplate Control Log) to issue credit cards or aviation cards to users on a temporary basis only. When a credit card is returned, the original credit card receipts will be turned in. The PBO will forward the receipts to the finance and accounting office (FAO).
   c. Control the issue and use of all toll payment media and similar items as follows:
      (1) The PBO will use hand receipt procedures to issue credit cards to users other than those below the property book level. Use either temporary or permanent hand receipt procedures.
      (2) The PBO or HRH will use a log to issue to users. Use a separate log for each different type of item issued. Enter the date, quantities, name, and user’s signature.
         (a) When an item requires replacement, HRHs will give the PBO the issue log.
         (b) Credit cards or identaplates—when no longer needed, worn, mutilated, or expired—will be destroyed. Accountability will be posted from the property book. An AAR with a certificate of destruction attached and signed by the PBO will be prepared to remove the card from the property book. Any credit card that is lost, stolen, or destroyed must be reported to the General Services Administration (GSA) contractor. Account for any shortages according to AR 735–5.
      (3) On receipt of the issue log from HRHs, or every 30 days when the PBO makes issues to HRHs, the PBO will—
(a) Total the issued quantities on the log.
(b) Assign a document number to the issue log.
(c) Post the issue log to the property book page for the item. Post the quantity issued as a decrease to the balance on hand.
(d) Update proper hand receipt.
(e) Reissue stock to HRHs to bring them back up to a 30-day supply.
(f) Post the document register to show the issue log completed.
(g) File the issue log in the supporting document file.
(h) Request replenishment quantities.
(i) Turn in cash received as change from negotiable media tendered as payment of tolls to the FAO by the PBO.

Note. AVFUEL identaplates will be kept with the equipment log book when aircraft is operated away from home station.

4–29. Disposition of aviation fuel identaplates
An AVFUEL identaplate may become invalid because of excessive wear, mutilation, or a change in the DODAAC of the home station or supplementary (bill to) address. Destroy invalid AVFUEL identaplates and submit a certificate of destruction with a completed DA Form 4701–R (Request for AVFUELS Identaplates) to U.S. Army Petroleum Center (USAPC) so that a new plate can be issued. Expired AVFUEL identaplates need not be reported to USAPC. Retain a copy of the DA Form 4701–R until the new plate arrives. This enables the flight officer to furnish the information needed to refuel the aircraft. USAPC publishes and distributes semiannually a complete list of all lost plates. Report lost plates or those suspected of being misused immediately to USAPC, which declares the plates invalid. Army activities are authorized to confiscate and return to USAPC any AVFUEL identaplate advertised as lost or misplaced. If a pilot, crew member, or others refuse to surrender any such AVFUEL identaplate, advise USAPC immediately by message. Include the following information, if available, in the message:
   a. Type (designation) of aircraft.
   b. Tail number of aircraft.
   c. Mission of aircraft.
   d. Home station of aircraft.
   e. Name of person refusing to surrender AVFUEL identaplate.
   f. Reason given for refusing to surrender AVFUEL identaplate.

4–30. Items obtained from Defense Logistics Agency Disposition Services through the supply support activity
a. Property book items obtained through DLADS and used for their intended purpose must be accounted for. Normal property book accounting procedures given in section I of this chapter apply.
b. Unserviceable (scrap) property book items obtained from DLADS and used for other than their original purpose are accounted for using normal property book accounting procedures given in section I of this chapter. Use “VOCO” as authority.
c. In the ARNG, no property may be obtained from DLADS without prior approval from the USPFO. The USPFO will provide the necessary documents.

4–31. Temporary assets
Temporary assets are items obtained by loan, rental, or lease, to satisfy a noncontinuing requirement for less than six months. These items do not require property book accounting, except for automation equipment (para 4–39). When temporary assets other than automation equipment are on hand, the following procedures apply:
a. The PBO will keep a file for each requirement. The file will include—
   (1) A copy of each receipt document. For rental or leased items, include a copy of the contract.
   (2) On return of the property to the owner, the turn-in document.
b. Use proper procedures given in chapter 5 to assign responsibility for temporary assets.
c. Keep the file outlined in according to AR 25–400–2, as appropriate.
d. The temporary loan of classified COMSEC materiel will be negotiated with the supporting COMSEC account and administered per TB 380–41.

4–32. Semitrailers of motor transport units
a. This paragraph gives procedures for accounting for semitrailers by motor transport units engaged in line-haul operations using the trailer relay system. Normal property book accounting procedures given in section I of this chapter apply.
(1) Motor transport battalions and separate companies engaged in purely local transport operations account for their own semitrailers.

(2) Motor transport units engaged in line-haul operations will transfer their semitrailers to a larger organization designated by the senior motor transportation command (either group or brigade).

b. The commander of the larger transport organization will establish a semitrailer control office. A separate property book will be set up to account for the semitrailers. Data as to the location, status, and condition of equipment will be kept.

(1) Trailer transfer points on the line of communications and operation sections of motor transport battalions provide the data to the semitrailer control office. Data is sent as directed by the semitrailer control office daily.

(2) The source of the data is daily trailer transfer point inventories and drivers’ trailer control records.

c. Centrally pooled semitrailers are not required to be hand receipted.

4–33. Medical assemblies and equipment sets

a. Account for medical assemblies as follows:

(1) Prepare a DA Form 3328 for the medical assembly. Follow the instructions in table 4–1 to prepare the form. On the reverse side, record in ink or type the assemblage control code and the numeric designation in the Remarks block. Assemblage control codes and numeric designations are shown in AR 40–61. If this information is not available, an informal pencil entry in the Remarks block may be used to annotate the actual quantity on hand. Do not post formal accounting data to this form.

(2) Prepare a separate DA Form 3328 for each nonexpendable component of the medical assembly. Enter “Component of LIN ()” in the Authority block of each page. File these pages behind the page for the medical assembly. Post the accounting data to these forms using the procedures in section I of this chapter. A pencil entry may be made in the Remarks block to record the authorized quantity per set, that is, three each per set.

(3) Account for component shortages according to AR 40–61.

(4) Quality control records will be kept according to TB MED 1.

b. Narcotics and controlled drugs must be removed from medical equipment sets issued to the USAR and ARNG according to AR 40–61. Hand receipt annexes documenting these shortages must be on file.

c. Contact the U.S. Army Medical Materiel Agency (USAMMA) for a listing of components for all medical sets, kits, and outfits (SKOs). Write to: Commander, USAMMA (SGMMA–OD), Frederick, MD 21701–5001.

d. Inventory medical assemblies under AR 40–61.

4–34. Support items authorized separately

These are items authorized in support of SKO. These support items have a separate authorization on the MTOE or TDA and are also listed in the catalog for the SKO. Account for these items like any other items listed on the MTOE or TDA. Do not account for them on component listing or hand receipt annexes. These items are listed on the component listings for information purpose only. For example, Shop Equipment OM, common no.1, LIN W32593 has a compressor LIN E70064 listed on the catalog; however, the compressor is also listed on the unit’s MTOE or TDA. If the unit has a compressor on hand, it should be accounted for separately on the property book. Do not order a separate compressor to satisfy the component listing requirement.

4–35. Accounting for field wire in the Army National Guard

Field wire such as Cable, WD–1/TT, on reels, spools, and in containers is accounted for as a complete assembly. When wire becomes unserviceable or is lost, disassembly must be accomplished under paragraph 4–25. Lost wire (other than a 10 percent operational weight loss) or wire made unserviceable through other than FWT, must be adjusted under AR 735–5.

4–36. Accounting for commercial leased vehicles

Commercial vehicles obtained from GSA and through commercial lease will be accounted for on the property book that is maintained for nontactical vehicles. The following procedures will be used—

a. Prepare a header page (DA Form 3328) listing the authorized quantity and LIN of the substitute item. Enter the information in pencil on the next to last transaction line, for example, “15 each substituted by commercial leased vehicles.” Enter the TDA number, State area command in the ARNG, in the Authority block.

b. Prepare a separate property book page for commercial leased vehicles. Leave the Required ALW and Authorized ALW blocks blank. For commercial leased vehicles, enter “substitute for LIN B04441” or the appropriate LIN, in the authority block. Enter the contract number of the lease in the stock number block. These are pencil entries.
4–37. Accounting for General Services Administration long-term assignment vehicles under interagency fleet management system

a. Vehicles will be accounted for in the organization property book. The PBO will prepare a property book page or record for each nontactical vehicle LIN authorized by the authorization document, however, no transaction data or on-hand balances will be recorded. Only identification data will be entered on this page. Place a note in the record: “See GSA Interagency Fleet Management System (IFMS) Long Term Assignment Vehicle File.”

b. GSA vehicle transactions will not be recorded on this property book page or record even though the terms of the memorandum of understanding (MOU) or memorandum of agreement (MOA) exceed six months. These vehicles remain on the owning GSA records. The GSA IFMS regional office which hand receipts the vehicle to the activity is considered the SSA for the purpose of GSA IFMS long-term lease vehicles.

(1) Centralized operations. When an MOU or MOA between ACOM/ASCC/DRUs (installation) and GSA is entered into:

(a) The LRC ISD property book will provide the visibility of GSA long-term assignment vehicles. The MOV provides the audit trail and authorization document.

(b) Appoint the installation transportation motor pool officer (and facilities engineer representative, where conversion is taking place) as the designated representative to receipt for each GSA IFMS long-term assignment vehicle and its assigned credit card on GSA Form 1152 (Vehicle Assignment/Termination), hand receipt, except for contractor operated transportation motor pools.

(c) GSA IFMS long-term assignment vehicle folder will be established and a copy for each GSA Form 1152 received. It will be retained with the supply records until the GSA vehicle is returned. GSA IFMS folders remain active until the expiration of the agreement (see AR 25–400–2) GSA Form 1152 will be returned with the vehicle as required by GSA.

(d) In those cases where an installation has contracted the operations of a transportation motor pool using commercial activities to a contractor, and no DOD employee (designated transportation officer or motor/fleet transportation noncommissioned officer (NCO)) is available, the contracting officer’s property administrator will be the designated representative to sign GSA Form 1152 for vehicles or credit cards.

(2) Decentralized operations. When an MOU or MOA between a decentralized command—that is, Military Entrance Processing Station, Reserve Officers’ Training Corps (ROTC), or USARC—and a GSA regional office is entered into—

(a) Command must identify in writing those individuals at the decentralized location authorized to enter into an MOU or MOA and receipt for GSA IFMS long-term assignment vehicles. These individuals can then assign direct responsibility by requiring each vehicle be signed for on a copy of the original GSA Form 1152.

(b) Ensure those activities identified in paragraph 4–37b(2) establish a GSA long-term vehicle assignment folder. It will contain a copy of the MOU or MOA and each GSA Form 1152 received. It will be retained with the supply records until the GSA vehicle is returned, and it remains active until the expiration of the agreement. The form will be returned with the vehicle to GSA.

(c) All individuals designated in writing by ACOM/ASCC/DRUs to receipt for GSA IFMS long-term assignment vehicles may assign direct responsibility for each vehicle or credit card by requiring individuals to sign a reproduced copy of the GSA Form 1152 for those items. Personal responsibility is fixed by possession of the vehicle logbook or credit cards, and ignition keys.

(3) Other. Do not report GSA IFMS long-term assignment vehicles or their SNs to the U.S. Army Vehicle Registration Program. The procedures outlined in paragraph 4–37a and 4–37b apply only to vehicles received through GSA IFMS, not to vehicles received under loans or leases.

4–38. Accounting for information management processing equipment
All Army owned, rented, or leased IMPE will be accounted for on property book records. Microcomputers (desktop or personal laptop and notebook) and peripheral equipment are required to be accounted for by SN. Use the procedures in this chapter to account for IMPE. This includes automation equipment provided to Army activities through contracts administered by other U.S. Government agencies whenever those agencies do not require Army users to sign receipts for the IMPE. The level of accountability for IMPE software does not require formal property book accountability. The unit information management officer (center commander for USAR) is responsible for the control of commercial (proprietary) software issued to the organization. Blank data media (magnetic tapes, floppy disks, and so forth.) valued at $300 or less are managed as expendable items. Blank data media valued at more than $300 will be managed per AR 710–2. The original copies of proprietary commercial software regardless of value are issued and accounted for as prescribed in AR 710–2. Property book accounting for software regardless of dollar value is not required. Proprietary software has specific licensing restrictions, and users must be aware of, and abide by, these restrictions. See AR 25–1 and AR 710–2 for proper handling of commercial software.
a. Prepare a basic property book record for each type or component of automation equipment on hand, noted as follows. Record authorization, identification, accounting, and management data.
b. The remarks block will include the system(s) that the components apply to.
c. Prepare SN records for all automation equipment components. Examples of components are modems, display terminals, disk drives, tape drives, printers, control units, and central processing units that are not installed in a single automation equipment item casing. The provisions in this paragraph do not apply to microcomputers.
d. For Army-owned equipment, the accountable receipt record is the filled supply request, forced-issue document, or transfer document that is assigned a nonexpendable document number from the unit’s nonexpendable document register. If the document was assigned a document number from the expendable or durable document register, assign a nonexpendable document number using procedures in paragraph 2–21. List component nomenclatures and SNs on the front or back of that document, as space permits. Post accounting data to the basic property records from this document. File the document in the supporting document file.
e. For rented or leased equipment, the rental or lease contract is the accountable receipt record. Assign a nonexpendable document number to requests for rented or leased automation equipment. Component nomenclatures and SNs are on the receipt document. If they are not, enter them. Post required data to basic property book record and SN property records from the contract. File the contract in the supporting document file. When the rental or lease period expires, prepare DA Form 3161 as a turn-in document for the system. List components and their SNs. Assign a nonexpendable document number and cross-reference the nonexpendable document number assigned to the rental or lease contract. Have the contractor receipt for the system. Post the turn-in to the applicable property book records and file the document in the supporting document file. Property book accountability is not required for contractor furnished copiers under “cost per copy” service contracts.
f. When the rental or lease contract is not available, or is administered by another U.S. Government agency, prepare a list of all the applicable automation equipment components provided by the contractor. Attach to the list a narrative explanation that includes the system’s project name, purpose, and all known points of contact, phone numbers, organizations, and office symbols. Use the list and accompanying narrative as a substitute for the rental or lease contract and follow the procedures in paragraph 4–38e.

4–39. Assigning responsibility for lease property other than information management processing equipment

a. The requesting unit will submit a request to the PBO along with copies of lease authorization. The PBO will process the request to the SSA per chapter 2. A copy of the lease authorization will be provided to the SSA.
b. Follow-up procedures will be from the PBO to SSA, to contracting office when equipment has not been received by the scheduled delivery date.
c. For equipment leased directly from the contractor, the requesting unit will provide signed receipt documents to the PBO, who in turn will provide a copy of the receipt to the SSA.
d. The PBO will maintain a lease-equipment file. The file will contain lease authorization, lease agreement with amendments, and receipt and turn-in documents. On termination of the lease contract, the PBO will submit a turn-in with the original receipt document to the SSA. If the equipment has been returned to the contractor by the using unit, a copy of the shipping document or receipt acknowledged by the contractor will be provided to the SSA. The SSA will process the turn-in as a wash transaction.
e. Renewal of lease contract will be coordinated between the PBO and the contracting officer. The contracting officer will provide an amendment of the lease contract to the PBO. The PBO will provide a copy of this document to the servicing FAO.

4–40. Accounting for chaplain kits and other nonexpendable, nonrecoverable, ecclesiastical supplies

Chaplain kits and other nonexpendable, nonrecoverable, ecclesiastical supplies are issued on an individual basis under CTA 50–909 and AR 165–1. Prepare DA Form 3161 in two copies from the PBO to the individual chaplain. Assign a document number from the nonexpendable document register. After the chaplain receipts for the items, post the loss to the applicable property book records. File the original copy of DA Form 3161 in the supporting document file and the duplicate copy with the chaplain’s OCIE record.

4–41. Accounting for system furniture

When system furniture (as defined in the glossary) is installed—
a. Obtain the applicable permanent management central number (MCN) from the ISD.
b. Prepare a single property book page for each system-furniture MCN.
c. Using the contract under which the system furniture was procured and installed, inventory all components and prepare a component hand receipt for each system-furniture MCN.

4–42. Total package fielding
For total package fielding (TPF), the following procedures apply:

a. The materiel developer (MATDEV) will issue materiel to fill a gaining unit’s document number. The document number is composed of the gaining units DODAAC and SN as created in the GCSS–A.

b. Regarding the receiving report, TPF materiel will be shipped to the location designated by the MATDEV. This will normally be the central receiving point (CRP) or the SSA. Normally, the MATDEV will have a fielding team at the receiving location to assist the unit on the hand-off. Shipments should be received with a receiving report document (DIC D6S) and a requisition document (DIC authorized ordering agent). The CRP or SSA will process the D6S document to the GCSS–A or Logistics Management Program activity as appropriate. The document number on the D6S must not be altered. When shipment is received without a D6S, a D6S will be prepared if the document number is known; otherwise, hold shipment and notify the MATDEV for disposition instructions.

c. TPF of B56 managed classified COMSEC equipment will be provided to the gaining unit as a separate package through coordination between USACSLA and the major system MATDEV. MATDEVs will provide USACSLA sufficient advance notification of requirements to ensure compliance with RDDs. Classified COMSEC materiel must be shipped to a designated COMSEC account.

4–43. Air delivery material

a. Air delivery materiel will be accounted for on the property book of the organization that authorized the property. When a unit requires air delivery materiel, a person within the supported unit will be designated by the unit commander to be responsible for the property.

b. The requesting unit will initiate the request for supplies and/or equipment and transmit the request to its SSA by the most expeditious means possible. The requesting unit will initiate the airdrop request.

c. The aerial delivery support unit, upon completion of rigging, will prepare a manifest listing of all nonexpendable equipment that may be lost during the mission. This manifest will be given a document number by which the supporting unit drops the items from accountable records.

d. The commander of the supported or receiving unit is responsible for airdropped supplies and for the protection and evacuation of air items. The commander should also appoint an airdrop-item recovery officer to plan and supervise recovery operations. This recovery officer supervises evacuation of airdropped items from the drop zone to a central collection point. Evacuation will be accomplished rapidly and by the most direct route available. Additional airdrop missions may depend on the availability of returned airdrop equipment. The equipment will be evacuated back to the aerial delivery support company or its affiliated aerial equipment supply company.

e. The aerial delivery support or supply company will receive, inspect, repair, reestablish accountability for, and return to service all serviceable assets. UnsERVICEable and uneconomically repairable items will be disposed of in accordance with procedures in this pamphlet and AR 735–5.

4–44. Confiscated property
Confiscated property will be accounted for in accordance with AR 710–2.

Chapter 5
Assigning Responsibility for Property

5–1. Overview
a. This chapter gives procedures for assigning responsibility for property. It also includes procedures for managing property by using an inventory list.

b. Various records are used to assign responsibility for property. These records are—

(1) The property book.
(2) Hand and subhand receipts.
(3) Temporary hand receipts.
(4) Equipment receipts.

c. General requirements for keeping records of responsibility are in paragraphs 5–1c(1) through 5–1c(3). Specific instructions for keeping these records are in the rest of this chapter.

(1) Responsibility must be assigned for items accounted for on the property book.
(2) Items coded as durable are not generally accounted for on property books, but responsibility for these items must still be assigned. Individual hand tools classified as durable in the AMDF or commercial or fabricated items similar to D in the AMDF will be assigned responsibility when issued to the HRH.

(3) Responsibility for expendable items does not need to be assigned, except for sensitive expendable items and tools issued from a tool room. Expendable items do not need to be entered on subhand receipts. However, everyone is responsible for taking care of these items. Expendable COEIs that require use of a component listing or shortage annex will be listed and identified on the document. HRHs will assume responsibility for these items upon signing the document. Control sensitive expendable items and tools issued from a tool room using hand-receipt or temporary hand-receipt procedures in chapters 5 or 6, as applicable.

5–2. The property book

a. The accountable officer at property book level must acknowledge accepting responsibility for the unit’s property. The individual assuming accountability will sign the following statement after change of accountability inventory and after the corrective actions required by the inventory have been taken (see AR 710–2): “By authority of (indicate appointing document or change of command order and date), I hereby assume accountability for the property in the quantity shown on each record of this property book file. I further assume direct responsibility for property not issued on hand receipt.”

Note. The accountable officer’s signature and date will be affixed above the accountable officer’s signature block below the statement.

b. Enter the statement in paragraph 5–2a on a separate DA Form 3328. File it in the front of the property book. Keep the statement with the property book until the next change of accountable officer inventory is completed. It will then be placed in the inactive file.

c. In the Active Army, under normal circumstances, when a PBO is absent from his or her appointed duties for a period in excess of 30 days, a new PBO will be appointed. In the ARNG, when a PBO is absent from appointed duties in excess of 120 days, a new PBO will be appointed. A change of PBO inventory will be conducted within 30 days. Use the methods in paragraph 9–7.

5–3. Hand receipt procedures

The commander having command responsibility appoints PHRHs. In a TDA organization the commander or a civilian director has command responsibility or supervisory responsibility, respectively, for property within the organization. They may designate persons to be PHRHs who will have direct responsibility for property authorized by TDA.

a. Hand receipts are required whenever property book or durable items are issued. The hand receipt lists the property that has been issued. The signature of a person on a hand receipt establishes direct responsibility. Prepare separate hand receipts for installation and organization property.

b. Use DA Form 2062 to record the issue of property book and durable items. Prepare the form in two copies. DA Form 2062 may be overprinted. The person who prepares the DA Form 2062 must keep all copies of hand or subhand receipts current.

(1) For hand receipts prepared by the PBO, the original is kept by the PBO. The second copy is provided to the HRH.

(2) For subhand receipts prepared by the HRHs, the original is kept by the HRH. The second copy is provided to the sub-HRH. There is no restriction on the number of times property can be subhand receipted. But under normal circumstances, it should not exceed from the commander, to the supervisor, to the user.

c. Table 5–1 gives instructions for preparing DA Form 2062 for use as a hand or subhand receipt. File hand and subhand receipts according to AR 25–400–2, as applicable.

d. Keep hand and subhand receipts current. Do this by posting changes as they occur or by using change documents. When change documents are used, the following procedures apply:

(1) Use DA Form 3161 for issue and turn-in transactions between the PBO and the HRH. The form is also used for issue and turn-in transactions between the HRH and the sub-HRH. Prepare the form in two copies. The original is kept by the person who issues or turns in the item. The person receiving the property keeps the second copy. When an end item issued on a change document has component shortages, prepare a hand receipt annex (para 6–1) to document the missing components. Do not assign an annex number until the change document is posted to the hand or subhand receipt. Add, after the item description in column C, the words “with H/R Annex” for cross-reference purposes. File copies of change documents with the proper hand or subhand receipt. Table 5–2 gives instructions for preparing DA Form 3161 as a change document.

(2) Post change documents to hand or subhand receipts:

(a) At least every six months. The six-month period is based on the date of the oldest change document.

(b) Before the change of hand or sub-HRHs.
Note. When the HRH is replaced, all property listed on the hand receipt will be inventoried. The inventory will be accomplished before the new HRH assumes responsibility for the property. The RO will specify how much time will be allowed to conduct the inventory. When an HRH leaves the area of his or her primary duties for a period in excess of 30 calendar days—for example, temporary duty (TDY), leave, emergency, hospitalization, or extended detached duty—the commander or activity chief will appoint a temporary HRH. A joint inventory will be conducted upon departure and return of the HRH. This will ensure that direct responsibility for the property is maintained on a continuing basis.

(c) Before a change of RO inventory is made.
(d) Change documents are not required to be posted to hand receipts for furnishings in family quarters.
(3) Post change documents to hand or subhand receipts as follows:
(a) Compare all change documents. When an issue and a turn-in has been made for the same item, post only the difference in quantity. Draw a line through SNs for items turned in. Enter new SNs if they are recorded on the property book.
(b) Add quantities issued to the old quantity shown for the item; enter the new quantity in the next quantity column. Add new SNs to the hand receipt if they are recorded on the property book. If an issued item is not already listed on the hand or subhand receipt, enter it on the next available line.
(c) Subtract quantities turned in or expended as operational load from the old quantity shown for the item; enter the new quantity in the next quantity column. If new quantity is zero, draw a line through the block. Line through the SNs of items turned in.
(d) Advance all other quantities to the next quantity column. Line out unused blocks in the column. Have the hand or sub-HRH sign and date the receipt.
(e) Destroy change documents after actions in paragraph 5–3d(3)(a) through 5–3d(3)(d) have been completed.
(f) Hand receipt annexes prepared per paragraph 5–3d(1) will be assigned an annex number and filed with the hand receipt or subhand receipt to which it applies.

(4) SAMS Form 2407E or GCSS–A Form 5990 will be used to document items turned in for repair between the PBO and the HRH.

<table>
<thead>
<tr>
<th>Table 5–1</th>
<th>Completion instructions (by block) for DA Form 2062 prepared as a hand or subhand receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA Form 2062, Hand Receipt/Annex Number, prepared as a hand or subhand receipt</td>
<td></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Line out the words annex.</td>
</tr>
<tr>
<td><strong>From</strong></td>
<td>Enter the name of the organization, unit, section, or squad which issues the property. Do not enter a person's name.</td>
</tr>
<tr>
<td><strong>To</strong></td>
<td>1. Enter the name of the unit, section, or squad to which the property is issued. 2. For quarter's furniture or property of a personal nature, such as sheets, pillow case, or bed, enter the name and rank of the person receiving the property.</td>
</tr>
<tr>
<td><strong>Hand receipt number</strong></td>
<td>Enter the number assigned to the hand receipt.</td>
</tr>
<tr>
<td><strong>End item stock number</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Item description</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Publication number</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Publication date</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Stock number a.</strong></td>
<td>1. Enter the stock number of the item being described. 2. Line item number (LIN) may be entered for identifying items to be inventoried on a cyclic basis (ink or pencil entry).</td>
</tr>
<tr>
<td><strong>Item description b.</strong></td>
<td>1. Enter enough words to identify the item. Include the make or model number if the item has one. 2. Enter the type, number, date, and changes in force of the publication that contains the basic issue items list (BIIL), mandatory discretionary components, or other components list (ink or pencil entry). The publication number will normally be an operator's technical manual (-10 series) or supply catalog (SC). This entry will be made above the item description and within the same block.</td>
</tr>
<tr>
<td><strong>c.</strong></td>
<td>When used as a hand or sub hand receipt, enter the hand receipt annex number for the item (pencil entry). If hand receipt annex is not required, leave blank. Hand receipt for quarter's furniture, enter the proper condition code at time of issue (ink or pencil entry). Condition codes are listed below. (Entry required only for family quarters occupants.)</td>
</tr>
</tbody>
</table>
Table 5–1  
Completion instructions (by block) for DA Form 2062 prepared as a hand or subhand receipt  
—Continued

<table>
<thead>
<tr>
<th>SEC d.</th>
<th>Enter control item inventory code from AMDF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>UI e.</td>
<td>Enter the unit of issue.</td>
</tr>
<tr>
<td>QTY Auth f.</td>
<td>Enter the quantity authorized to be on hand (pencil, ink, or electronically).</td>
</tr>
</tbody>
</table>

Quantity (A–F) g.  
1. Enter the quantity on hand for each item listed. Line out all unused blocks in columns with recorded quantities.  
2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when changing hand or sub hand receipt holders.  
3. The person receiving the property will sign, enter his or her rank and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.)  

Page of pages  
Enter page number/s.  

Note. All entries will be made in ink or electronically. Make corrections of errors in the stock number or item description columns by drawing a single line through the wrong data and writing the correct data above the lined-out error. Correct quantity-column error by entering the correct quantity in the next column, carrying all other quantities forward to the new column, and having the HRH sign both columns.

Table 5–2  
Completion instructions (by block) for DA Form 3161 prepared as a change document  

<table>
<thead>
<tr>
<th>DA Form 3161 as a change document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issue</strong></td>
</tr>
<tr>
<td><strong>Turn-in</strong></td>
</tr>
<tr>
<td><strong>Sheet number</strong></td>
</tr>
<tr>
<td><strong>Number of sheets</strong></td>
</tr>
<tr>
<td>1. <strong>Request NO.</strong></td>
</tr>
<tr>
<td>2. <strong>Voucher NO.</strong></td>
</tr>
<tr>
<td>3. <strong>Send to:</strong></td>
</tr>
<tr>
<td>4. <strong>Date material required</strong></td>
</tr>
<tr>
<td>5. <strong>DODAAC</strong></td>
</tr>
<tr>
<td>6. <strong>Priority</strong></td>
</tr>
<tr>
<td>7. <strong>Accounting/Funding data</strong></td>
</tr>
</tbody>
</table>
| 8. **Request from:** | 1. Enter the name, UIC, and hand or sub hand receipt number (if applicable) of the organization, unit, section, squad, which issues or turns in the items.  
2. For turn-in of quarter’s furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person who turns in the items. |
| 9. **End item** | Leave blank. |
| 9a. **Name/Manufacturer** | Leave blank. |
| 9b. **Model** | Leave blank. |
| 9c. **Serial NO.** | Leave blank. |
| 10. **Publication** | Leave blank. |
| 11. **Job Order NO.** | Leave blank. |
| 12a. **Item NO.** | Enter a description of the item. Include the make or model if the item has one. |
| 12b. **Stock NO** | Enter the stock number and line item number (LIN) for each item being transferred. |
| 12c. **Item description** | Enter enough words to identify each item being transferred. Include item serial numbers, if applicable. |
Table 5–2
Completion instructions (by block) for DA Form 3161 prepared as a change document—Continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12d. Unit of issue</td>
<td>Enter the unit of issue.</td>
</tr>
<tr>
<td>12e. Quantity</td>
<td>Enter the quantity to be issued or turned in.</td>
</tr>
<tr>
<td>12f. Code</td>
<td>Enter the proper issue or turn-in code.</td>
</tr>
<tr>
<td>12g. Supply action</td>
<td>The person that signs block 15 will enter the quantity received.</td>
</tr>
<tr>
<td>12h. Unit price</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>12i. Total cost</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>12j. Posted</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Date</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>By</td>
<td>Leave blank.</td>
</tr>
</tbody>
</table>

Note. Enter “Nothing Follows” below the last item entered on the form. Make this entry in the item description column.

13. Issue/Turn-in “Quantity” Column is requested

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the date.</td>
</tr>
<tr>
<td>By</td>
<td>The person who issues or turns in will print name and digitally sign this block.</td>
</tr>
</tbody>
</table>


<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>By</td>
<td>Leave blank.</td>
</tr>
</tbody>
</table>

15. Rec QTY in Supply Action Column

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the date.</td>
</tr>
<tr>
<td>By</td>
<td>The person receiving the issue or turn-in will print name and digitally sign this block.</td>
</tr>
</tbody>
</table>

5–4. Temporary hand receipt procedures

HRHs of one unit will not loan items to members of another unit unless approval is first obtained from the appropriate authority. For temporary loans within a component, the owning PBO is the approving authority. An exception is equipment on hand receipt loaned to a USAR equipment concentration site and to ARNG mobilization annual equipment training sites. For loan of ARNG and USAR equipment to the AC, requests must be initiated at the ACOM/ASCC/DRU level and approved by the Reserve Component headquarters (NGB or USARC) owning the equipment. See paragraph 5–5 for temporary loans to AC. Equipment authorized to an activity funded by the Army Industrial Fund will not be permanently loaned to another activity. If the equipment is not required for mission accomplishment, action will be taken to change the applicable TDAs. When property is issued or loaned for periods up to 30 calendar days, the following procedures may be used:

a. Prepare DA Form 3161 (in two copies) as a temporary hand receipt. The person issuing the items keeps the original copy. The person receiving the items keeps the second copy. Table 5–3 gives instructions for preparing DA Form 3161 as a temporary hand receipt. Temporary hand receipt may be accomplished by use of a locally procured rubber stamp used in conjunction with the receipt document. The rubber stamp must contain the essential elements of data for a hand receipt.

b. Prepare a folder for filing temporary hand receipts. File the original copies in date sequence.

c. Destroy both copies of temporary hand receipts when the property is returned.

d. Review the temporary hand receipt file daily to find if any are due to expire shortly. Within five days prior to expiration of the temporary hand receipt, take the following actions—

   (1) Notify the HRH and arrange for return of the property not later than the expiration date. Destroy all copies of the hand receipt when the property is returned.

   (2) If the person still needs the property, issue it using hand receipt procedures.

e. Classified COMSEC materiel may be hand receipted by the COMSEC custodian using SF 153 (COMSEC Material Report) to persons cleared and authorized to receive the materials. When operational requirements dictate, the custodian may authorize HRHs to subhand receipt classified COMSEC materiel. COMSEC custodians must keep accurate records showing status of materiel to allow discharge of their responsibilities to the Army Communications Security Central Office of Record (ACCOR). Detailed procedures for the hand receipt of COMSEC materiel are contained in TB 380–41.

Table 5–3
Completion instructions for completing DA Form 3161 as a change document.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DA Form 3161 as a change document</td>
<td></td>
</tr>
</tbody>
</table>
### Table 5–3
Completion instructions for completing DA Form 3161 as a change document—Continued

<table>
<thead>
<tr>
<th>Column</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue</td>
<td>Enter &quot;X&quot; when used for an issue.</td>
</tr>
<tr>
<td>Turn-in</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Sheet number</td>
<td>Number sheets consecutively.</td>
</tr>
<tr>
<td>Number of sheets</td>
<td>Enter the total number of sheets.</td>
</tr>
<tr>
<td>1. Request NO.</td>
<td>Enter &quot;Temporary Hand Receipt.&quot;</td>
</tr>
<tr>
<td>2. Voucher NO.</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>3. Send to:</td>
<td>Enter the name, UIC, and hand or sub hand receipt number (if applicable) of the organization, unit, section, squad, receiving the items.</td>
</tr>
<tr>
<td>4. Date material required</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>5. DODAAC</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>6. Priority</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>7. Accounting/Funding data</td>
<td>Leave blank.</td>
</tr>
</tbody>
</table>
| 8. Request from:                | 1. Enter the name, UIC, and hand or sub hand receipt number (if applicable) of the organization, unit, section, squad, which issues or turns in the items.  
                                         2. For turn-in of quarter’s furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person who turns in the items. |
| 9. End item                     | Leave blank.                                                                |
| 9a. Name/Manufacturer           | Leave blank.                                                                |
| 9b. Model                       | Leave blank.                                                                |
| 9c. Serial NO.                  | Leave blank.                                                                |
| 10. Publication                 | Leave blank.                                                                |
| 12a. Item NO.                   | Enter the item number, in sequence, for each item issued.                   |
| 12b. Stock NO                   | Enter the stock number of the item being issued.                           |
| 12c. Item description           | 1. Enter a description of the item. Include the make or model number if the item has one.  
                                         2. Enter serial numbers when recorded on the property book, hand, or sub hand receipt.  
                                         3. Enter the condition code of quarter’s furniture when issued to family quarter’s occupants. |
| 12d. Unit of issue              | Enter the unit of issue.                                                    |
| 12e. Quantity                   | Enter the quantity to be issued.                                           |
| 12f. Code                       | Enter an "I" for each item listed.                                          |
| 12g. Supply action              | The person that signs block 15 will enter the quantity received.            |
| 12h. Unit price                 | Leave blank.                                                                |
| 12i. Total cost                 | Leave blank.                                                                |
| 12j. Posted                     | Leave blank.                                                                |
| Date                            | Leave blank.                                                                |
| By                              | Leave blank.                                                                |
| Note. Enter "Nothing Follows"   | below the last item entered on the form. Make this entry in the item description column. |
| 13. Issue / Turn-in "Quantity"  | Column is requested                                                        |
| Date                            | Enter the date                                                              |
| By                              | The person who issues or turns in will print name and digitally sign this block. |
| Date                            | Leave Blank                                                                |
| By                              | Leave Blank                                                                |
| 15. Rec QTY in "Supply Action Column" |                                                   |
| Date                            | Enter the date                                                              |
| By                              | The person receiving the issue or turn-in will print name and digitally sign this block. |
5–5. Temporary loan of Army National Guard and U.S. Army Reserve equipment to the active component

a. Only ACOM/ASCC/DRU headquarters may request temporary loan of ARNG and USAR equipment. Temporary loans are limited to 90 days. When a Reserve Component item on temporary loan must be held for over 90 days by the AC unit, the ACOM/ASCC/DRUs commander will submit a request for withdrawal to HQDA, ODCSPS (DAMO – ODR), in accordance with AR 710–2. The Reserve Component headquarters (NGB or USARC) owning the equipment is authorized to approve temporary loans of 90 days or less.

(1) Requests for ARNG-owned equipment will be forwarded to: Chief, NGB (NGB–ZA), 2500 Army Pentagon, Washington, DC 20310–2500.

(2) Request for USAR-owned equipment will be forwarded to: Commander, USARC (AFRC–LGS–E), 4710 Knox St., Fort Bragg, NC 28310–5010.

(3) For ARNG loans, the State USPFO will process loan requests in accordance with AR 700–131.

(4) For USAR loans, the USARC DCSLOG will process loan requests in accordance with AR 700–131.

b. Gaining ACOM/ASCC/DRUs will report all temporary loans over 60 days to: HQDA, Army Readiness Division (DAMO–ODR), 400 Army Pentagon, Washington, DC 20310–0400, no later than the 65th day of the loan. Identify the gaining and losing units, LIN, NSN, nomenclature, quantities involved, date of loan, and expected date of return.

c. AR 700–131 outlines accountability procedures for equipment loans and leases. Accountable property officers for gaining and losing loan activities will adhere to those procedures.

5–6. Use of DA Form 3749 (Equipment Receipt)

a. Use DA Form 3749 to assign responsibility for property that is issued to the same person for brief recurring periods. Examples are the nuclear, biological, and chemical masks, individually assigned weapons, and radiation detection, indication, and computation equipment issued for training.

b. Prepare DA Form 3749 for each individually assigned weapon and other items. Give the receipt to the Soldier that will receive the item. Do not prepare new DA Form 3749s when there is a change of the RO. Continue to accept DA Form 3749s issued by previous ROs as long as the bearer of the card is validly listed on the master authorization list (MAL). Prepare and send a new DA Form 3749 when an old card is lost, mutilated, or destroyed; when a new member is assigned to a unit; or when the Soldier is assigned a different item. Table 5–4 gives instructions for preparing DA Form 3749.

c. Equipment (other than weapons) will be controlled as follows:

(1) When the equipment is issued, the person receiving it will give the DA Form 3749 for the item to the person making the issue.

(2) When the item is returned, the DA Form 3749 will be returned to the person.

d. Weapons will be controlled as follows:

(1) The unit armorer must keep a MAL. The MAL will contain the names and unit of the Soldiers who will receive issues, and the number of the equipment receipts. Keep the MAL updated to show personnel changes. Before a weapon is issued, the armorer must check each Soldier’s DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.

(2) When individually assigned weapons are issued for 24 hours or less, only the turn-in of DA Form 3749 is required. An entry in the control sheet or log is not required for issues of 24 hours or less.

(3) When individually assigned weapons are issued for periods over 24 hours, the receiving Soldier must turn in the DA Form 3749 for the weapon to the person making the issue. The Soldier will also make an entry on the control sheet or the log that contains the date of the issue. The Soldier will enter, in ink, the nomenclature and SN of the item received, the time of issue, and his or her signature. Enter the signature as it appears on DA Form 3749.

(4) When weapons are turned in, close out the control sheet. Return the Soldier’s DA Form 3749. The person receiving the weapon will enter the date, time, and his or her initials on the control sheet.

(5) Keep the weapons control sheet in the unit’s active file. Keep it until completion of the next monthly (quarterly for USAR and ARNG) inventory by SN, then destroy the control sheet.

(6) When a single weapon is needed for issue to more than one Soldier, prepare DA Form 3749 for each Soldier authorized to use the weapon. Issue the weapon per paragraphs 5–6d(1) through 5–6d(4), except that control sheet entries are required regardless of the time period for which the weapon is issued.

(7) When other than individually assigned weapons are issued, use hand or temporary hand receipt procedures. Control sheet entries are also required.

(8) The RO will set up different procedures for the issue and control of weapons for interior guards and other guard force personnel only when procedures in paragraphs 5–6d(1) through 5–6d(7) are not practical.

(9) A consolidated arms room operation requires establishment of a landlord-tenant relationship to make the landlord responsible for physical security, including locking outer doors and controlling keys to those doors. The landlord will be
Table 5–4
Completion instructions (by block) for DA Form 3749 prepared as a change document

<table>
<thead>
<tr>
<th>DA Form 3749 prepared as a change document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unit</td>
</tr>
<tr>
<td>Enter the name of the unit.</td>
</tr>
<tr>
<td>2. Receipt NO.</td>
</tr>
<tr>
<td>Enter a locally designed number.</td>
</tr>
<tr>
<td>3. Stock NO.</td>
</tr>
<tr>
<td>Enter the stock number of the item being described.</td>
</tr>
<tr>
<td>4. Serial NO.</td>
</tr>
<tr>
<td>Enter the serial number of the item when recorded on the property book, hand, or sub hand receipt.</td>
</tr>
<tr>
<td>5. Item description</td>
</tr>
<tr>
<td>Enter the nomenclature of the item.</td>
</tr>
<tr>
<td>6. Acknowledge receipt from</td>
</tr>
<tr>
<td>Enter the name of the section, squad, and so forth, which issues the equipment.</td>
</tr>
<tr>
<td>7. Name</td>
</tr>
<tr>
<td>Enter the name of the person who will receive the equipment.</td>
</tr>
<tr>
<td>8. Signature</td>
</tr>
<tr>
<td>The person who will receive the equipment will sign this block.</td>
</tr>
<tr>
<td>9. Grade</td>
</tr>
<tr>
<td>Enter the grade of the person.</td>
</tr>
<tr>
<td>Back of form</td>
</tr>
<tr>
<td>Signature of issuing officer</td>
</tr>
<tr>
<td>Enter the name of the issuing officer and issuing officer will digitally sign.</td>
</tr>
</tbody>
</table>

5–7. Management of property by use of an inventory list

The following procedure will be used when the PBO or RO finds that it is impractical to further assign responsibility to another person for property. For example, this situation may exist when shift operations, multiuse classroom, or large support equipment are involved. This provision does not apply to items in storage that the PBO controls. The PBO or RO retains responsibility for the property. When this option is used, follow these procedures:

a. Prepare DA Form 2062 in two copies as an inventory list. The PBO or RO keeps the original copy. The second copy is kept in the area where the property is located and placed where it can be easily seen. Prepare an inventory list for each room or other area. Table 5–5 gives instructions for preparing DA Form 2062 as an inventory list.

b. Mark the property so that a person unfamiliar with it can easily identify it. Identification data may be put on labels attached to the property. The items should be retained in an area to which ingress and egress is monitored. They should have no commercial application or value and should be large enough to prevent undetected removal.

c. The PBO or RO will include the following in the unit SOP:

1. Instructions for people working in the room or area where the property is located. Instructions will require a comparison of the property on the list with that in the room. Include procedures for reporting discrepancies.

2. Instructions for reporting property moved from one location to another.

3. Any restrictions the PBO or RO wants to include.

d. Inventory the property at least semiannually. This inventory will be made by the PBO or RO. Count items listed on the inventory list. Compare item SNs with those recorded on the inventory list and check the items for visible defects. If property has been lost, account for the items according to AR 735–5.

e. After the semiannual inventory, enter the inventory quantity in the next unused quantity column of DA Form 2062. Enter it on both copies of DA Form 2062. Enter the inventory date in the proper quantity column on the last page of DA Form 2062.

Table 5–5
Completion instructions (by block) for DA Form 2062 prepared as an inventory list

<table>
<thead>
<tr>
<th>DA Form 2062, Hand Receipt/Annex Number, prepared as an inventory list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Leave blank.</td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>Enter the name of the organization, unit, section, or squad which owns the property.</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td>Enter the location of the property.</td>
</tr>
<tr>
<td>Hand receipt number</td>
</tr>
<tr>
<td>Leave blank.</td>
</tr>
<tr>
<td>End item stock number</td>
</tr>
<tr>
<td>Leave blank.</td>
</tr>
</tbody>
</table>
Table 5–5
Completion instructions (by block) for DA Form 2062 prepared as an inventory list—Continued

<table>
<thead>
<tr>
<th>End item description</th>
<th>Leave blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication number</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Publication date</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Quantity</td>
<td>Leave blank.</td>
</tr>
</tbody>
</table>
| Stock number a.      | 1. Enter the stock number of the item being described.  
                         2. Line item number (LIN) may be entered for identifying items to be inventoried on a cyclic basis (ink or pencil entry). |
| Item description b.  | Enter the item description and enter serial numbers when recorded on the property book. Line out serial numbers when items are issued on a hand receipt or turned in. |
| c.                   | Leave blank. |
| SEC d.               | Enter control item inventory code from AMDF. |
| UI e.                | Enter unit of issue. |
| QTY auth. f.         | Enter the quantity authorized to be on hand (pencil, ink, or electronically). |
| Quantity (A–F) g.    | 1. Enter the quantity on hand for each item listed. Line out all unused blocks in columns with recorded quantities.  
                         2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when changing hand or sub hand receipt holders.  
                         3. The person receiving the property will digitally sign or sign in ink, enter his or her rank and date the proper quantity column on the last page. The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. |
| Page of pages        | Enter page number/s. |

Chapter 6
Controlling Components of End Items

6–1. Hand-receipt annex procedures

a. When an item that has components is issued on a hand receipt, any nonexpendable and durable component shortages must be recorded and placed on order. The PHRH documents all component shortages less expendable consumable to the user on a component hand receipt and is responsible for ordering these items. Use a hand-receipt annex to record the shortages. Prepare the annex using either blank or preprinted DA Forms 2062. The preprinted forms are published in conjunction with selected TMs. Available preprinted DA Form 2062s are identified in DA Pam 25–30 by the letters HR after the publication number. Consider the number of shortages when choosing the form to use as an annex. When there are only a few shortages, it is better to use a blank DA Form 2062. If there are a lot of shortages, use the preprinted version. When a blank DA Form 2062 is used, only the items short need to be listed.

b. Hand-receipt annexes are prepared at the level where the document registers are kept. The PBO records nonexpendable/durable component shortages for HRHs. HRHs will record all component shortages less expendable consumable—that is, cloth, string, paper, cheesecloth, sandpaper, and ink—for sub-HRHs. Normally, replenishment of consumables will be a responsibility of the HRH. The PBO, commander, or S–4 depending on who keeps the expendable/durable document register, records durable component shortages. The person responsible for keeping document registers (PBO, commander, or S–4) will validate component shortages by initialing and dating the “quantity” column of DA Form 2062 after the last entry.

Note. It is recommended that the person issuing the shortage annex also enter the document number of the request on which shortage items have been ordered in block b. This will assure the customer that items have been placed on order and will simplify the reconciliation process between both parties.

c. Prepare hand-receipt annexes in two copies. The preparer keeps the original; the HRH or sub-HRH keeps the copy. File hand receipt annexes with the related hand or subhand receipt. Table 6–1 gives instructions for preparing DA Form 2062 as a hand receipt annex.

d. Keep hand receipt annexes current by posting changes as they occur or by using change documents. When change documents are used, follow the procedures in paragraph 5–3d. When all shortages listed on the hand receipt annex are filled, remove it from the file and destroy it.
e. Use the aircraft inventory record to control components of aircraft and other items which complete the aircraft. (See DA Pam 738–751 for the procedures.)

6–2. Component hand-receipt procedures

a. A component hand receipt is a hand receipt for an SKO listing all components of the SKO less expendable consumables that have been issued to a using individual. A component hand receipt may also be used when first issuing property to a person that has supervisory responsibility over the user. Table 6–2 gives instructions for preparing DA Form 2062 as a component hand receipt for SKOs. The DA publishes SCs, which are configuration control documents that identify an SKO and its components. They also provide supply management data and are an accountability aid. Section I of the SC provides instructions on using the SC as a hand receipt for an SKO.

b. A hand receipt for an end item with components is an item description of the end item followed by a list of all components called a component hand receipt. Table 6–3 gives instructions for preparing DA Form 2062 as a component hand receipt for end items with components. The user accepts responsibility for the end item and its components by signing the component hand receipt.

c. When available, preprinted DA Forms 2062 will be used for component hand receipts. Available preprinted DA Form 2062s are identified in DA Pam 25–30 by the letters HR after the TM number.

d. The component hand receipt is the record of responsibility for items listed on it. It is also the record that validates all component shortages less expendable consumables between the PHRH and the user; therefore, hand receipt annexes are not required. Use a component hand receipt when issuing an SKO or end item with components that—

1. Have an individual BOI.
2. Are to be issued to the using individual.

| Table 6–1  
Completion instructions (by block) for DA Form 2062 for hand receipt annex

<table>
<thead>
<tr>
<th>DA Form 2062, Hand Receipt/Annex Number, prepared as a hand receipt annex</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>From</strong></td>
</tr>
<tr>
<td><strong>To</strong></td>
</tr>
<tr>
<td><strong>Hand receipt number</strong></td>
</tr>
<tr>
<td><strong>End item stock number</strong></td>
</tr>
<tr>
<td><strong>End item description</strong></td>
</tr>
<tr>
<td><strong>Publication number</strong></td>
</tr>
<tr>
<td><strong>Publication date</strong></td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td><strong>Stock number a.</strong></td>
</tr>
<tr>
<td><strong>Item description b.</strong></td>
</tr>
<tr>
<td><strong>c.</strong></td>
</tr>
<tr>
<td><strong>SEC d.</strong></td>
</tr>
<tr>
<td><strong>UI e.</strong></td>
</tr>
<tr>
<td><strong>QTY auth. f.</strong></td>
</tr>
</tbody>
</table>
| **Quantity (A–F) g.** | 1. Enter the quantity missing for each item listed. Line out all unused blocks in columns with recorded quantities.  
2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when the person that validated the shortages is replaced.  
3. The person filling the position identified in the “From “block will initial and date the last page under the last recorded item (ink entry). Shortages must be validated by the current responsible person. |
| **Page of pages** | Enter page number/s. |

Note. Make all entries in ink or electronically unless otherwise stated.
### Table 6–2
Completion instructions (by block) for DA Form 2062 for component hand receipt

<table>
<thead>
<tr>
<th><strong>DA Form 2062, Hand Receipt/Annex Number, prepared as a component hand receipt</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>From</strong></td>
</tr>
<tr>
<td><strong>To</strong></td>
</tr>
<tr>
<td><strong>Hand receipt number</strong></td>
</tr>
<tr>
<td><strong>End item stock number</strong></td>
</tr>
<tr>
<td><strong>End item description</strong></td>
</tr>
<tr>
<td><strong>Publication number</strong></td>
</tr>
<tr>
<td><strong>Publication date</strong></td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td><strong>Stock number a.</strong></td>
</tr>
<tr>
<td><strong>Item description b.</strong></td>
</tr>
<tr>
<td>*** c.**</td>
</tr>
<tr>
<td><strong>SEC d.</strong></td>
</tr>
<tr>
<td><strong>UI e.</strong></td>
</tr>
<tr>
<td><strong>QTY auth. f.</strong></td>
</tr>
<tr>
<td><strong>Quantity (A–F) g.</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Page of pages</strong></td>
</tr>
</tbody>
</table>

Note. Make all entries in ink or electronically unless otherwise stated.

### Table 6–3
Completion instructions (by block) for DA Form 2062 for hand receipt with end item components

<table>
<thead>
<tr>
<th><strong>DA Form 2062, Hand Receipt/Annex Number, for hand receipt with end item components</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>From</strong></td>
</tr>
<tr>
<td><strong>To</strong></td>
</tr>
<tr>
<td><strong>Hand receipt number</strong></td>
</tr>
<tr>
<td><strong>End item stock number</strong></td>
</tr>
<tr>
<td><strong>End item description</strong></td>
</tr>
<tr>
<td><strong>Publication number</strong></td>
</tr>
<tr>
<td><strong>Publication date</strong></td>
</tr>
</tbody>
</table>
Table 6–3  
Completion instructions (by block) for DA Form 2062 for hand receipt with end item components—Continued

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Enter the number of the listing when the hand receipt is used as a component hand receipt or hand receipt. When used as a hand receipt annex for shortages, enter the number of end items to which the annex applies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock number a.</td>
<td>Enter the stock number of the end item, followed by stock numbers of COEI, BII, and AAL items.</td>
</tr>
<tr>
<td>Item description b.</td>
<td>Enter a description of the end item, to include the make or model, and the serial/U.S. Army number, followed by item description of COEI, BII, and AAL items.</td>
</tr>
<tr>
<td>* c.</td>
<td>Enter the ARC of the missing item.</td>
</tr>
<tr>
<td>SEC d.</td>
<td>Enter the Controlled item inventory code.</td>
</tr>
<tr>
<td>UI e.</td>
<td>Enter the unit of issue of the component.</td>
</tr>
<tr>
<td>QTY auth. f.</td>
<td>Enter the quantity authorized to be on hand.</td>
</tr>
</tbody>
</table>
| Quantity (A–F) g. | 1. Enter the number of the listing for the end item and enter the quantity on hand for each COEI, BII, and AAL item listed. When used as a hand receipt shortage annex, enter the quantity short for each COEI, BII, and AAL item listed.  
2. Advance all quantities to the next column when quantities change.  
3. Quantities must be advanced when changing hand or sub hand receipt holders.  
4. The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.) When using the component hand receipt as a hand receipt shortage annex, the person filling the position identified in the "From "block signs and dates (ink entry) the last page under the last recorded entry. The current responsible person must validate shortages. |
| Page of pages | Enter page number/s. |
| Note. | Make all entries in ink or electronically unless otherwise stated. |

(3) Include special tools, TMDE, and other special equipment authorized by a repair parts and special tools list contained in TMs. These items are not individually accounted for on property book records but, because of their nature, require control.

e. Component hand receipts will be prepared by the person issuing the property. Prepare component hand receipts in two copies. The preparer will keep the original. The using individual will keep the copy. The user’s copy will be filed or kept with the issued equipment. File component hand receipts according to AR 25–400–2, as applicable.

f. Keep component hand receipts current. Do this by posting changes as they occur or by using change documents. When change documents are used, follow the procedures in paragraph 5–3d.

Note. The preprinted hand receipt is designed to be used as an issue document only. The HR will not be used as a basis for ordering items. Remark codes from SCs must be considered when an SKO is documented. Items which are not authorized based on the remark codes will be lined through on the HR. Preprinted DA Forms 2062 are published in conjunction with selected TMs for end items with components. Available preprinted DA Forms 2062 are identified in DA Pam 25–30 by the letters HR after the TM number. Previous editions of DA Form 2062 published prior to January 1982, in SCs or TMs should continue to be used until the TM is updated with a current form. Use blank DA Form 2062s when preprinted forms are not available. In the ARNG, regarding the use of ARNG component lists for items not listed in SCs or TMs, HRs are mandatory.

6–3. Tool room procedures

a. Unissued tool SKOs. Tool SKOs that are not issued to using individuals are stored in and issued from a tool room (sometimes referred to as a tool crib). Tool sets which must be immediately available to perform time-critical, emergency maintenance actions to prevent system failures are not required to be secured in a tool room. Responsibility for these tools will be assigned to the on-duty supervisor. In cases where shift changes require more than one person to have access, the tool sets must be inventoried and signed for, using procedures in paragraph 6–2. Essential supervisory and operating personnel will restrict tool room access and maintain control of tool room keys. One of these individuals will accompany visitors in the tool room. The tool room custodian is responsible for all tools in the tool room. Tools issued from the tool room become the personal responsibility of the recipient (user). Only authorized personnel are allowed to sign for tools from the tool room and will sign for all tools they receive, including expendable tools. The RO provides a list of personnel authorized to draw tools from the tool room; the tool room custodian keeps a copy of the list and confirms the identity of personnel requesting tools by checking identification cards when the person is not familiar. When more than one SKO is
maintained in the tool room, do not mix tools among the SKOs. Use AR 735–5 to account for lost, damaged, or destroyed tools stored in or issued from the tool room.

b. **Controlling issues of tools for one day or less.** When tools are issued for one day or less, use a log or temporary hand receipt. If a log is used, the SKO HRH determines the type of log, such as a log book, locally designed form, or card file.

   (1) **Log procedures.** Prepare a separate log for each SKO on hand. The log will be prepared for the end item only; that is, a major SKO may contain individual sets or kits within the set. Do not prepare a log for each SKO within the end item. The log may be maintained using DA Form 5519–R (Tool Sign Out Log/Register). Minimum log entries are: NSN and nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is returned. All entries are in ink. Check the log at the end of each work day or shift to ensure that all tools are returned. Destroy the log or register page when all tools are returned on that page.

   (2) **Card file procedures.**

   (a) Use 5- by 8-inch cards. Prepare a separate card for each tool authorized in the SKO. When more than one tool has the same NSN, prepare a separate card for each. Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed under AR 735–5. Prepare a separate card file for each SKO in the tool room. Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box or at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue, signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. All entries are in ink. When the card is filled, destroy it and make a new one.

   (b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

   (c) When a tool is issued from the tool room for more than one day on a temporary or permanent hand receipt, file the second of the hand receipt with the card for the tool issued in the issued tool suspense file. Keep them separate from daily issue cards. If more than one tool is issued on the hand receipt, pull all cards for the tools listed on the hand receipt. Arrange them in the same sequence as they are listed on the hand receipt. Attach them to the second copy of the hand receipt and file them in the suspense file in the NSN, NIIN, or nomenclature sequence for the first tool listed on the hand receipt. Refile them in the SKO card file when the tools are returned.

   (3) **Temporary hand receipt procedures.** When using temporary hand receipts for daily issues, prepare DA Form 3161 in three copies (para 5–4). If more than one SKO is stored in the tool room, enter the SKO LIN in block 8. File them in a separate suspense file for each SKO. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

   c. **Controlling issues of tools for more than 1 day but fewer than 31 days.** Use a temporary hand receipt. Prepare DA Form 3161 in three copies (para 5–4). Find out how long the recipient needs to use the tool. Assign a return date and enter it in the “Date Materiel” block. File the original in a suspense file arranged in alphabetical sequence by the recipient’s last name. File the second copy in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give the third copy to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.

   d. **Controlling issues of tools for 31 days and longer.** Use a permanent hand receipt (para 5–3). Prepare DA Form 2062 in three copies. Find out how long the recipient needs to use the tool. Assign a return date and enter it in the top margin of the DA Form 2062. File the original in a suspense file arranged in alphabetical sequence by the recipient’s last name. File the second copy in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give the third copy to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.

   e. **Controlling issues of special tools attached to aircraft.** The following procedures apply only to those special tools which are attached aircraft for extended periods while maintenance is being performed. The tool room operator will identify tools in this category and set up a special log to allow tools to be issued for a period not to exceed five working days. The tool user will sign for the item(s) and will not be required to re-sign for the tool(s) until the five-day period has expired. If the tool is still attached to the aircraft after five days, a visual inspection will be performed by the tool room operator and the period extended for another five working days.

   **Note.** These procedures apply only to units which maintain aircraft, such as aviation intermediate maintenance facilities and aviation classification repair activity depots (AVCRADs).
6–4. Cash sales of hand tools
   a. When an individual loses a unit’s hand tool and admits liability for the loss, the individual may voluntarily, or in
      response to a request, offer payment of the value of the hand tool in cash or by check; do not demand cash payment. If
      hand tools are not stocked in the SSSC, or if the SSSC advises that specific hand tools required are not available for sale,
      prepare and process DD Form 362 (Statement of Charges/Cash Collection Voucher), under AR 735–5 and make necessary
      hand receipt adjustments. If hand tools are stocked at the SSSC—
      1) Prepare a written authorization statement in three copies signed by the commander, supervisor, or designated rep-
         resentative of the unit or activity for which the tool is being replaced. Include the statement, “Rank (or grade) and name is
         authorized to purchase the following hand tool(s) authorized by this unit (or activity).” The hand tool(s) will remain the
         property of the U.S. Government. “Allowable depreciation is chargeable to (accounting classification).” Following this
         statement, list the NSN, nomenclature, and quantity of each hand tool authorized for purchase. Include the unit’s SSSC
         account number. Coordinate with the SSSC manager to determine if additional local requirements apply. Purchase of hand
         tools from the SSSC for personal (private) use is prohibited. In the ARNG, USPFO sale of hand tools to ARNG technicians
         and ARNG members is optional.
      2) File one copy of the authorization statement in a suspense file. Send the individual to the SSSC with the original
         and one copy of the authorization statement.
      b. When the individual returns to the unit with the replacement hand tool(s) and/or completed authorization statement,
         copy 3 (suspense) may be destroyed. The individual making the purchase retains copy 2 and should retain this copy until
         the unit has been inspected or audited. If the SSSC annotated copy shows that some or all of the tools were not purchased
         because they were temporarily out of stock, or for any other reason, prepare and process DD Form 362 or DD Form 200
         as appropriate, per AR 735–5.

Chapter 7
Management of Basic and Operational Loads

7–1. General
   a. This chapter gives procedures for managing loads of all supplies except class V (ammunition), class VIII (medical
      repair parts), and class IX for the Active Army. (ARNG organizations (except ARNG SSAs) and USAR MTOE organiza-
      tions will not keep basic loads for classes of supply discussed in this chapter.) This chapter also includes procedures for
      keeping the related records. Loads are a quantity of durable and expendable supplies kept by units to sustain their opera-
      tions. There are three types of loads: basic loads, operational loads, and prescribed loads.
      1) Basic loads are ACOM/ASCC/DRU designated quantities of class I through IV and VIII supplies which allow a
         unit to initiate its combat operations. Basic loads are combat deployable using organic transportation in a single lift. Basic
         load items subject to deterioration or having a shelf life are replaced as required. Excesses caused by unit pack may be
         kept and used.
      2) Operational loads consist of class I, II,III,IV,V, and VIII (except medical repair parts) kept by a unit to support
         operations for a given time. These supplies are combat deployable only after essential-lift requirements are met.
      3) Prescribed loads are quantities of maintenance-significant class II, IV, VIII, and IX organizational maintenance
         repair parts that support a unit’s daily peacetime organizational maintenance program. They are combat deployable only
         after essential-lift requirements are met.
   b. Chapter 2 gives procedures for requesting, receiving, and canceling items. Chapter 3 gives turn-in procedures.

7–2. Basic loads of class I, II, III, IV, V (ammunition combat load), and VIII (except medical repair
      parts) supplies
   a. ACOMs/ASCCs/DRUs designate the units which must keep basic loads of class I, II, III, IV, V (type classified only),
      V (ammunition combat load), and VIII (except medical repair parts) supplies. Use the method prescribed by the
      ACOM/ASCC/DRU to establish stockage levels.
   b. Account for basic loads of class I and V supplies on the property book. Use the procedures in chapter 4. Records of
      responsibility are also required. Use procedures in chapter 5.
   c. Inventory class I items semiannually and class V items monthly.

7–3. Basic loads of class II (durable and expendable), III, IV, and VIII (except medical repair parts)
      supplies
   a. General.
(1) ACOMs/ASCCs/DRUs designate the units which must keep basic loads of class II (durable and expendable), III, IV, and VIII (except medical repair parts) supplies. Health care activities manage medical equipment repair parts under AR 40–61. ACOMs/ASCCs/DRUs also prescribe the method of establishing the loads and stockage levels.

(2) The loads are managed by the element of the unit that keeps the expendable/durable document register.

(3) Items authorized for stockage must be on hand or on request. Chapter 2 gives request procedures.

(4) Records required for the loads are the DA Form 2063–R (Prescribed Load List) and the DA Form 3318 (Record of Demands—Title Insert). DA Form 2063–R will be reproduced locally on 8½- by 11-inch paper. See tables 7–1 and 7–2 for instructions on how to fill out DA Form 2063–R. Keep one set of records for the class II and IV loads. Keep another set of records for the class VIII load. Do not consolidate the records.

(5) Use hand receipts if durable items in the load are issued. Chapter 5 gives hand receipt procedures.

(6) The loads must be inventoried when DA Forms 3318 are reviewed. (See para 7–3f.)

(7) The commander keeping the load is the approving authority for the load.

b. Preparing DA Form 2063–R as a basic shop stock. DA Form 2063–R is prepared as the basic shop stock. Prepare the form in enough copies to meet local needs. List class II and IV items authorized for stockage on the same list; list class VIII items on a separate list.

Table 7–1
Completion instructions (by block) for DA Form 2063–R

<table>
<thead>
<tr>
<th>DA Form 2063–R, Shop Stock List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date</td>
</tr>
<tr>
<td>2. Unit/Organization</td>
</tr>
<tr>
<td>3. Unit identification code</td>
</tr>
<tr>
<td>4. Item of equipment</td>
</tr>
<tr>
<td>5. Publication data</td>
</tr>
<tr>
<td>Stock number</td>
</tr>
<tr>
<td>Item description</td>
</tr>
<tr>
<td>Unit of issue</td>
</tr>
<tr>
<td>Authorized quantity</td>
</tr>
<tr>
<td>Basic</td>
</tr>
<tr>
<td>Operational</td>
</tr>
<tr>
<td>Remarks</td>
</tr>
</tbody>
</table>

Table 7–2
Completion instructions (by block) for DA Form 2063–R—Continued

<table>
<thead>
<tr>
<th>DA Form 2063–R, Shop Stock List, consolidated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date</td>
</tr>
<tr>
<td>2. Unit/Organization</td>
</tr>
<tr>
<td>3. Unit identification code</td>
</tr>
<tr>
<td>4. Item of equipment</td>
</tr>
<tr>
<td>5. Publication data</td>
</tr>
<tr>
<td>Stock number</td>
</tr>
<tr>
<td>Item description</td>
</tr>
<tr>
<td>Unit of issue</td>
</tr>
</tbody>
</table>
Table 7–2
Completion instructions (by block) for DA Form 2063–R—Continued

<table>
<thead>
<tr>
<th>Authorized quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
</tr>
<tr>
<td>Operational</td>
</tr>
<tr>
<td>Remarks</td>
</tr>
</tbody>
</table>

c. Processing the shop stock list. After the shop stock list is prepared, process it as follows:
   (1) Take the shop stock list to the unit commander for approval. The commander approves it by signing the last page.
   (2) File a copy of the approved shop stock list in the unit file.
   (3) Send a copy of the approved shop stock list to the SSA for review. Do this within five calendar days after approval. If the SSA finds obvious errors in a stock number or UI, the unit will be told.
   (4) Correct any errors found by the SSA.

d. Changes to the shop stock list. After giving the SSA an initial shop stock list, keep the list current. Update the list as follows:
   (1) Give any changes to the SSA as they occur. List changes on DA Form 2063–R. Prepare the change list in the same format as the initial list. Prepare a consolidated list for items—
      (a) Added to the load.
      (b) Deleted from the load.
      (c) Increased in stockage quantity.
      (d) Decreased in stockage quantity.
   (2) Enter the new stockage quantity in the Basic column.
   (3) Enter “added,” “change,” or “deleted” in the Remarks column for each item to show the type of change.
   (4) Give the SSA a new shop stock list which includes previous changes at the second and alternating review periods.

e. Preparing and maintaining DA Form 3318. DA Form 3318 is a two-part form. The demands and requests sections are designed to record quantities of an item demanded or requested, regardless of the supply source. When the demands or the requests sections are filled, it may be separated from the title insert section and turned over for more postings. Prepare a DA Form 3318 for each authorized line item. File the forms in NIIN sequence in a visible file cabinet or visible file folder. Signals made of colored tabs may be used in the visible file with the DA Form 3318 to show status of an item. Make all entries on DA Form 3318 in pencil. Table 7–3 gives instructions for preparing DA Form 3318.

f. Review of DA Form 3318 and Inventory of the Load. DA Form 3318 must be reviewed semiannually (180 days). The review includes an inventory of the load. Make the review and inventory as follows:
   (1) Compare storage location of each item with the location listed on the title insert section. Correct any differences.
   (2) Count all items and change the balance on hand section if necessary.
   (3) Make a visual check of the items’ condition. Damaged items must be repaired or replaced.
   (4) See if the balance on hand, plus due-ins, minus due-outs equals the authorized stockage level. Make a list of any items that need to be requested or have excess.
   (5) Post the review results on the next available line in the Demands section of DA Form 3318s and complete the form as follows:
      (a) Date column. Enter the Julian date of the review.
      (b) User column. Enter the letters “REV” (to indicate a review).
      (c) Quantity demanded column. Enter the total quantity demanded during the review period. Demands which have been canceled are not included.
      (d) Review entry. Draw a dark line just below the review entry.
   (6) On completion of the review and inventory, take these actions—
      (a) Report any inventory shortages of durable items to the unit commander.
      (b) Submit requests for issue to replace shortages.
      (c) Submit requests for cancellation for excess due-ins.
      (d) Turn in excess items. Turn-in procedures are in chapter 3.

7–4. Operational load of class I supplies
Manage this load according to AR 30–22.
7–5. Operational loads of class II, III(P), IV, and VIII (except medical repair parts) supplies
   a. All units are authorized operational loads of class II, III(P), IV, and VIII (except medical repair parts) supplies. Up to a 15-day stockage of supplies is authorized, based on ALWs in CTA 50–970 and CTA 8–100. If the items are available through an SSSC, then seven-day stockage is sufficient. No records of demands are required. Develop stockage quantity based on local experience.
   b. No accounting records are required, but responsibility must be assigned for durable items. Use the proper procedures in chapter 5 or tool room procedures.
   c. Durable items in these loads must be inventoried—
      (1) When the HRH changes. Use the procedures in paragraph 9–4b.
      (2) Semiannually by the HRH. Inventory the items as follows:
         (a) Check all items to make sure the item matches the description on the hand receipt. Make a list of any differences.
         (b) Count all items. Make a list of any differences between the quantity on hand and that shown on the hand receipt.
         (c) Make a visual check of the items’ condition. Unserviceable items must be turned in. Damaged items must be repaired.
         (d) Make sure excess items are turned in.
         (e) Record the results of the inventory on a memorandum. The memorandum will state that the required items were completely inventoried. The HRH must sign the memorandum. Give the original of the memorandum to the unit commander for filing. The HRH will keep a copy of the memorandum.
   d. When the inventory is completed, the unit commander will—
      (1) Determine if an adjustment document for shortages is required. If required, prepare and process the adjustment document according to AR 735–5.
      (2) Make sure shortages are requested.

7–6. Operational load of class III (bulk) supplies
Manage this load as directed by the ACOMs/ASCCs/DRUs.

Table 7–3
Completion instructions (by block) for DA Form 3318 for a class II, IV, or VIII basic load items

<table>
<thead>
<tr>
<th>DA Form 3318, Record of Demands - Title Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock number</td>
</tr>
<tr>
<td>Date a.</td>
</tr>
<tr>
<td>User b.</td>
</tr>
<tr>
<td>Quantity Demanded c.</td>
</tr>
<tr>
<td>Due out d.</td>
</tr>
<tr>
<td>Balance on hand</td>
</tr>
<tr>
<td>Remarks</td>
</tr>
<tr>
<td>UI</td>
</tr>
<tr>
<td>SEC</td>
</tr>
<tr>
<td>Stockage code</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Quantity</td>
</tr>
<tr>
<td>ARC</td>
</tr>
<tr>
<td>RC</td>
</tr>
<tr>
<td>Authorized stockage level</td>
</tr>
<tr>
<td>Stock number</td>
</tr>
<tr>
<td>Item description</td>
</tr>
<tr>
<td>Location</td>
</tr>
</tbody>
</table>
Chapter 8
Repair Parts Procedures

8–1. Overview
   a. This section gives the procedures for managing shop stock consisting of class II, IIIP, IV, and IX repair parts and keeping related records. These procedures apply to field-and-below, depot-sustainment, maintenance activities not collocated with an SSA whether contained within a supply or supply distribution company for Active Army, ARNG, and the USAR. A shop stock is kept to support a unit’s maintenance services, unscheduled maintenance, and programmed repair actions.

   (1) Shop stock will be limited to a length of 15 days of supply and will not be limited to the number of lines authorized. But they must be transportable by using organic equipment in accordance with AR 710–2.

   (2) Commander’s will approve shop stock listings.

   (3) Field maintenance activities will inventory shop stock quarterly, and fixed-base maintenance activities will inventory shop stock semiannually.

   (4) Commanders will ensure that shop stock items are on hand or on order.

   (5) Shop stock replenishment will be based on RO or reserve order point.

   (6) Excess shop stock must be turned in within 10 days of review

   (7) DA TMs identify repair parts by NSN or part number, name, and RC. They also prescribe the level of maintenance authorized to request and use the repair parts. The AMDF can be used to check request data for items assigned an NSN.

   b. The shop stock records consist of the following:

   (1) DA Form 2063–R.

   (2) Initial mandatory parts list (IMPL) for each missile system fielded to your unit.

   (3) Support list allowance computations.

   (4) DA Form 2064.

   (5) Due-in status file.

   (6) DA Form 3318.

8–2. Units authorized shop stock
Field-and-below, depot-sustainment, maintenance activities are not collocated (within the same logistic footprint) as the supporting SSA in accordance with AR 710–2.

8–3. Communications security maintenance activity shop stock
Uninstalled unclassified CCI repair parts must be tracked Army-wide through Selected Item Management Expanded (SIMS–X) and cannot be issued to, or stocked in, the COMSEC maintenance activity shop stock.

8–4. Location of shop stock and records
Shop stock and records will be kept in an area convenient for unit maintenance operations; however, the stock and records will be kept separately by unit in accordance with AR 710–2.

8–5. Initial shop stock stockage for newly activated units and units having changes in assigned equipment
   a. Items are authorized for shop stock, bench stock, and repair team stock in accordance with AR 710–2.

   b. Assistance in determining initial shop stock stockage requirements for newly activated units and units having changes in assigned equipment (excluding D to D+60 ARNG and MTOE USAR) can be obtained from AMC logistics support activity (LOGSA). Initial recommended peacetime shop stockage information will be provided only for unit consolidation or a unit undergoing changes in mission, but it will not be used for new equipment fieldings. Send the request to: Executive Director, AMC LOGSA (AMXLS) Redstone Arsenal, AL 35898–7466. The request will contain the following:

   (1) UIC of the requesting unit and type (that is, combat arms, combat support, combat service support, or aircraft).

   (2) Level of maintenance of the requesting unit.

   (3) Days of supply required in 15-day increments.

   (4) Point of contact (name, rank, and telephone number).

   (5) Newly activated units will include the information in paragraphs 8–5b(5)(a) through 8–5b(5)(c) for each on-hand item for which they are authorized to perform maintenance. Units with changes in equipment will include the information for only newly received equipment.
(a) For airplanes, helicopters, and generators with multiplication engines, furnish both the end-item NSN and the engine NSN. For power units, furnish the end-item NSN, the engine NSN, and the trailer or truck NSN.

(b) LIN for each end item.

(c) Quantity on hand.

c. Send requests for medical equipment shop stock data to: Commander, USAMMA (SGMMA–M), 693 Neiman St, Ft. Detrick, Fredrick, MD 21702. The request must contain the data in paragraphs 8–5b(1) through 8–5b(3) (does not apply to initial provisioning to support newly deployed equipment).

d. Computer printouts listing items for recommended stockage will be returned. (A magnetic tape containing skeleton A0A or Z44 records will be supplied on special request.) These listings or card decks will identify the end item, repair part, NSN, and recommended stockage quantity for the item.

e. Upon receipt of the recommended peacetime shop stock data, take the following actions:

1. Review the listing for changes, quantity reductions, or deletions. Prepare and process DA Form 2063–R for each item selected for stockage.

2. Prepare a DA Form 3318 for each item selected for stockage. Use stockage code P.

3. Request initial stockage of shop stock items. These requested support items are subject to approval at the first general staff level in the chain of command.

f. Send requests for COMSEC equipment shop stock to: Commander, USACSLA (SELCL–KP), Fort Huachuca, AZ, 85613–7090.

8–6. Initial mandatory parts lists

IMPL will be delivered when a new missile system is fielded. Parts authorized by the IMPL will be stocked using stockage list code P. During the initial stockage period, the unit must capture the demand data for review at the end of the initial period. Items qualifying for stockage by normal demand support become demand supported shop stock.

8–7. Updating shop stock records when initial mandatory parts lists are received

When the IMPLs for a unit are received, the commander is responsible for taking the following actions:

a. Determine the IMPL stockage quantity for each repair part. Select the repair parts stockage quantity from each IMPL applicable to the unit as follows:

1. Determine the on-hand quantity of the end item.

2. For each repair part, select the quantity from the IMPL density column that is equal to or nearest to the actual on-hand density.

b. Update the shop stock records as follows:

1. For items that are on the present shop stock, but not on the IMPL—
   (a) It is not necessary to make any changes to DA Form 3318 for these items.
   (b) Continue to stock the items as long as retention criteria is met.

2. For items that are on the IMPL but not on the present shop stock—
   (a) Prepare a DA Form 3318 for each item. Use stockage code P.
   (b) Prepare a request for the stockage quantity. Use UND “C.”
   (c) Post the request to the document register.
   (d) Post the request to the DA Form 3318.

3. For items that are on both lists but the IMPL stockage quantity is less than the quantity on the present shop stock—
   (a) Change the stockage code on the Title Insert section to “P.”
   (b) Enter the Julian date in the Date block.
   (c) Enter the IMPL stockage quantity in the Quantity block.
   (d) Do not change the Authorized Stockage Level block. This quantity will be adjusted during regularly scheduled reviews, but will not be reduced below the IMPL stockage quantity.

4. For items that are on the IMPL and present shop stock but the IMPL stockage quantity is greater than the quantity authorized on the present shop stock—
   (a) Change the stockage code on the Title Insert section to “P.”
   (b) Enter the Julian date in the Date block.
   (c) Enter the IMPL stockage quantity in the Quantity block.
   (d) Change the authorized stock level to the IMPL stockage quantity.
   (e) Prepare a request for the amount the authorized stockage was increased. Use UND “C.”
   (f) Enter the request on the document register.
   (g) Post the request to the record of demands.
(5) Prepare a new consolidated DA Form 2063–R. Have the commander approve the list. Send the SSA two copies of the approved list and the requests that were prepared for new items and increases.

8–8. Preparing, processing, and updating DA Form 2063–R
For units establishing a shop stock or undergoing a change in equipment, prepare separate DA Form 2063–R for each type of equipment on hand in the unit for which repair parts are to be stocked. The repair parts from these lists are then combined on another DA Form 2063–R. (Medical units will list class VIII and IX repair parts separately.) Prepare the lists in enough copies to meet local needs.

a. To prepare DA Form 2063–R for each type of equipment, see table 7–1.

b. To prepare DA Form 2063–R as a consolidated shop stock, see table 7–2.

c. To process DA Form 2063–R after the individual and consolidated DA Form 2063–Rs are prepared (see paragraphs 8–8a and 8–8b), process as follows—

1. Take the consolidated list to the unit commander for approval. The commander approves it by signing the last page.

2. File a copy of the individual shop stock and approved consolidated shop stock in the unit file.

3. Send a copy of the approved shop stock to the SSA for review. Do this within five days after approval. Changes to the unit shop stock by the SSA are authorized only when errors are found, such as incorrect stock numbers or unauthorized repair parts. The SSA will inform the unit if any errors are found in the list. Correct any errors found by the SSA.

d. To update DA Form 2063–R in order to keep the list current, after giving the SSA an initial shop stock list, update the list as follows:

1. Give any changes to the SSA as they occur. List changes on DA Form 2063–R. Prepare a consolidated list for items—

   a. Added to the shop stock.

   b. Deleted from the shop stock.

   c. Increased in stockage quantity.

   d. Decreased in stockage quantity.

2. Enter the new stockage quantity in the Operational or Basic column, as appropriate.

3. Enter “added,” “changed,” or “deleted” in the remarks column for each item to show the type of change.

4. Give the SSA a new shop stock list at the second and alternating review periods. Make sure the list includes all previous changes.

8–9. Preparing request documents
Chapter 2 gives instructions for preparing request documents.

8–10. Requests for shop stock items

a. Submit requests for shop stock items to the SSA when shop stock changes are submitted. Submit resupply requests as items are used.

b. Use UND “C” for initial issue and replenishment requests for shop stock items. Use UND “B” to replenish the quantity issued that brings the line to zero balance on the shop stock.

8–11. Forecasting shop stock requirements
The shop stock stockage is not computed to support scheduled equipment servicing. Submit requests in advance for items needed for servicing or seasonal requirements.

8–12. Reparable management
Reparable items are supplied to using units through an SSA. Following recoverable or reproducible issues and dedicated shipments to customers, GCSS–A will automatically generate a return purchase request for tracking in accordance with Defense Finance and Accounting Service Regulation 37–1. Prepare DA Form 2765–1 to turn in the unserviceable reproducible. If components are missing or the item is unserviceable due to reasons other than FWT, follow the procedures in AR 735–5.

8–13. Posting the DA Form 2064
All requests for issue or turn-in of repair parts must be posted to the document register. Paragraph 2–23 gives instructions for keeping the document register.
8–14. Keeping the due-in status file
Use the procedures in chapter 2 for keeping the due-in status file. Chapter 2 also gives instructions for processing supply status cards.

8–15. Follow-up, cancellation, and modification of requests
Use the procedures in chapter 2.

8–16. Reconciliation and validation of supply requests with the supply support activity
The SSA must reconcile and validate open supply requests with its customers monthly (for ARNG, quarterly). Use the procedure set up by the SSA.

8–17. Preparing and maintaining DA Form 3318
a. DA Form 3318 is a two-part form. The Record of Demands and Requests sections are used to record quantities of an item demanded or requested regardless of the supply source. This includes items obtained from another unit or salvaged from equipment during emergencies. It also includes items obtained as part of a warranty program. When the Demands or Requests sections are filled, separate the form and turn it over for more postings. Prepare a DA Form 3318 for each line item authorized for stockage. The main purpose of DA Form 3318 is to allow the unit to adjust stockage quantities of repair parts based on recorded demand experience.

b. File DA Form 3318s in NIIN sequence and place in a visible file cabinet or visible file folder. Colored tabs may be used in the visible file with the DA Form 3318 to show the status of an item.

c. Make all entries on DA Form 3318 in pencil. Table 7–1 gives instructions for preparing DA Form 3318.

8–18. Review of DA Form 3318 and inventory of the shop stock
Form 3318 must be reviewed every 90 days (for USAR and ARNG, 180 days) or on the last day of the calendar quarter. The review includes an inventory of the shop stock. Make the review and inventory as follows—

a. Compare the storage location of each item with the location listed on the Title Insert section. Correct any differences.

b. Count all items listed on DA Form 3318 and change the balance on hand if necessary.

c. Make a visual check of the item’s condition. Damaged items must be repaired or replaced.

d. Compute authorized stock levels for items that have been on the shop stock for one full review period. Follow the procedures in paragraph 8–21.

e. Check to see if the quantity on hand, plus the quantity due in, minus the quantity due out, equals the authorized stockage level. Request any shortages and turn in any excesses.

f. Post the review results on the next available line in the Demands section. (Do not make any posting if the review is for a period during which an item was added to the shop stock.) See table 8–1.

g. If an increase in the authorized stockage level occurs, take these actions—

(1) Prepare a request for the required quantity.

(2) Post the request on the next available line in the Requests section of DA Form 3318.

(3) Update the Authorized Stockage Level block in the Title Insert section.

(4) Prepare a change to the shop stock (DA Form 2063–R).

(5) Send the shop stock change and the request for issue to the SSA.

---

Table 8–1

Completion instructions (by block) for DA Form 3318, sample of record of demands

<table>
<thead>
<tr>
<th>DA Form 3318, Record of Demands - Title Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stock number</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>User</strong></td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td><strong>Demanded</strong></td>
</tr>
<tr>
<td><strong>Due out</strong></td>
</tr>
</tbody>
</table>

---

66 DA PAM 710–2–1 • 1 December 2016
Table 8–1
Completion instructions (by block) for DA Form 3318, sample of record of demands—Continued

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Enter at least the following data:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>The date and reference number of the ACOM/ASCC/DRU correspondence authorizing the load. Also enter the number and date of the DA authorization document.</td>
</tr>
<tr>
<td>b.</td>
<td>The local source of supply for the item. (Examples are the SSA and SSSC.)</td>
</tr>
<tr>
<td>c.</td>
<td>Interchangeable and substitute (I&amp;S) data available from supply letters, supply bulletins, SSA, MILSTRIP, or an I&amp;S list. Enter the NSN of other items that can be used when this item is not available.</td>
</tr>
</tbody>
</table>

| UI      | Enter the unit of issue of the item. |
| SEC     | Enter the CIIC of the item from AMDF. |
| Stockage code | Enter "Basic load." |
| Date    | Enter the Julian date the item was placed on the shop stock. |
| Quantity| Leave blank. |
| ARC     | Enter ARC of the item from the AMDF. |
| RC      | Enter RC of the item from the AMDF. |
| Authorized stockage level | Enter the authorized stockage quantity. |
| Stock number | Enter the stock number of the item. |
| Item description | Enter the nomenclature or item description. |
| Location | Enter the storage location of the item. If the item is issued on hand receipt, enter the hand receipt number. |

Note. If all or part of a request is canceled, enter the quantity canceled in the Quantity Requested column and the abbreviation "CXL." Change the quantity in the Quantity Due In column accordingly.

8–19. Keeping the nonstocked item demand file
A separate file of DA Form 3318s must be kept to record demands for nonstocked items. These items may be added to the shop stock after meeting the stockage criteria of three demands in the most recent 180 days (for USAR and ARNG, 360 days). These items may be added to the shop stock at the time of the third demand.

a. When a nonstocked item is demanded for the first time, take these actions—
   (1) Prepare DA Form 3318 for the item. In the Title Insert section, enter the applicable end item and complete the UI, CIIC (formerly the SEC), ARC, RC, stock number, and item description blocks. Table 7–1 gives instructions for preparing DA Form 3318. (Keep only one card for each stock number.)
   (2) Post the demand to the form. It is not necessary to keep track of due-outs or the requests sent to the SSA. Use the document register for this purpose.
   (3) File the form in the nonstocked file in NIIN sequence.

b. When a nonstocked item is demanded the second and following times, take these actions—
   (1) Post the demand to the DA Form 3318 for the item.
   (2) Line out demands more than 180 days old (for USAR and ARNG, 360 days).
   (3) Review the form to see if the stockage criteria has been met.

c. Review the nonstocked file every 90 days (for USAR and ARNG, 180 days). Take note—do not post this review. Rather, take these actions—
   (1) Remove cards from the file that—
      (a) No longer apply to equipment on hand.
      (b) Have had no demands in the most recent 180 days (for USAR and ARNG, 360 days). (Reuse these DA Forms 3318 when practical; destroy those forms that cannot be reused.)
   (2) Submit cancellation requests for any due-ins that do not apply to equipment on hand.
   (3) When an item meets the shop stock stockage criteria, inform the unit commander. The commander will decide whether to add the item to the shop stock.

Note. The commander will give special attention to management of repair parts for intensively managed systems, that is, the AN/TPQ–37, Fire Finder. These high-tech, low-density systems often require that special conditions be met when stockage levels and location of repair parts is considered.

e. When the item will be added to the shop stock, take these actions—
(1) Add the quantities of the three demands. Enter this quantity in the Quantity Demanded column of DA Form 3318. (Use the next available line.) Underline this entry. Do not count any of the demands above this line during future review.
(2) Determine the initial stockage quantity for the item. Follow the procedures in paragraph 8–20.
(3) Prepare a request for the initial stockage quantity using UND “C.” Post the request on the first available line in the Requests section of DA Form 3318.
(4) Complete the Title Insert section of DA Form 3318.
(5) File the DA Form 3318 in the shop stock visible file.
(6) Prepare a change to the shop stock (DA Form 2063–R). Obtain the unit commander’s approval.
(7) Send the shop stock change and the request for initial stockage to the SSA.

f. When a nonstocked item has met the shop stock stockage criteria but is not added to the shop stock, take these actions—
(1) Write “Commander does not desire to stock this item” on DA Form 3318. Make this entry on the next line of the Demands section.
(2) Continue keeping the card in the nonstocked file. Start keeping track of demands again.

8–20. How to determine initial stockage level for a demand supported item

a. Stock level tables are used to determine the initial stockage level for a demand supported item. Shop stock is based upon the demand criteria in accordance with AR 710–2. Shop stock will be limited in depth to 15 days of supply.
   (1) Determine the initial stockage level for a demand-supported item as follows:
      (1) Add the quantities of the three demands that qualified the item for stockage.
      (2) Find this quantity in the Total Quantity Demanded row of the proper stock level table. Use the average customer wait time (ACWT) table directed by the ACOM/ASCC/DRU. ARNG will use the 30–day ACWT table.
      (3) Find the column across the top of the table that shows the number of days it took for three demands to occur.
      (4) The initial stockage quantity is found where the row and column intersect.
      (5) See AR 710–2 for shop stock authorization and demand criteria.

b. Computing authorized stock level. Determine authorized shop stock stockage quantities as follows:
   (1) Add the quantity demanded for the item during the last two review periods. If the item has been on the shop stock fewer than two review periods, use one review period (90 days) to determine if an increase in stockage is authorized.
   (2) Find this quantity in the Total Quantity Demanded Row of the proper stock level table. Read across on the same line to the last column to find the authorized stock level. For total quantity demanded of 1 or 2, the stockage level is 1.
   c. Stock level increase. If there is an increase in stockage, take action according to paragraph 8–18.
   d. Stock level decrease. If there is a decrease in stockage, take these actions—
      (1) Update the Authorized Stockage Level block in the Title Insert section.
      (2) Submit requests for cancellation for any excess due-ins.
      (3) Turn in any excess quantity. Quantities less than full unit pack may be kept.

8–22. Deletion and retention of shop stock items

a. Items in the following categories will be deleted from the shop stock:
   (1) Stockage code Q items that have not had one demand in the last two full review periods.
   (2) Stockage code M items that fail to become demand supported during their first four full review periods on the shop stock. Items authorized by the first general staff level may be kept on the shop stock if newly authorized.
   (3) Stockage code P items that have been deleted from the IMPL. Also a reduction of equipment authorizations due to MTOE change may result in a reduction or deletion of a code P item. For initial stockage of repair parts for newly introduced end items as identified by SLAC listing. Stockage quantities on initial provisioning items will not be reduced for
one year. If an end item is under warranty, one year will begin on expiration of warranty. Quantities may be increased after the first review period. Stockage quantities will be reviewed at the end of the first year to determine if retention is required. If an item experiences no demand during the first year and no demand is anticipated during the second year, it may be deleted from the shop stock. Items failing to be demand supported by the end of the second year will be deleted.

*Note.* Repair parts for high-tech, low-density, intensively managed systems—such as the AN/TPQ–37, Fire Finder—will receive special consideration before being deleted from the shop stock. These systems will, in many cases, be subject to unique conditions or requirements that must be met before deletion is made.

(4) Obsolete items that are no longer required.

(5) Excess spare or repair parts resulting from a replaced or displaced end item or system or from a change in MTOE units. Units may request a Reverse SLAC Report from AMC LOGSA to help determine what repair parts are no longer needed. The Reverse SLAC Report is meant to be used when the total supply of a specific end item (NSN) is being replaced or turned in.

(a) The Reverse SLAC Report is a three-part report.
   1. Section I lists the end items used in the comparison process.
   2. Section II is the Unique Items Listing. This listing identifies repair parts used on the end items being replaced or turned-in. These repair parts are not used on the other end items remaining in or being gained by the unit.
   3. Section III is the Common Items Listing. This listing identifies repair parts used on the end items being turned in and also used on one or more of the unit’s other end items. The unit may want to reduce stockage levels for some of the common items.

(b) Request a Reverse SLAC Report by writing to: Director, AMC LOGSA (AMXLS), Redstone Arsenal, AL 35898–7466. Provide the information requested below:
   1. The NSN of the replaced or displaced end item(s).
   2. The NSNs of the end item(s) gained in place of the replaced or displaced end item(s). For aircraft and generators, include the NSN of the engine as well as the end-item NSN.
   3. Obtain from your supporting SSA a copy of the current authorized stockage listing on 9-track, 1600 BPI tape with NSNs of items stocked in CC.
   4. Provide the UIC of the supporting SSA and include a listing by UIC of all units supported.
   5. Action officer’s name, rank, mailing address, and telephone numbers (DSN and commercial).

(c) Request a Reverse SLAC Report for COMSEC equipment from: Commander, USACSLA (SELCL–KP), Fort Huachuca, AZ 85613–7090.

b. When an item is deleted from the shop stock, take these actions—
   1. Turn-in any quantities on hand to the SSA. Follow the methods in chapter 3.
   2. Submit requests for cancellation for any due-ins.
   3. Destroy the DA Form 3318 for the item.

c. The following items will not be deleted from the shop stock:
   1. Items with stockage code P unless paragraph 8–22a(3) applies.
   2. Items that support—
      (a) Equipment that has not been operated during most of the last two full review periods.
      (b) Seasonal requirements for which demand is expected.
      (c) Nonstandard equipment.

Chapter 9
Inspection and Inventory Procedures

Section I
Inspection and inventory approach

9–1. Command inspections
   a. All supply operations to which this pamphlet pertains will be inspected by the command immediately superior to the unit or activity inspected. Frequency of command inspections will be in accordance with the Command Supply Discipline Program (CSDP) per AR 710–2. Installation commanders may elect to use staff personnel to conduct the inspection of an installation level supply operation when resources of the next higher command are not available. Installation commanders will make sure that inspecting personnel are not from the activity being inspected and that there is no conflict of interest.
   b. Command inspections will be conducted per the procedures provided by the CSDP per AR 710–2.
9–2. Receipt and issue of property inventory

a. When receiving property from an SSA, inventory the items as follows:

(1) Make sure the items are for your unit. Do this by checking the document number and/or the unit name on the receipt document. Do not sign for property unless it is for your unit.

(2) Check the item to make sure it matches the description on the receipt document. Report problems to the SSA issue clerk for correction.

(3) Count all items. Make sure the quantity received agrees with the quantity recorded on the receipt document. Report any differences to the SSA issue clerk for correction.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages. Use this list and the TM or SC to prepare the hand receipt shortage annex. Report shortages to the SSA issue clerk.

(5) Check the SNs when items with SNs are received. Items such as vehicles, MHE, office machines, generators, CCI, and weapons will have SNs. Check the item’s SN with the one recorded on the receipt document. If there is no SN listed on the receipt document, enter it. Report any SN problems to the SSA issue clerk for correction.

(6) Make a visual check of the condition of the items. If they are damaged, tell the SSA issue clerk.

(7) If serviceability of an item is questionable, notify the PBO. The PBO and the stock record officer will resolve the matter.

(8) Sign the receipt document after actions in paragraphs 9–2a(1) through 9–2a(7) have been completed. Receipt document will be provided to the PBO for posting within 7 calendar days from the date of the transaction for Active Army (30 days National Guard/RC).

b. When property is to be issued on hand or subhand receipt, the receiving person must inventory the property. Take the following actions:

(1) Check all items to make sure the item and its description on the hand or subhand receipt match. Make a list of any differences.

(2) Count all items. Make sure the quantity received agrees with the hand or subhand receipt. Check end items for completeness using the proper TM or SC. Make sure component shortages are listed on a hand-receipt shortage annex. Make a list of any differences.

(3) Verify SNs. Check the item’s SN with the SN recorded on the hand or subhand receipt. Make a list of any differences.

(4) Report differences to the person making the issue. Make sure all problems are corrected before signing the hand or subhand receipt.

(5) Hand or subhand receipt. Sign the hand or subhand receipt after actions in paragraphs 9–2b(1) through 92b(4) have been completed.

c. Check COMSEC equipment, including unclassified CCI for signs of tampering, covert entry to shipping containers, or unauthorized access to the equipment itself. Report any signs of tampering to the unit or installation security officer. Unreconciled discrepancies in the control, receipt, and accounting of classified COMSEC equipment must be reported as a COMSEC incident report per AR 380–40 or TB 380–41 as applicable.

9–3. Change of hand receipt holder inventory

When the HRH is replaced, all property listed on hand receipts will be inventoried by the incoming and outgoing PHRH. Thirty days will be allotted to conduct the joint inventory. When the inventory cannot be completed in the allotted time, request extension in writing to the commander or supervisor. See AR 710–2 for specific instructions.

a. For conduct of the inventory use the following procedures:

(1) Take these actions prior to the inventory—

(a) Check with the next higher commander or supervisor for any instructions.

(b) Make sure all hand or subhand receipts and annexes with change documents are updated.

(c) Review the hand receipt to find the type of items to be inventoried. If needed, select personnel to assist in the inventory and give them instructions.

(d) Notify sub-HRHs of when and how the inventory is to be conducted.

(e) Review DA Pam 25–30 to ensure that the most current SCs, components lists, TMs, and other related publications are used during the inventory. In the event the most current publications are not on hand, the outgoing HRH will place required publications on order during the inventory. The incoming HRH will inventory by the publication on hand or, if no publication is on hand, by preparing a component list of items on hand pending receipt of the most current publication. The commander or supervisor for whom the property book is kept will be informed of this action.

(f) Immediately upon receipt of the current publication, the HRH will direct a 100-percent inventory be taken to determine any overages or shortages. Overages will be turned in, and shortages will be accounted for as follows:
(2) When the publication indicates a publication as being newly added, request the item.
(3) When the publication indicates a component is not new or is being deleted, and the component was not on hand during the original inventory, action will be taken per AR 735–5.
(4) Not Used.

b. Inventory the property as follows:
(1) Check all items to make sure the item and their description on the unit property book or hand receipt match. Make a list of any differences.
(2) Make a visual check of the condition of the property. Make a list of any damaged equipment.
(3) Count all items listed on the hand receipt. Make a list of any overages or shortages.
(4) Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand-receipt shortage annexes. Check the document register to make sure that component shortages are on request. Make a list of component shortages that are not listed on hand receipt shortage annexes. Make a list of any component overages.
(5) Check the SN on the item with that recorded on the hand receipt. Make a list of any SN differences.
(6) If items are in maintenance, make sure the maintenance request is valid. Check all open maintenance requests with the supporting maintenance facility.
(7) Report damaged equipment to unit maintenance personnel for repair.
(8) Report all differences regarding property discrepancies to the accountable officer or PBO. After the document has been assigned to the AR 735–5 adjustment documents, the outgoing HRH will sign for the adjusted quantities in the next column. The new HRH will sign for the same quantities in the next available column. If no discrepancies were discovered during the inventory, the new HRH will sign the next available quantities column thereby acknowledging responsibility for the property.

c. If an HRH dies or departs the unit without transferring responsibility for property, the unit commander or supervisor will appoint a person to act on their behalf so that a joint inventory can be conducted.

9–4. Change of responsible official in the U.S. Army Reserve
In the USAR all property not on valid hand receipt must be inventoried. Take the following actions prior to the inventory.

a. The incoming commander or supervisor will check with the next higher commander or supervisor for any instructions. He or she will review all property records to judge their condition in terms of satisfying accounting requirements, then ensure that all HRHs are currently assigned to the unit.

b. The incoming commander or supervisor will compare hand receipts with the property book to identify any items not issued on the hand receipt and make a list of these items. After completing these actions, inventory those items not issued on hand receipt.

c. The outgoing commander or supervisor will ensure that all hand receipts or subhand receipts and organizational clothing and equipment records—see DA Form 3645 (Organizational Clothing and Individual Equipment Record)—are updated and resigned no more than 180 days prior to the change of RO inventory. The signature on DA Form 2062 or DA Form 3645 verifies that the item is on hand to include all components, less any identified shortages.

d. The outgoing commander or supervisor will resolve all discrepancies and initiate relief from responsibility per AR 735–5 prior to the effective date of the change of ROs.

9–5. Tool room inventory
The tool room will be inventoried semiannually. Inventory all tools and SKO in the tool room. Record the results of the inventory, including discrepancies on a memorandum. Account for all discrepancies in accordance with AR 735–5. Inventory listings produced in automated systems will satisfy the requirement for the memorandum.

9–6. Annual or cyclic inventory

a. An annual, 100-percent inventory of all property assigned to the organization will be conducted. The officer responsible for the unit’s property will ensure that this inventory is conducted. A cyclic inventory may be performed instead of the annual officer inventory when—

(1) The RO of a unit keeping its own property book elects to do it.
(2) The property book is kept at other than unit level and the PBO requires it.

b. When the cyclic inventory option has been chosen, use the following procedures:

(1) Conduct cyclic inventories monthly, quarterly, or semiannually. Inventory about 10 percent of the property book items monthly, 25 percent quarterly, or 50 percent semiannually.
(2) If the location of hand or sub-HRHs make the inventory of a certain number of lines impractical, the PBO or RO may choose that specific hand or subhand receipts be completely inventoried.
(3) The PBO or RO will designate by memorandum the items to be inventoried. A sample memorandum is shown in figure 9–1.

(4) The RO notifies hand or sub-HRHs when and how the inventory is to be conducted.

(5) Inventory the required items with hand or sub-HRHs. Check the items to make sure the item and the description on the hand or subhand receipt match. Make a list of any differences.

(6) Make a visual check of the condition of the property. Make a list of any damaged property.

(7) Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand-receipt shortage annexes. Check the document register to make sure component shortages are on request. Make a list of component shortages that are not listed on hand-receipt shortage annexes. Make a list of any component overages. In the event the most current publication is not on hand, take action per paragraph 9–3.

(8) Check the SN on the item with the SN recorded on the hand or subhand receipt. Make a list of any SN differences.

(9) Report damaged equipment to unit maintenance personnel for corrective action.

(10) Report differences pertaining to property book items to the PBO. The PBO conducts causative research for these differences. Causative research includes, but is not limited to, comparing all posted actions in the accountable property system of record (APSR) to the documents that support those postings, verifying all hand receipt change documents searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly, or mislabeling. When inconclusive findings are made, take the following actions:

(a) Turn in overages as “found on installation” property.

(b) Account for shortages according to AR 735–5.

(c) Prepare and process an AAR to correct differences within sizes, makes, or models.

(d) Adjustment documents must be posted to the property book. Adjust hand or subhand receipt and hand-receipt shortage annexes accordingly.

(e) Submit requests for issue to replace shortages.
9–7. **Change of property book officer inventory**

This inventory is taken when the PBO of an organization is replaced. The inventory is conducted jointly by the incoming and outgoing PBOs. Property not issued on hand receipt must be inventoried.

a. Take these actions prior to the inventory.

(1) The outgoing PBO will—

(a) Make sure all completed receipts, turn-ins, and adjustment documents have been posted to the property book.
(b) Make the property book and related files available to the incoming PBO for review.
(c) Assist the incoming PBO in the review of the property records.
(2) The incoming PBO will—
   (a) Compare the MTOE, TDA, or JTA with the property book. Make sure a page is in the property book for each item from the required column of these documents. If pages are missing, the outgoing PBO will make sure they are prepared.
   (b) Check the property book and document register to find if all items from the authorized column of the MTOE, TDA, or JTA are on-hand or on-request. If items are not on-hand or on-request, check to see if a report of supply constraint has been submitted. If not, the outgoing PBO will make sure that shortages are placed on request.
   (c) Review the property book, document register, and document file to judge the condition of the records in terms of satisfying accounting requirements.
   (d) Make sure HRHs are presently assigned to the unit issued property.
   (e) Compare hand receipts with the property book to find the items not issued. Make a list of these items.
   (f) Make sure there is a property book page for each property book item listed on the hand receipt. Make a list of any differences.
   (g) The incoming PBO will develop some method to keep track of those property book pages that have been compared to hand receipts. If marks are made on the property book pages, they will in pencil. Erase these marks after the inventory is completed.

b. After completion of the actions in paragraph 9–7a, inventory the items not issued on hand receipts. Use the following procedures—
   (1) Check all items to make sure the item and their description on the property book match. Make a list of any differences.
   (2) Make a visual check of the condition of the property. Make a list of any damaged property. Damaged equipment will be accepted as being on hand.
   (3) Count all items not issued on hand receipt. Make a list of any shortages or overages.
   (4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages or overages. Check the document register to make sure component shortages are on request.
   (5) Verify the SNs. Check the SN of the item with the SN recorded on the property book. Make a list of any SN differences.
   (6) If items are in maintenance, make sure the maintenance request is valid. Check open maintenance requests with the supporting maintenance facility.
   (7) Report damaged equipment to unit maintenance personnel for repair.
   (8) The outgoing PBO conducts causative research for differences. Causative research includes, but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand-receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:
      (a) Turn in overages as “found on installation” property. Account for OCIE property book overages as gains using DA Form 444 (Inventory Adjustment Report (IAR)). After posting the gains to the OCIE property book, turn in to the SSA any excesses determined under paragraph 10–3.
      (b) Account for shortages according to AR 735–5. When preparing the FLIPL, ensure that the unit price used is current per AR 735–5.
      (c) Prepare and process an AAR to correct differences within sizes, makes, or models.
      (d) Post adjustment documents to the property book.
      (e) Submit requests for issue to replace shortages.
   (9) After the proper actions in paragraphs 9–7b(1) through 9–7b(8) have been completed, the incoming PBO will complete the statement of accountability for the property.

c. When the inventory cannot be completed within the prescribed time (30 days), extensions may be requested from the commander or designated representative making the appointment. If an extension is not granted, the incoming PBO becomes accountable on the effective date. Extensions must be in writing and will not exceed 30 days. A maximum of two extensions may be requested.

9–8. Annual property book officer inventory
This inventory is required when property books are kept at other than the using unit level. The PBO conducts this inventory. All items not issued on hand receipts must be counted.
   a. Take the following actions prior to the inventory:
      (1) Make sure all completed receipts, turn-ins, and adjustment documents have been posted to the property book.
(2) Compare hand-receipts with the property book to find the items that are not issued. Make a list of these items.

b. Inventory the items as follows:

(1) Check all items to make sure the item and their description on the property book match. Make a list of any differences.

(2) Make a visual check of the condition of the property. Make a list of any damaged property.

(3) Count all items not issued on a hand receipt. Make a list of any overages or shortages.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages or overages. Check the document register to make sure component shortages are on request.

(5) Check the SN on the item with that recorded on the property book. Make a list of any SN differences.

(6) If items are in maintenance, make sure the maintenance request is valid. Check open maintenance requests with the supporting maintenance facility.

(7) Report damaged equipment to unit maintenance personnel for repair.

(8) Conduct causative research for differences. Causative research includes, but is not limited to, comparing all posted actions in the APSR to the documents that support those postings, verifying all hand-receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly, or mislabeling. When inconclusive findings are made, take the following actions:

   (a) Turn-in overages as “found on installation” property.

   (b) Account for shortages according to AR 735–5.

   (c) Prepare and process an AAR to correct differences within sizes, makes, or models.

   (d) Post adjustment documents to the property book.

   (e) Submit requests for issue to replace shortages.

(9) When the inventory is completed, prepare a memorandum for the PBO’s signature. The memorandum will state that the inventory was conducted. It will also state, when applicable, that differences have been accounted for according to AR 735–5 and this pamphlet. File the original of the memorandum at the property book level. Send a copy of the memorandum to the commander, supervisor, or their designated representative who appointed the PBO. A sample inventory memorandum is shown in figure 9–2.
9–9. Sensitive item inventory

Sensitive items and unclassified CCI will be inventoried quarterly (no more than one quarter of a year between inventories). Explosives (ammunition), firearms (CIIC of N or P), and hazardous items must be inventoried monthly. Sensitive items and CCI are identified with a CIIC of 1–6, 8, 9, N, P, Q, R, night vision devices (NVDs), and navigation systems (for example, global positioning systems). Conduct causative research for all inventory discrepancies. The CIIC is shown in the AMDF. The CIIC for each item is on the property book page and on hand or subhand receipts. The RO must notify hand or sub-HRHs when the items are to be inventoried (for monthly and quarterly requirements). HRHs or sub-HRHs must inventory all items with a CIIC of 1–6, 8, 9, N, P, Q, R, NVDs, and navigation systems (for example, global positioning systems).

a. The PBO inventories sensitive items not listed on hand-receipts.

b. Inventory sensitive items as follows:
   (1) For weapons and ammunition, use the procedures in paragraph 9–10b.
   (2) Count each sensitive item for which you have responsibility. Make a list of any overages or shortages.
   (3) Make a visual check of the condition of the items. Make a list of any damaged property.
   (4) Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand-receipt shortage annexes. Make a list of any component shortages not listed on hand-receipt shortage annexes. Make a list of any component overages.
   (5) Check the SN on the item with the SN recorded on the record of responsibility. Make a list of SN differences.
   (6) Report damaged equipment to unit maintenance personnel for repair.
(7) Shortages, signs of tampering, or unauthorized access to CCI equipment also requires initiation of a COMSEC incident.

(8) Hand or sub-HRHs report the results of the inventory to the RO.

(9) The RO reports differences pertaining to property book items to the PBO. The PBO conducts causative research for these differences. Causative research includes, but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand-receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly, or mislabeling. When inconclusive findings are made, take the following actions:

(a) Turn in overages as “found on installation” property.

(b) Account for shortages according to AR 735–5. Shortage of CCI also requires the initiation of an insecurity report per TB 380–40. When preparing the FLIPL, ensure that the unit price used is current.

(c) Prepare and process an AAR to correct differences within sizes, makes, or models. SN differences will not be corrected with use of an AAR. Accountability for SN differences will be established per AR 735–5.

(d) Adjustment documents must be posted to the property book. Adjust hand or subhand receipt and hand-receipt shortage annexes accordingly.

(e) Submit requests for issue to replace shortages.

(10) Record the results of the sensitive item inventory on a memorandum prepared for the RO’s or PBO’s signature, as appropriate. The memorandum will state that all sensitive, explosive, and hazardous items have been inventoried. It will also state either that no differences were discovered or that differences have been reported according to AR 190–11, if required. The fact that differences have been accounted for according to AR 735–5 will be included when applicable. File the original of the memorandum at property book level. File a copy of the memorandum at unit level if the RO is an HRH.

(11) Record the results of the sensitive item inventory on the cyclic inventory memorandum when the unit conducts sensitive items inventory monthly. Property book and unit supply-enhanced (PBUSE) users attach the sensitive items inventory listing to the cyclic inventory memorandum. A sample of this memorandum is shown in figure 9–1.

9–10. Weapons and ammunition inventories

a. Use the following inventory procedures when the responsibility for the custody of the arms storage facility keys is transferred between authorized persons:

(1) Both incoming and outgoing custodians must conduct a physical count of the weapons and ammunition. (In consolidated arms storage facilities, where access to weapons and ammunition is restricted due to physical layout, both persons will verify that a physical count has been made by each person that had access to weapons and ammunition.) If a specific quantity of materiel is being stored in the arms room in locally banded and sealed containers, record these items on the DA Form 2062 as “Container protected by seal # which contains X rounds of Y ammunition.” A separate entry will be made for each container in the item description block of the DA Form 2062 with the quantity listed as 1.

(2) Record the results of the inventory on DA Form 2062. Keep completely filled forms until the next SN inventory (para 9–10b) is completed. At that time they may be destroyed. When differences are found during the SN inventory and are not resolved, keep the forms as an exhibit to a FLIPL.

(3) The person receiving the keys to the arms storage facility receipts for the weapons and ammunition. This person must enter his or her signature, rank, and current date on the inventory form in the column the inventory quantity is listed.

b. The monthly inventory (for USAR and ARNG, quarterly, not to exceed 90 days from the previous inventory) of weapons by SN and inventory of ammunition by lot number or SN for missiles (or other SNed ammunition items is conducted by the RO or an NCO, a warrant officer, a commissioned officer, or a DOD civilian appointed by the RO. The same person will not conduct this inventory in consecutive months. The unit armorer will not conduct this inventory. Use the following procedures:

(1) Compare the SN of the weapons with those listed on the property book, hand receipt, or subhand receipt, as appropriate. Make a list of any differences. Prepare and process an AAR to correct differences within makes or models. SN differences will not be corrected with use of an AAR. Accountability for SN differences will be established per AR 735–5.

(2) If weapons or ammunition have been signed out or are in support maintenance, make sure they are supported by proper documentation. Make a list of any differences.

(3) Inventory ammunition by listing it by purpose (that is, basic load, operational load, or training), Department of Defense Identification code, lot number, quantity on hand, and quantity signed out, on the inventory form. List quantities shown on banded or sealed-and-banded containers. Do not break manufacturer, ammunition supply point, or quality assurance specialist, ammunition surveillance (QASAS) seals for inventory purposes. Note any tampering, damage, or broken seals or bands.
(4) Record the results of the inventory on a memorandum or automated listing (for example, PCN ALH–441, Sensitive Items Inventory List, produced in PBUSE and provided by the PBO). Record the SN of each weapon on the memorandum. The use of a preprinted memorandum listing SNs is authorized. Indicate on the memorandum any weapons signed out or in support maintenance. Record the quantity of loose ammunition and banded or sealed containers on the memorandum. The seal numbers for individual containers should be listed. The inventory memorandum will be signed by the person conducting the inventory. Retain the inventory memorandum in accordance with AR 190–11 (two years if no discrepancy is noted; four years if a discrepancy was noted).

(5) Report any discrepancies to the RO immediately. If any question of serviceability occurs (for example, damaged containers and seals tampered with or broken), contact a QASAS for serviceability verification. The ammunition supply point for the unit should be able to provide the information needed to contact the QASAS.

(6) The RO reports discrepancies to the PBO. The PBO conducts causative research for these discrepancies. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand-receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly, or mislabeling. When no conclusive findings are made, take the following actions—
   (a) Turn in overages as “found on installation” property.
   (b) Account for shortages according to AR 735–5. When preparing the FLIPL, ensure that the unit price used is current.
   (c) Post adjustment documents to the property book. Adjust hand or subhand receipts accordingly.
   (d) Submit any required reports according to AR 190–11 or AR 710–3. ARNG units submit required reports according to National Guard regulation (NGR) 190–11 or NGR 170–30.

9–11. Special inventory procedures for classified communication security equipment
   a. COMSEC custodians are appointed to account for all classified COMSEC materiel issued/hand receipted to the unit. AR 380–40 and TB 380–41 provide detailed criteria for appointment of COMSEC custodians. COMSEC custodians will not be relieved of their responsibilities and will not depart their organizations until a clearance for the COMSEC account has been received from the ACCOR.
   b. Detailed procedures for conducting inventories and reporting results are contained in TB 380–41. COMSEC custodians will not deviate from these procedures.

9–12. Annual central issue facility property book inventory
This is a 100-percent physical count of all OCIE recorded in the balance column of the central issue facility (CIF) property book. This paragraph does not apply to the ARNG or USAR. The PBO conducts the inventory. The PBO may select personnel to assist with the inventory. The date of the inventory is based either on the date of the last change of PBOs or on the last semiannual inventory, whichever was later. A cyclic inventory may be used instead of the semiannual inventory. When the cyclic inventory option is used, the inventory frequency will be monthly, bimonthly, or quarterly. Regardless of the frequency, all property must be inventoried at least semiannually.
   a. Prior to the inventory. Take the following actions prior to the inventory:
      (1) Select an inventory cutoff date and notify supported units of the dates of the inventory and what transactions will or will not be processed.
      (2) Make sure all completed receipt and turn-in documents have been posted to the property records. Post all completed summaries of turn-ins, issues, adjustments, and cash collections to the property records on the day following the cutoff date.
      (3) If needed, select personnel to assist in the inventory and give them instructions.
   b. Conducting the count. After completing the preinventory actions, OCIE is physically counted by the PBO or individuals selected and supervised by the PBO.
      (1) Compare hand-receipts with the property records to find the items that are not issued on hand receipt. Make a list of these items.
      (2) If items are in maintenance or the laundry, make sure the maintenance and laundry requests are valid. Check all open maintenance and laundry requests with the supporting maintenance and laundry facilities. Make a list of these items.
      (3) Count all items listed on the property records. Add quantities that are on hand receipt and those items in maintenance and the laundry. Make a list of overages and shortages. Excess OCIE will be turned into the SSA within 10 days of the review.
   c. Conduct causative research for differences. Causative research includes, but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand-receipt change
documents, searching storage areas controlled by the PBO, and ensuring that end-item identity was not destroyed by consolidation, disassembly, or mislabeling. The PBO will resolve any differences between the counted quantity and the recorded quantity, if possible, through causative research.

d. Inventory adjustments.

(1) Prepare DA Form 444 in three copies as shown in table 9–1.

(2) The PBO must document causative research on IARs when adjustments are for—

(a) For sensitive items having a CIIC, 1–6, 8, 9, N, P, Q, R, night vision devices, and navigation systems (for example, global positioning system). See appendix I.

(b) Adjustments exceeding 0.5 percent of the combined total (dollar value) of issues and turn-ins of a single LIN with supported Soldiers since the last inventory adjustment.

(c) Adjustments over $500 in extended line item value.

(3) Those adjustments requiring causative research in paragraph 9–12d(2) that show negligence was the cause or for which no cause could be found will be supported by action taken in accordance with AR 735–5. When preparing the FLIPL, ensure that the unit price used is current.

(4) Adjustments other than those in paragraph 9–12d(2) do not require causative research. However, if the PBO suspects that negligence may be involved in the adjustment, conduct causative research. Support those adjustments for which negligence is found to be the cause by action taken under AR 735–5.

e. Processing the inventory adjustment report.

(1) The PBO assigns a document number from the nonexpendable document register to the IAR and posts the IAR to the property records.

(2) The PBO sends the original and first copy to the approving authority within five work days after the date the adjustments are posted to the property records and within 30 days after the inventory is completed. When the approving authority returns the IAR to the PBO for further research, complete the research and resubmit the IAR within 15 days. When the research can’t be completed within 15 days, request an extension. The approving authority may grant an extension of up to 30 additional days. The PBO holds the second copy in suspense.

(3) The approving authority for IARs at a CIF resulting from an inventory is determined by the total value of the gains and losses on the IAR per AR 710–2.

(a) Once total adjustments (both gains and losses) for the FY exceed 2.5 percent of the total dollar value of the stockage ALW, then approval authority for all IARs is the approval authority in paragraph 9–12. Do not include AARs in totals used to determine the 2.5 percent cutoff.

(b) Compute the dollar value of the stockage ALW as of the last day of the first month of the FY. Multiply the stockage ALW for each item by the unit price. Add the results for all stockage ALW lines to determine the total stockage ALW value. Use this value for all IARs during the FY.

(4) Final disposition of the IAR depends upon the action taken by the approving authority.

(a) If all items listed on the IAR are approved, the approving authority will date and sign the report in the SSA commander block. The first copy will be retained by the IAR approving authority and filed in the IAR file. The original copy will be returned to the PBO for filing in the supporting document file. On receipt of the original, the PBO will destroy the second copy.

(b) If one or more items listed on the IAR are disapproved by the approving authority, the approving authority will circle the item number(s) and indicate the investigative procedure (either AR 15–6 or AR 735–5) desired in the SSA commander block. The approving authority than dates the IAR and signs the IAR in the SSA commander block.

(c) If the approving authority desires an AR 15–6 investigation, the original copy is returned to the PBO for filing in the supporting documents file. The approving authority is responsible for starting the investigation per AR 15–6. The approving authority holds the first copy in suspense pending receipt of the completed AR 15–6 investigation. The PBO destroys the second copy of the IAR.

(d) If the approving authority desires a FLIPL, the original copy of the IAR is returned to the PBO with instructions to initiate a FLIPL within five work days. When prepared, send it to the approving authority. The approving authority will process the FLIPL per AR 735–5. The approving authority holds the first copy pending receipt of the completed FLIPL. The PBO destroys the second copy of the IAR.

(e) Assign DA Form 1574–1 (Report of Proceedings by Investigating Officer ) and DA Form 1574–2 (Report of Proceedings by Board of Officers) the same document number as was assigned to the IAR. When completed, a copy of the proceedings or FLIPL is sent to the PBO for filing in the supporting document file to support the IAR.

(f) When the inventory is completed, prepare a memorandum for the PBO’s signature. The memorandum will state that the inventory was conducted. It will also state, when applicable, that differences have been accounted for according to paragraph 9–12d and/or AR 735–5. File the original of the memorandum at the property book level. Send a copy of the memorandum to the person who appointed the PBO. A sample inventory memorandum is shown at figure 9–2.
Table 9–1
Completion instructions (by block) for DA Form 444

<table>
<thead>
<tr>
<th>DA Form 444, Inventory Adjustment Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSA</strong></td>
</tr>
<tr>
<td><strong>MATCAT</strong></td>
</tr>
<tr>
<td><strong>Voucher number</strong></td>
</tr>
<tr>
<td><strong>DODAAC</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Serial</strong></td>
</tr>
<tr>
<td><strong>Total number of items</strong></td>
</tr>
<tr>
<td><strong>IAR reason</strong></td>
</tr>
<tr>
<td><strong>Station</strong></td>
</tr>
<tr>
<td><strong>Count card location</strong></td>
</tr>
<tr>
<td><strong>Item</strong></td>
</tr>
<tr>
<td><strong>Stock number</strong></td>
</tr>
<tr>
<td><strong>Item noun</strong></td>
</tr>
<tr>
<td><strong>COND</strong></td>
</tr>
<tr>
<td><strong>SEC</strong></td>
</tr>
<tr>
<td><strong>RICC</strong></td>
</tr>
<tr>
<td><strong>Recorded balance</strong></td>
</tr>
<tr>
<td><strong>Quantity inventoried</strong></td>
</tr>
<tr>
<td><strong>Post</strong></td>
</tr>
<tr>
<td><strong>Gain</strong></td>
</tr>
<tr>
<td><strong>Loss</strong></td>
</tr>
<tr>
<td><strong>UI</strong></td>
</tr>
<tr>
<td><strong>Unit price</strong></td>
</tr>
<tr>
<td><strong>Extended price</strong></td>
</tr>
<tr>
<td><strong>Gain</strong></td>
</tr>
<tr>
<td><strong>Loss</strong></td>
</tr>
<tr>
<td><strong>Cut line</strong></td>
</tr>
<tr>
<td><strong>Stock record officer</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Signature</strong></td>
</tr>
<tr>
<td><strong>SSA commander</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Signature</strong></td>
</tr>
<tr>
<td><strong>Asset report copy sent</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Initials</strong></td>
</tr>
<tr>
<td><strong>Total Dollars</strong></td>
</tr>
<tr>
<td><strong>Gain</strong></td>
</tr>
<tr>
<td><strong>Loss</strong></td>
</tr>
<tr>
<td><strong>IAR Reviewed</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Initials</strong></td>
</tr>
</tbody>
</table>

80  DA PAM 710–2–1 • 1 December 2016
Table 9–1  
Completion instructions (by block) for DA Form 444—Continued

<table>
<thead>
<tr>
<th>Net Dollars</th>
<th>Enter the difference between the total dollars gain and loss in either the gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain</td>
<td></td>
</tr>
<tr>
<td>Loss</td>
<td></td>
</tr>
</tbody>
</table>

Reverse Side: Enter causative research required by paragraphs 9–12, d, and (2). Attach supporting documentation to causative research if deemed appropriate.

Note. After the last item, enter the total value of gains FY to date, total value of losses FY to date, the sum of these two totals, the dollar value of the stockage allowance, and the dollar value equal to the stockage allowance value X .025. Use this data to determine approval authority per paragraph 9-12e. Enter the subtotal at the bottom of the extended price column on each page when the IAR consists of two or more pages.

Section II  
Army National Guard Reconciliation Procedures

9–13. United States Property and Fiscal Office reconciliation  
   a. The USPFO will maintain copies of all documents or automated listings of transactions that change the balance of end items, COEIs, or personal and organizational clothing on hand in units within the State. The organization will provide the USPFO with copies of all documents that are generated and processed internally. The USPFO will validate the property records of each organization every 12 months or prior to change of PBO, whichever comes first.  
   b. Every 12 months, or prior to change of PBO, a USPFO representative (who is not a member of the same unit) will, as a minimum, verify that:  
      (1) All transactions involving accountable end items are correctly posted in the unit’s property book.  
      (2) All transactions involving nonexpendable COEI are correctly documented in the appropriate hand-receipt annex or component listing.  
      (3) The PBO has made appropriate disposition of assets that are in excess of authorized ALWs.  
      (4) The unit’s record of items due-in corresponds with the USPFO record of items due-out for that unit.  
      (5) Accountable balances on the property book and the USPFO equipment status report (ESR) agree. The USPFO representative and the PBO, or designated representative, will certify that the balances on the USPFO ESR agree and are correct as adjusted by signing a statement at the end of the listing. One copy of the adjusted ESR will be retained by the PBO until the next reconciliation.  
   c. After verification of accountable balances, the following will occur:  
      (1) The USPFO representative will annotate “Property Records Verified” in the front of manual property books and will sign and date the entry. There is no requirement to stamp each property book page.  
      (2) Mechanized property book accounts will provide the USPFO representative a copy of the latest computer listing of accountable balances that will be updated and corrected as part of the review procedure. The USPFO representative and the PBO, or PBO representative, will certify that balances are correct as adjusted by signing a statement to that effect at the end of the listing. The USPFO representative will retain a copy of the signed listing in the logistic control file until after the next review.

9–14. Reconciliation reports  
   a. Upon completion of a review of property accountability records, the USPFO representative will submit a report of findings and conclusions as directed by the USPFO.  
   b. Previous reports should be reviewed to determine if any adverse trends are present and in what specific areas the unit requires assistance. These areas should be addressed in the current report.

Chapter 10  
Organizational Clothing and Individual Equipment Procedures

10–1. General  
   a. CTA 50–900 and CTA 50–970 prescribe ALWs of OCIE. This chapter has accounting procedures for selected items (see para 10–2) of OCIE. OCIE authorized on a unit basis is accounted for according to chapter 4.  
   b. The phrase “OCIE issue point” is used to refer to both—  
      (1) A CIF
An issue point within a parent unit keeping property book accountability for OCIE. Soldiers are responsible for the proper custody, care, and safekeeping of OCIE issued to them regardless of the ARC. They must keep these items in a serviceable condition.

When authorized by the ACOM/ASCC/DRU, the CIF may initiate cash collection for replacing lost, damaged, or destroyed OCIE per paragraph 10–13. Purchase of OCIE for anyone’s personal use is prohibited. Make cash payments at the CIF that maintains the OCIE record for the Soldier. If the Soldier is not supported by a CIF, prepare DD Form 362 in accordance with AR 735–5. Allow depreciation under AR 735–5.

In the ARNG, additional or excess personnel assigned to MTOE units will receive their OCIE from the unit of attachment or the state area command, as designated by the state AG.

In the ARNG, OCIE items will be stored in state armories or other suitable secure facilities made available by the state AG. Such facilities should provide sufficient space for the common storage of all OCIE issued to a unit and further issued to personnel assigned to the unit. Unit commanders (when authorized by the state AG) may authorize unit members to retain OCIE items in their personal possession only when the following conditions are met:

1. When storage facilities are not made available.
2. Prescribed clothing showdown inspections are scheduled, conducted, and appropriately recorded.
3. Each individual member is informed of responsibilities for safeguarding government property and of the proper and only authorized uses of OCIE.

Report OCIE quality deficiencies on SF 368.

10–2. Items authorized for stockage

a. The following categories of OCIE from CTA 50–900, are authorized for stockage by OCIE issue points.
   (1) Items authorized to a Soldier by military occupational specialty. These MOSs are identified in CTA 50–900.
   (2) Items that may be transferred. These items are identified by footnotes or CTA 50–900.
   (3) Minimum essential items. These items are identified in CTA 50–900.
   (4) Other items. Any other items must be approved by the ACOM/ASCC/DRU commander.
   (5) Expendable OCIE items. Are authorized to a Soldier as identified in CTA 50–970.

b. CIFs are not required to stock all the authorized items. Stockage may be limited to only recoverable items. The installation commander will make this decision. The parent unit must stock, issue, recover, and account for OCIE not stocked by a CIF.

c. Expendable supplies authorized by CTA 50–970 that are required to complete or to place an item of OCIE into use may be stocked at CIFs. Examples are camouflage cover bands, tent pins, tent poles, and ropes. The using unit replaces these items on a one-for-one basis.

10–3. Computing stockage at an organizational clothing and individual equipment issue point

a. CIFs will provide OCIE on a demand basis using the average number of issues each month.

b. Each CIF will establish a stockage requirement based on equipment demand and will maintain support for its stockage requirement.

10–4. Classification of organizational clothing and individual equipment

a. Items of organizational clothing and equipment. Items of organizational clothing and equipment will possess such appearance and degree of serviceability as to justify their issue to troops and afford satisfactory military appearance. As a guide only and where practical for application, these items should possess not less than 50 percent of the life of a new item.


10–5. Organizational clothing and individual equipment property book procedures

a. Property book pages will be prepared and kept for all nonexpendable OCIE on hand or on request. The procedures in chapter 4 apply to OCIE property book pages, except as follows:

   (1) A separate page is required for each LIN authorization. Account for sized items of OCIE on the same page or on an SN page (DA Form 3328–1). Mark the page as follows:

      (a) Enter “See Reverse” or “See Serial Number Page” in the Stock Number block.

      (b) List each NSN and size of the item on the reverse side of the page as shown in table 10–1.

      (c) When the number of sizes and volume of transactions make it impractical to use the reverse side of the page, use an SN page (DA Form 3328–1) to list item NSNs and sizes. Enter the quantity on hand for each NSN in pencil. Change these figures as necessary.
(d) At training installations using manual procedures, where trainee rotation is 10 weeks or less and size management data will be maintained at the discretion of the property book appointing authority.

(2) The balance recorded on the property book page will show only the quantity on the shelf. Items in laundry or maintenance and bulk issues (hand-receipt quantities) are considered to be on the shelf. OCIE possessed by supported Soldiers will not be included in the balance. Quantities of OCIE possessed by supported Soldiers and mission essential civilians will be recorded in the remarks data element of the property book record. This quantity is updated when determining the stockage quantity and will be added to the on-the-shelf balance to report asset data required by AR 710–3. Issues to and turn-ins from supported Soldiers will be summarized. In the ARNG and USAF, nonrecoverable OCIE issued to support Soldiers will be summarized, and recoverable OCIE issues will not be summarized or dropped from the property book. Summary procedures are in paragraph 10–7.

(3) Use the reverse side of the property book page to record management data. Table 10–1 gives instructions for preparing DA Form 3328.

b. Organize OCIE property books as follows:

(1) At parent unit level, file the pages within the organization property section or in a separate section. File the pages in the same sequence as the items are listed on DA Forms 3645 and 3645–1 (Additional Organizational Clothing and Individual Equipment Record) used for summaries.

(2) The CIF will keep a CIF property book. File the pages in the same sequence as the items are listed on DA Forms 3645 or 3645–1 used for summaries.

| Table 10–1 |
| Completion instructions (by block) for DA Form 3328—Reverse Side |

| Publication data | Enter applicable publication data. |
| Location | Enter the current location for items recorded as being on hand. For example, maintenance, laundry, or hand receipt numbers could be listed. |
| Quantity authorized | Enter the quantity on hand at each location listed. |
| Document number | Enter the document number for any dues-in. |
| Quantity due-in | Enter the quantity due-in for each document number listed. |
| Remarks | Enter the quantity issued to Soldiers, the stockage allowance and the recorder point level. Update these entries each time the stockage levels are computed. |

10–6. Organizational clothing and equipment records

a. Use DA Forms 3645 or 3645–1, or computer-prepared listings when the CIF is automated, to record the OCIE transactions between the PBO and the Soldier. These transactions are issues and turn-ins. DA Form 3645 contains the majority of OCIE items commonly issued at an OCIE issue point. DA Form 3645–1 is used for other items stocked by the OCIE issue point. Overprinting of DA Form 3645–1 and use as a sole OCIE record is allowed. Prepare the form in three copies. USAR prep are only two copies, one for the military personnel records jacket and one for the Soldier receiving the issue.

b. DA Forms 3645 and 3645–1 are on the form. The essential elements of data for the OCIE record are in table 10–1.

c. During reception center processing, CTA 50–900 OCIE issued to enlisted Soldiers is recorded on DA Form 3078 (Personal Clothing Request). Transfer this OCIE to DA Form 3645, or a computer prepared listing, when the Soldier arrives at the first permanent duty station.

d. In the ARNG, DA Forms 3645 and 3645–1 may be used for temporary issues to support annual training or field exercises when OCIE is stored in the armory. When this option is used, the forms will be clearly identified as “temporary issue records.” Summary posting procedures will not be used.

e. When a unit deploys, all OCIE records and OCIE will be transferred to the gaining unit PBO.
Table 10–2
Organizational clothing and individual equipment record to assign responsibility for organized clothing and individual equipment

<table>
<thead>
<tr>
<th>Use:</th>
<th>To assign responsibility for OCIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation:</td>
<td>Manual or automated</td>
</tr>
<tr>
<td>Format:</td>
<td>As prescribed in manual or automated procedural publications</td>
</tr>
<tr>
<td>File:</td>
<td>Soldier issue files</td>
</tr>
<tr>
<td>Title:</td>
<td>Name</td>
</tr>
<tr>
<td>Explanation:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Use: Social security account number
Preparation: N/A
Format: Duty MOS
File: N/A
Title: Organizational clothing and individual equipment
Explanation: Items listed in CTA 50–900

Use: Authorized allowance
Preparation: Quantity of each item authorized
Format: Balance
File: Quantity of each item issued
Title: Signature and date
Explanation: N/A

10–7. Summary procedures

a. Nonexpendable issues to, turn-ins from, and cash collections from Soldiers are summarized. ARNG and USAR will summarize only nonrecoverable OCIE. Adjustment documents may be summarized. A summary of turn-ins to the issue facility is used to post an increase to the property book balance. Summaries of issues, cash collections, or adjustment documents are used to post a decrease to the property book balance. Post summaries to the property book balance at least monthly. More frequent postings are allowed if desired by the PBO. The summary of issues, turn-ins, cash collections, and adjustment documents must all be posted to the property book at the same time. The essential elements of data for the summary are in table 10–2.

Table 10–3
Organizational clothing and individual equipment transaction summary

<table>
<thead>
<tr>
<th>Use:</th>
<th>To summarize individual OCIE transaction for posting to the property record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation:</td>
<td>Manual or automated</td>
</tr>
<tr>
<td>Format:</td>
<td>As prescribed in manual or automated procedural publications</td>
</tr>
<tr>
<td>File:</td>
<td>Property Book Supporting Document File</td>
</tr>
<tr>
<td>Title:</td>
<td>Type</td>
</tr>
<tr>
<td>Explanation:</td>
<td>Identifies the type transactions summarized; for example, issues, turn-ins, cash collections, or adjustment documents.</td>
</tr>
</tbody>
</table>

Use: N/A
Preparation: N/A
Format: N/A
File: N/A
Title: Document number
Explanation: N/A

Use: N/A
Preparation: N/A
Format: N/A
File: N/A
Title: Organizational clothing and individual equipment
Explanation: Items listed in CTA 50–900

Use: N/A
Preparation: N/A
Format: N/A
File: N/A
Title: Balance
Explanation: Quantity of the OCIE item, by transaction, that has been issued, turned in, or processed through cash collection or on an adjustment document
Table 10–3
Organizational clothing and individual equipment transaction summary—Continued

| Use: | N/A |
| Preparation: | N/A |
| Format: | N/A |
| File: | N/A |
| Title: | Total |

**Explanation:** Quantity of the OCIE item to be added or subtracted from the property book. The total of the balance columns

| Use: | N/A |
| Preparation: | N/A |
| Format: | N/A |
| File: | N/A |
| Title: | Name and social security account number |

**Explanation:** Relates to Soldier that was issued or turned in OCIE

| Use: | N/A |
| Preparation: | N/A |
| Format: | N/A |
| File: | N/A |
| Title: | Adjustment document number |

**Explanation:** N/A

---

b. Use DA Form 3645s or 3645–1s to summarize the transactions. Record issues, turn-ins, cash collections, and adjustment documents on separate consolidated DA Form 3645s or 3645–1s. Mark the Name block “Summary of Issues,” “Turn-ins,” “Cash Collections,” or “Adjustment Documents,” as applicable.

c. When items are issued or turned in, enter the quantity in the next open column of the consolidated DA Form 3645s or 3645–1s. Enter the Soldier’s name and social security number in the Signature and Date block of the numbered column in which the issue or turn-in is recorded. There is enough space for 16 transactions. The last column, number 17, is used to total columns 1 through 20.

d. Post cash collections and adjustment documents to the summary as explained in paragraphs 10–10 and 10–13.

e. When the summaries are to be posted to the property book, take the following actions:

   1. If only one DA Form 3645 or 3645–1 has been used to consolidate issues, turn-ins, cash collections, or adjustment documents, post it to the property book.

   2. If more than one DA Form 3645 or 3645–1 has been used to consolidate issues, turn-ins, cash collections, or adjustment documents, total the quantities recorded in column 17 of each form. Enter these quantities in column 1 on a separate DA Form 3645 or 3645–1. Mark the Name block of this form with “Summary of Issues,” “Turn-ins,” “Cash Collections,” or “Adjustment Documents,” as applicable, then “for the period (date) through (date). There are (quantity) supporting DA Forms 3645/3645–1 attached.” Attach the consolidated DA Form 3645s or 3645–1s to this form.

   3. Assign a separate document number to the summary of issues, turn-ins, cash collections, and adjustment documents. Post the quantities recorded on the summary sheet to the property book. Post the summary of turn-ins before posting the summary of issues, cash collections, or adjustment documents. Post the quantities recorded on the summary of turn-ins to the Quantity Received column of the property book page. Post the quantities recorded on the summary of issues to the Quantity Turn-in column of the property book page. Post the quantities recorded on the summary of cash collections to the Quantity Turn-in column of the property book page. Post the quantities recorded on the summary of adjustment documents to the Quantity Turn-in column of the property book page.

   4. After posting the summaries to the property book, enter the date completed in column m of the document register. Mark the summaries with “posted,” the date, and the initials of the posting individual. File the summaries in the supporting document file.

10–8. Issue procedures (in-processing)

   a. Unit actions when the Soldier processes into the unit first.

      1. Make sure the Soldier has a copy of the unit assignment orders.

      2. Make sure the Soldier has an OCIE record.

         a) If the Soldier arrives without OCIE records, request a copy from the Soldier’s previous unit commander.

         b) In the interim, prepare one copy of new DA Form 3645 and 3645–1. Do not record any quantities at this time. Send the Soldier to the OCIE issue point for a complete issue. When the Soldier’s OCIE records arrive from his or her previous unit, make sure the Soldier turns in all items recorded as being previously issued.
(3) If the Soldier arrived with OCIE records, make an inventory of the Soldier’s OCIE. The commander may accept a written statement from personnel in grades E5 and above, instead of an OCIE inventory, that all OCIE is on hand and serviceable. The commander may choose an officer, a warrant officer, or an NCO to do the inventory. Use the following procedures:
   (a) Make sure the Soldier has all items recorded. If items are missing or unserviceable (other than FWT), use the procedures for replacing lost, damaged, and destroyed OCIE (see para 10–12).
   (b) Use exchange procedures for any unserviceable, FWT items.
   (c) Check the OCIE records to make sure the duty MOS is correct. Items recorded that are not required because of duty MOS change, or any other reason, must be turned in. Make sure the Soldier turns in any unauthorized items when reporting to the OCIE issue point.

(4) After actions in paragraphs 10–8a(1) through 10–8a(3) have been completed, have the Soldier report to the OCIE issue point, with the following:
   (a) OCIE records.
   (b) Unit assignment orders.
   (c) OCIE to be exchanged or turned in.
   (d) Adjustment document for items lost, damaged, or destroyed (other than FWT), if needed.

b. Unit actions when the Soldier has already reported to the OCIE issue point are as follows:
   (1) Inventory the Soldier’s OCIE. The commander may accept a written statement from personnel in grades E5 and above, instead of an OCIE inventory, that all OCIE is in hand and serviceable. The commander may choose an officer, a warrant officer, or an NCO to do the inventory. Use the following procedures:
      (a) Make sure the Soldier has all items recorded on the OCIE records. If items are missing or unserviceable (other than FWT), use procedures for replacing lost, damaged, and destroyed OCIE as explained in paragraphs 10–12 or 10–13.
      (b) Use exchange procedures for any unserviceable, FWT items.
      (c) Check the OCIE records to make sure the duty MOS is correct. Items recorded on the forms that are not required because of duty MOS change or for any other reason must be turned in. Make sure the Soldier returns to the OCIE issue point and turns in any unauthorized items.
   (2) When notified by the OCIE issue point that the Soldier reported without OCIE records, the commander will—
      (a) Request a copy of the Soldier’s OCIE records from the previous unit commander.
      (b) Make sure the Soldier turns in all items recorded thereon when the Soldier’s OCIE records arrive from the previous unit.

   c. OCIE issue point actions are as follows:
      (1) Before processing, verify that the Soldier is an authorized customer. Do this by making sure the Soldier has assignment orders. Check the Soldier’s identification to make sure he or she is the actual person listed on the assignment orders.
      (2) Make sure the Soldier has OCIE records. If the Soldier arrives without records, the PBO must notify the Soldier’s unit commander.

      (3) Prepare DA Forms 3645 or 3645–1. Prepare new forms in three copies. Record all previous issues on the new forms.
      (4) If the Soldier has items for turn-in, process the turn-in. Record items turned in on the summary of turn-ins.
      (5) If the Soldier has items for exchange, make the exchange.
      (6) Issue the remaining items of authorized OCIE. Record the issue on both copies of DA Form 3645 and 3645–1.
      (7) Record items issued on the summary of issues.
      (8) Record due-outs for items authorized but not issued. The PBO decides the method of recording due-outs and will notify the Soldier when the OCIE is available.
      (9) File an original of the DA Forms 3645 and 3645–1 in the OCIE issue point file. Send a copy or another original to the Soldier’s unit for filing. The individual also keeps a copy.

10–9. Camouflage maternity uniforms
   a. When authorized by the installation commander (unit commander in the USAR) for wear, the camouflage or duty white maternity uniform will be issued to the Soldier after receipt of certification by a physician that the Soldier is pregnant. This occurs from 10 weeks to 4 months of pregnancy. The unit commander will send the service member to the OCIE issue point for issue of items authorized by CTA 50–900.
   b. These uniforms will be issued and accounted for on OCIE records (DA Forms 3645 or 3645–1). Upon termination of pregnancy, the Soldier will be required to turn in maternity uniform to OCIE issue point.
   c. If a Soldier departs for permanent change of station (PCS) during pregnancy, camouflage maternity uniforms will be retained and turned in at the new duty station after termination of pregnancy.
10–10. Turn-in procedures (out-processing)
   a. Unit actions.
      (1) Remove unit copy of the Soldier’s DA Form 3645 or 3645–1 from the file.
      (2) Make sure the Soldier has all items recorded on these forms.
      (3) If items are lost, damaged, or destroyed (other than FWT), take the following actions—
         (a) Allow the Soldier to buy the items. Do not post transactions to DA Form 3645 or 3645–1. (See procedures for cash
             collections of OCIE in para 10–13.)
         (b) If items are not bought or if the Soldier does not admit fault, prepare the proper adjustment document. The OCIE
             issue point assigns the document number. Use procedures in AR 735–5 to prepare the adjustment document.
      (4) Give DA Form 3645 or 3645–1 and the adjustment document to the Soldier.
      (5) The Soldier reports to the OCIE issue point with–
         (a) Unit copy of DA Form 3645 or 3645–1.
         (b) All OCIE issued to the Soldier. OCIE must be properly cleaned and in serviceable condition.
         (c) Adjustment document for items lost, damaged, or destroyed (other than FWT) if required.
         (d) DA Form 137–2 (Installation Clearance Record). DA Form 137–2 is prescribed by AR 600–8–101.
   b. OCIE issue point actions.
      (1) Remove OCIE issue point copy of Soldier’s DA Form 3645 or 3645–1 from the file.
      (2) Determine items to be transferred with the Soldier. Use CTA 50–900.
      (3) All items that are not to be transferred with the Soldier are turned in. If an item that is to be turned in is missing,
          make sure it is listed on the adjustment document.
      Note. All OCIE will be clean upon turn-in to the CIF. CIFs will not accept turn-in of OCIE that is not clean, regardless of
          the serviceability criteria.
      (4) Adjust both copies of DA Form 3645 and 3645–1 as follows:
         (a) Enter the quantity of each item to be sent with the Soldier in the next unused numbered column.
         (b) If all items have been turned in, draw a line through the next unused numbered column.
      (5) Have the Soldier sign and date both copies of DA Forms 3645 and 3645–1.
      (6) Record the following statement on the reverse side of Soldier’s copy of DA Forms 3645 and 3645–1: “The last
          column used at (Installation) was (column number) (date) (initials of authorized OCIE representative).” A rubber stamp
          may be used to enter this statement. Send these copies of DA Form 3645 and 3645–1 to the custodian of the Soldier’s
          personnel records, even if all items have been turned in.
      (7) After the above actions have been completed, clear the Soldier in the proper block on DA Form 137–2. A unique
          rubber stamp is a method of showing clearance.
      (8) Record items turned in on the summary of turn-ins.
      (9) Return OCIE issue point copy of DA Form 3645 and 3645–1 to the file. Keep these copies for 12 months.
      (10) When an adjustment document is used, process as follows:
           (a) Assign a document number to the adjustment document.
           (b) Post the adjustment document to the summary of adjustment documents. If the adjustment document is not summa-
               rized, post it to the property book as a loss.
           (c) Record items on the adjustment document to the summary of turn-ins. Do this even though the items were not turned
               in. This prevents double posting of a loss to the property book. It also provides an audit trail.
           (d) Use methods in AR 735–5 for further processing of the adjustment document.

10–11. Other issues and turn-ins
   Make additional issues and turn-ins of OCIE using the following procedures:
   a. Unit actions.
      (1) Remove unit copy of the DA Form 3645 and 3645–1 from the file. Give the form to the Soldier.
      (2) If items are to be turned in, the commander will make sure the Soldier has the items. If items have been lost, dam-
          aged, or destroyed (other than FWT)—
         (a) Allow the Soldier to buy the items. Do not post transactions to DA Form 3645 and 3645–1. (See procedures for cash
             collections of OCIE in para 10–13.)
         (b) If items are not bought or if the Soldier does not admit fault, prepare the proper adjustment document. The OCIE
             issue point will assign the document number. Use methods in AR 735–5 to prepare the adjustment document.
      (3) Have the Soldier report to the OCIE issue point.
   b. OCIE issue point actions.
(1) Remove OCIE issue point copy of DA Form 3645 and 3645–1 from the file. Make the issue or turn-in. Adjust both copies of DA Form 3645 and 3645–1.
(2) Record the turn-ins or issues on the proper summary.
(3) Return the unit’s copy of DA Form 3645 and 3645–1 to the unit for filing. Return the OCIE issue point copies to the file.

10–12. Lost, damaged, and destroyed organizational clothing and individual equipment (other than fair wear and tear)
Replace lost, damaged, or destroyed (other than FWT) items as follows:

a. When fault or neglect is admitted, allow the Soldier to buy the items (para 10–13). Do not post these transactions to DA Form 3645 or 3645–1. Cash collection will not be accepted by the CIF without a written authorization signed by the person’s commander unless the individual is clearing the installation on an expiration of term sentence or PCS move. See AR 735–5 for details concerning this statement.

b. When the items are not bought or if the Soldier does not admit fault or neglect, prepare and process the proper adjustment document according to AR 735–5. The adjustment document is prepared at the unit level. The document number is assigned by the OCIE issue point. The Soldier reports to the OCIE issue point with the adjustment document and his or her DA Form 3645 or 3645–1. Replacement items will be issued from stock. Transactions are not posted to the Soldiers DA Form 3645 or 3645–1. Post the quantity issued to the next unused column of the summary of adjustment documents. Enter the document number of the adjustment document in the Signature and Date block of the summary of adjustment documents. When adjustment documents are not summarized, post the adjustment document to the property book as a loss.

c. When an adjustment document is processed, and when some or all of the items listed thereon are out of stock, do the following:
   (1) Post the adjustment document to the summary of adjustment documents or property book, as appropriate.
   (2) Issue available items. Do not post items issued on the summary of issue or the Soldier’s DA Form 3645 or 3645–1.
   (3) Record a turn-in for items not issued on the Soldier’s DA Form 3645 or 3645–1. Post items recorded as turned in to the summary of turn-ins. Establish due-outs using the procedure required by the OCIE issue point PBO.

10–13. Cash collections of organizational clothing and individual equipment to replace lost, damaged, or destroyed organizational clothing and individual equipment
When the ACOM/ASCC/DRU permits cash collections for OCIE at the CIF, the CIF will prominently display a price list for all OCIE items in stock. Charge the current AMDF price less depreciation under AR 735–5. Update the price list when prices change in the AMDF. When liability for lost, damaged, or destroyed OCIE is admitted, the individual may voluntarily, or in response to a request, offer cash or check payment of the value of the OCIE. Do not demand cash or check payments. The option to purchase OCIE is available only to persons who are replacing previously issued, authorized OCIE. Purchase of OCIE from the CIF for personal (private) use is prohibited.

a. Unit actions.
   (1) Remove the unit copies of DA Form 3645 and 3645–1 from the file. Give the forms to the individual.
   (2) Prepare a statement in three copies, signed by the unit commander or the commander’s designated representative, authorizing the Soldier to purchase the OCIE items at the CIF. The authorization will state, “(Rank or grade and name) is authorized to purchase the following authorized OCIE. The OCIE will remain the property of the U.S. Government.” List the item nomenclature and quantity of each item authorized for purchase. Coordinate with the CIF manager to determine if additional local requirements apply. File the first copy of the authorization in a suspense file. Provide the original and one additional copy to the individual.
   (3) Have individual report to the CIF with the OCIE record and two copies of the written authorization.
   (4) When the individual returns to the unit with the replacement OCIE and CIF annotated authorization statement, destroy the unit suspense copy of the authorization statement. The individual making the purchase retains the second copy. If the CIF annotated copy shows that some or all of the items were not purchased because they were temporarily out of stock, or for any other reason, prepare and process either a DD Form 362, as appropriate, per AR 735–5. File the CIF annotated copy until the unit has been inspected or audited.

b. CIF actions.
   (1) Verify that the individual is an authorized customer.
   (2) Check the OCIE record. Do not make the collection unless the item was previously issued.
   (3) At the time of payment and issue of OCIE, stamp “Paid, OCIE Issued” on two copies of the authorization and insert the date and cashier’s initials. Enter the authorization number from the CIF cash collection register. Retain one copy and provide the individual the remaining copy.
(4) Maintain a record of all cash sales on a locally developed cash collection register for OCIE. Minimum register entries are date of sale, customer’s unit or activity, authorization number, amount of sale, allowed depreciation, amount paid, and purchaser’s name (printed and signed). Assign a separate, sequential transaction number (authorization number) to each cash sale of OCIE. Annotate this number on copies of the authorization statement and on the summary of cash sales. Close out the register at the end of each collection period. Attach all pages containing entries to the authenticated copy of the DD Form 362.

(5) Post the quantities sold to the next unused column of the summary of cash collections. Enter the authorization number from the cash collection register in the Signature and Date block of summary of cash collections.

(6) If the item to be sold is out of stock, take the following actions:
   (a) Make collection for the item as outlined in chapter 10.
   (b) Record a turn-in for the item(s) on the unit and CIF copies of the OCIE record. Establish a due-out for the item(s) using a locally developed method. Record the turn-in on the summary of turn-ins. Do this even though the item(s) were not turned in. This prevents double posting of a loss to the property book and also provides an audit trail.

(7) Establish a change fund in the proper amount under AR 37–49. Apply to the commander for whom the CIF is operated for the change fund. The commander (USPFO in the ARNG) authorizes the FAO to advance the change fund on DD Form 1081 (Statement of Agent Officer’s Account) to the CIF PBO or fund custodian.
   (a) Safeguard the funds and proceeds from sales per AR 37–49.
   (b) Deposit proceeds from cash collections of OCIE with the FAO (USPFO in ARNG) using DD Form 362.
   (c) Prepare DD Form 362 in original and three copies for the total amount of funds received through cash sales of OCIE since the last deposit.
   (d) Present all copies of the DD Form 362 when turning in the cash to the FAO. (The FAO authenticates the DD Form 362, retains the original and two copies, and gives the remaining authenticated copy to the CIF representative.)

(8) Attach the authenticated (paid) copy of DD Form 362, supporting pages of the cash collection register, and supporting authorization statements to the summary of cash collections. Assign a document number to the summary of cash collections and post the summary to the property book as a loss. File the summary of cash collections and supporting documents in the supporting document file.
   (a) The cash collections register and authorization statements will be attached to the paid copy of the cash collection voucher and filed for audit purposes. The total amount of the cash collection register must agree with the amount on the collection voucher.
   (b) Deposits will be made daily when practical. If the volume of collections is low, cash proceeds may be retained for longer periods, provided the amount does not exceed $100 above the change fund. Deposits will be made on the last working day of each month regardless of the amount of money on hand.

10–14. Exchange procedures
OCIE is usually exchanged at the OCIE issue point. It may be exchanged at the parent unit if the parent unit has been hand receipted a 5-percent OCIE stock from a CIF. Parent unit commanders may authorize unit supply personnel to receipt for exchange-eligible OCIE from Soldiers, make bulk exchanges at the OCIE issue point, and return replacement OCIE to applicable individuals. Items unserviceable due to FWT are exchanged. Wrong sizes are exchanged. Use the following procedures:
   a. Unit actions.
      (1) Remove the unit copy of Soldier’s OCIE record from the file and give it to the Soldier.
      (2) Have the Soldier report to the exchange point.
   b. Exchange point actions.
      (1) Verify that the Soldier is an authorized customer.
      (2) Check OCIE record. Make sure item to be exchanged was previously issued. If the item was not issued, the OCIE cannot exchange the item. If the exchange point is not the OCIE issue point, turn the item in as found on installation. Turn in the item to the SSA.
      (3) If the item was previously issued, make the exchange. Do not record the exchange on the OCIE record. Return the OCIE record to the Soldier’s unit for filing.
      (4) If the item is out of stock, take the following actions.
         (a) When the exchange point is not the OCIE issue point, give the Soldier a temporary receipt for the unserviceable item. Do not post the Soldier’s OCIE records. Take the unserviceable item to the OCIE issue point. Make the exchange with the OCIE issue point. Notify the Soldier that the serviceable item is available. When the Soldier reports to the exchange point, issue the serviceable item. Destroy all copies of the temporary receipt.
         (b) When the exchange point is the OCIE issue point, record a turn-in for the item on the unit and OCIE issue point copies of the OCIE record. Establish a due-out for the item using a locally developed method. Record the turn-in on the
summary of turn-ins. Return the unit copy of the OCIE record to the Soldier’s unit for filing. Return the OCIE copy to the file. Use the procedures in paragraph 10–14 when the item becomes available.

10–15. Reconciliation of organizational clothing and individual equipment records with documented personnel losses
This reconciliation is made at least quarterly. It is made to determine if Soldiers have departed without clearing the OCIE issue point. Compare DA Form 3645 and 3645–1, kept at the OCIE issue point with the list of personnel losses received from the personnel section of supported units. If Soldiers have departed without clearing, send copy of the DA Form 3645 and 3645–1 to the new unit. The new unit commander will make sure the Soldier has all items indicated on these forms.

10–16. Organizational clothing and individual equipment property book inventory
The following inventories are required for OCIE recorded on the property book.

10–17. Organizational clothing and individual equipment record inventory
The following inventories are required for OCIE issued to Soldiers or individuals.
   a. Upon assignment of a Soldier to a unit, use the methods in paragraph 10–8 as issue procedures (in-processing).
   b. Prior to the Soldier clearing the installation, use the methods in paragraph 10–10 as turn-in procedures (out-processing).
   c. When a Soldier is placed in an absent without leave (AWOL) status, hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the Soldier has not already secured OCIE in unit facilities or is authorized on- or off-post bachelor quarters (other than troop billets) or family housing.

   Note. A Soldier must secure his or her OCIE within a locked container, that is, duffel bag or footlocker before placing in the facility (that is, supply annex) provided by the unit. The unit commander will choose an officer, a warrant officer, or an NCO to make the inventory.

   d. The chosen person will—
      (1) Make sure the Soldier’s OCIE is not mixed with OCIE of other Soldiers.
      (2) Prepare two copies of DA Forms 3645 and 3645–1. Enter the words “Inventoried according to DA Pam 710–2–1” in the Name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the Signature and Date block.
      (3) Put the original of DA Form 3645 and 3645–1 with the Soldier’s OCIE. File the copy in the unit absentee files with the Soldier’s other DA Form 3645 and 3645–1.
      (4) Secure the inventoried OCIE in unit facilities.
   e. When a Soldier is returned from AWOL, a hospital, an extended TDY, or a correctional facility the following procedures will be used:
      (1) Have the Soldier conduct a joint inventory with the commander’s designated supply representative of property secured during his or her absence.
      (2) Have the supply representative prepare adjustment documents for any items for which the Soldier is financially liable.
      (3) Have the Soldier sign a release statement posted to the inventory form for items being issued.
      (4) Have the Soldier go to the OCIE issue point with adjustment documents for reissue of shortages.
   f. When a Soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days. The inventory outlined in paragraph 10–17c should be accomplished, if not previously completed, and items should be turned in to the OCIE issue point or CIF. The commander’s designated supply representative will—
      (1) Remove the unit copy of the Soldiers DA Form 3645 and 3645–1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.
      (2) Report the results of the inventory to the commander. The commander will ensure the following actions are taken:
         (a) Turn-in overages as found on installation property. Account for shortages according to AR 735–5. Document number for the adjustment will be assigned by the OCIE issue point. Turn in the Soldiers OCIE to the OCIE issue point or CIF.
         (b) The inventory forms and the Soldiers DA Form 3645 and 3645–1 showing turn-in credit will be placed in the absentee file.
g. Additional information concerning the handling of property for individuals in the categories described in paragraphs 10–17c through 10–17f can be found in AR 700–84 and DA Pam 600–8 and should be reviewed.

10–18. Transfer of organizational clothing and individual equipment to and from central issue facilities
   a. When transfers are made.
      (1) Transfer of OCIE from a CIF to a parent unit is made when either—
         (a) A parent unit supported by a CIF is to deploy.
         (b) A CIF is discontinued.
      (2) Transfer of OCIE to a CIF from a parent unit is made when either—
         (a) A parent unit arrives in an area supported by a CIF.
         (b) A CIF is newly set up.
      (3) When a unit supported by a CIF is to be deployed, the deploying unit’s commander must notify the CIF PBO of the move as early as possible.
   b. What is transferred? The following OCIE and records are transferred:
      (1) Transfer of OCIE from a parent unit to a CIF.
         (a) Transfer all OCIE in the balance column of the parent unit’s property book to the CIF.
         (b) Transfer the original OCIE records for each Soldier to be supported by the CIF.
      (2) Transfer of OCIE from a CIF to a parent unit.
         (a) Transfer the parent unit’s computed stockage quantity from the CIF.
         (b) Transfer the original OCIE records for each Soldier to be supported by the parent unit.
   c. Transfer procedures are as follows:
      (1) Losing PBO actions.
         (a) Prepare and process a lateral transfer according to chapter 3, section III.
         (b) After approval, post the transfer as a decrease to the property book balance.
         (c) Adjust stockage quantities, if necessary.
         (d) Attach the original DA Form 3645 or 3645–1 for each supported Soldier to the transfer document.
         (e) Turn the transferred items over to the gaining PBO.
         (f) Complete the entries in the document register.
         (g) File the transfer document in the supporting document file.
      (2) Gaining PBO actions.
         (a) Assign a document number to the lateral transfer.
         (b) Post the transfer as an increase to the property book balance.
         (c) Adjust stockage levels for OCIE, if necessary.
         (d) Complete the entries in the document register.
         (e) File the transfer document in the supporting document files.
         (f) File the transferred OCIE records.

10–19. Closing the property book account
If the property book is to be inactivated, use the procedures provided by the ACOM/ASCC/DRU and AR 25–400–2, as applicable.

10–20. Aviation central issue facility
   a. State AGs may establish a limited CIF at each Army aviation flight activity (AAFA), Army aviation support facility (AASF), and AVCRAD to provide initial issue, replacement, or temporary loan of aviation and nonaviation safety clothing and equipment to individuals authorized such equipment by CTA 50–900, section II.
   b. Stock in the CIF will be prescribed by the state AG but will not exceed 5 percent of the total authorized strength (or assigned, if over strength) of personnel on authorized flight status, plus ARNG technicians authorized flight clothing due to job description requirements to fly.
   c. Stock of these items will not be duplicated in the OCIE maintained in MTOE or TDA units. CIFs will be operated within the property book established for the AAFA, AASF, or AVCRAD.
      (1) OCIE records will be maintained by the AAFA, AASF, or AVCRAD.
      (2) Replacement of unserviceable items will be made as a direct exchange when replacement is required due to FWT.
      (3) In the event of mobilization, clothing and equipment assigned to individuals of the mobilized unit(s) will be transferred from the AAFA, AASF, or AVCRAD property book to the mobilized unit. The individual(s) clothing record will accompany the lateral transfer.
(4) Temporary loan of safety clothing and equipment will be limited to a period not to exceed five days and will be accomplished on a temporary hand receipt. This period may be extended to 15 days for annual active duty training.

10–21. Clothing and equipment issued for Army National Guard air weather flight personnel
   a. Weather flight personnel will normally be issued CTA clothing and equipment commensurate to items being issued to Army members by the supported unit or USPFO. This will ensure air weather flight personnel are fully trained and equipped to provide the support required during peacetime and mobilization.
   b. In the event of fragmented tasking’s of air weather personnel, such as split State, clothing and equipment will be issued by the home state USPFO.
   c. Issue of CTA clothing and equipment will be under chapter 10. Clothing records for air weather personnel will be maintained at the rear of established ARNG clothing records (DA Form 3645) in alphabetical sequence. A file guide will be used and labeled “air weather flight personnel” for identification purposes.

Chapter 11
Petroleum Management

Section I

Off-Post Purchase or Procurement of Petroleum Products for Convoy and Vehicle Refueling

11–1. Use of military installations
   When required for fueling convoys, obtain appropriate fuel from military installations en route and coordinate projected requirements with the military installation in advance.

11–2. Use of local purchase
   When military installations are not available or cannot provide the requested service, local purchase is authorized for 10,000 gallons or less of each grade of product per delivery point. Local purchase procedures will be followed per the Federal Acquisition Regulation (FAR). Annual requirements of more than 10,000 gallons will not be divided in order to produce more than one local procurement of less than 10,000 gallons.

11–3. Purchase or procurement of aviation products
   a. DA aircraft that require fueling and petroleum related services will utilize the following sources (order of precedence):
      (1) DOD facilities.
      (2) Into-Plane contracts established by Defense Logistics Agency (DLA) Energy using Air Card (Commercial Aviation Into-plane Reimbursement).
      (3) Noncontract locations using Aviation Into-Plane reimbursement (AIR) fuel card.
      (4) SF 44 (U.S. Government Purchase Order–Invoice–Voucher)
   b. Commercial airports with Into-Plane contracts can be found in the AVFUEL and aviation oil Into-Plane contact listing bulletin at the DLA Energy Web page http://www.energy.dla.mil.

11–4. Use of Defense Logistics Agency energy contracts
   When the required quantity for delivery at one point exceeds 10,000 gallons, submit a separate new requirement worksheet request to USAPC to establish contractual sources of supply for motor convoys. Requests will be submitted in writing or electronic mail when required annual quantity exceeds 10,000 gallons or if purchase of less than 10,000 gallons cannot be accomplished. Normally, such requests must be submitted at least 60 days in advance of the date required to allow sufficient procurement time. Military standard requisitioning and issue procedures (MILSTRIP) channels will not be used for requisitioning bulk petroleum products. Do not divide requirements of more than 10,000 gallons in order to create more than one local procurement of less than 10,000 gallons. Once the activities’ direct delivery contracts have been established under DLA Energy all future requests will be submitted through the Enterprise Business System. This system allows the fuel managers to process the activities’ fuel request directly into a program called the External Enterprise Business Portal. This program is designed to allow the managers to order, monitor, and track all fuel-related transactions under DLA Energy’s contracts for: posts, camps, and stations, bunkers, and Into-Plane. This fuel-management system will permit managers to make direct changes into their activities’ mission requirements through a monthly collaboration process called “demand planning” to meet training and installation operational fuel demands. These transactions are monitored and closed out in a program called the Wide Area Workflow (WAWF). The WAWF accepts and allows the transactions to come full
circle in the ordering process thus completing the cycle. Information required on the request to USAPC is outlined in table 11–1.

<table>
<thead>
<tr>
<th>Table 11–1 Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information:</strong> 1. Estimated date and time of delivery.</td>
</tr>
<tr>
<td><strong>Example:</strong> 1 August 20__, 1100 hours.</td>
</tr>
<tr>
<td>b. Quantity: 10,000 gallons.</td>
</tr>
<tr>
<td>c. Location: National Guard Armory, Armory St, Baltimore, MD.</td>
</tr>
<tr>
<td><strong>Information:</strong> 2. Refueling equipment required.</td>
</tr>
<tr>
<td><strong>Example:</strong> Contractor to provide four tank wagons equipped with one 100-foot hose with dispensing nozzles for dispensing into individual vehicles.</td>
</tr>
<tr>
<td><strong>Information:</strong> 3. Other applicable information.</td>
</tr>
<tr>
<td><strong>Example:</strong> Will notify contractor 48 hours in advance of delivery. Delivery tickets are required for each vehicle.</td>
</tr>
<tr>
<td><strong>Information:</strong> 4. Point of contact and telephone number.</td>
</tr>
<tr>
<td><strong>Example:</strong> Self-explanatory.</td>
</tr>
</tbody>
</table>

11–5. Use of fleet fuel commercial charge card  
When the dollar amount of the quantity required during a convoy refueling is less than $10,000, the commercial fleet fuel card may be used to purchase the required quantity. Instructions for obtaining and using the commercial fleet fuel card are found in section II of this chapter.

Section II  
Instructions for obtaining and using commercial fuel cards

11–6. Obtaining a commercial fuel card  
The using unit forwards its request for commercial fuel card to the appropriate command fuel card manager. Accounts are set up by completing the account setup form, DD Form 577 (Appointment/Termination Record—Authorized Signature) and Web-based training requirements.

11–7. Using and securing commercial fuel cards  
Government fuel charge cards are authorized for use only when government contracts or installation support are not available. Fuel charge cards will be issued on a temporary basis only. Control of the charge cards will be managed through the use of DA Form 5830–R by obtaining the signature and rank of the individual to whom the fuel charge card was issued, it also lists the charge card number, vehicle number, the date, and the time signed out and returned. Table 11–2 depicts an example of DA Form 5830–R. DA Form 5830–R is authorized for local reproduction on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this issue. When the charge card is returned, the original charge card receipts will be turned in with the card.

a. Petroleum products or services will not be purchased within 25 miles of an installation with available POL, except under emergency conditions.

b. Off-post purchases will be limited to one fill up per vehicle per trip (excluding tankers and convoy refuelers). If other fuel stops are required on the trip, the dispatch must be annotated to reflect the additional mileage and fuel consumption. Charge card purchases of package POL is for emergency use only and limited to $25 per trip. Emergency repair or towing is limited to $150 and will be authorized only when military support is not available. For products and services authorized to be purchased, see AR 710–2.

c. Separate charge slips must be used for each charge card and there will be only one vehicle per transaction.

d. The charge card may be used to purchase aviation supplies and service at commercial airports only when established Defense Fuel Supply Center Into-Plane contracts do not exist. Purchase of supplies and services is limited to tank and crankcase refueling of the consuming end item of equipment. Bulk or multiple aircraft refueling using a single charge card transaction is expressly prohibited.

e. A fuel consumption report (POL Charge Card Report) will be submitted monthly to the using unit or activity management- or fund-issuing headquarters not later than the 15th of the month. Not less than twice annually, the using unit or activity will conduct a review or validation of charge card transactions against the commercial fuel billings. This review or validation will be documented and filed.
Table 11–2  
Completion instructions(by block) for DA Form 5830–R

<table>
<thead>
<tr>
<th></th>
<th>DA Form 5830–R POL Credit Card/AV Fuel Identaplate Control Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Card serial NO.</td>
<td>Enter serial number of SF 149 or DD Form 1896 (DOD Fuel Identaplate).</td>
</tr>
<tr>
<td>2. Vehicle/Aircraft NO.</td>
<td>Enter the vehicle number, the aircraft number, or the U.S. Army Registration number.</td>
</tr>
<tr>
<td>U.S. Army Registration NO.</td>
<td></td>
</tr>
<tr>
<td>3. Issued to</td>
<td>The person receiving the card enters rank and signature.</td>
</tr>
<tr>
<td>3a. Rank</td>
<td></td>
</tr>
<tr>
<td>3b. Signature</td>
<td></td>
</tr>
<tr>
<td>4. Issued by</td>
<td>Enter the name of the individual issuing the card.</td>
</tr>
<tr>
<td>5. Out</td>
<td>Enter the date and time the card was signed out.</td>
</tr>
<tr>
<td>5a. Date</td>
<td></td>
</tr>
<tr>
<td>5b. Time</td>
<td></td>
</tr>
<tr>
<td>6. In</td>
<td>Enter the date and time the card was returned.</td>
</tr>
<tr>
<td>6a. Date</td>
<td></td>
</tr>
<tr>
<td>6b. Time</td>
<td></td>
</tr>
<tr>
<td>7. Received by</td>
<td>Enter the name of the individual receiving the card.</td>
</tr>
<tr>
<td>8. Remarks</td>
<td>Enter remarks if applicable.</td>
</tr>
</tbody>
</table>

11–8. Use of DD Form 1898 (Energy Sale Slip)
   a. Use DD Form 1898 as the basic issue document for all aviation products issued to—
      (1) Navy and Air Force installations.
      (2) Army airfields other than home stations.
      (3) Government agencies.
      (4) Authorized civil or foreign aircraft issued fuel from Army owned inventory.
   b. Obtain DD Form 1898 through normal publication supply channels.
   c. The pilot or authorized representative ensures that product services are recorded on DD Form 1898 (see fig 11–1).
   This individual presents the proper AVFUEL commercial AIR fuel card to the refueling operator to have essential sales data recorded on the DD Form 1898. The following information applies to services recorded on DD Form 1898:
      (1) When a regular issue arises, fill in the quantity issued beside the appropriate product code.
      (2) When DD Form 1898 is not available, the contractor uses a commercial delivery form. If the contractor uses a commercial form, the pilot ensures that the sales data clearly shows the craft model design series and tail number, as well as the home station and major command of the aircraft.
      (3) The contractor, or refueling agency, may insist on using a commercial delivery form in addition to DD Form 1898.
   If so, the pilot annotates the commercial form as follows: “Duplicate—DD Form 1898 accomplished.”
   d. When the pilot cannot produce a current (unexpired) AVFUEL commercial AIR fuel card, the refueling operator—
      (1) Records the aircraft type and tail or SN in the appropriate block of the DD Form 1898.
      (2) Verifies the name and unit of the pilot by checking the officer’s DOD identification card and aircraft logbook.
   e. Use the information written on DD Form 1898 to prepare machine listings as supporting documents for billing purposes.
   f. Distribution of the four parts DD Form 1898 is as follows:
      (1) Forward the original to the FAO of the issuing activity for billing and collection purposes.
      (2) Retain the second copy for property accountability at the issuing activity.
      (3) Present the third and fourth copies to the pilot or aircraft commander requesting refueling. The pilot keeps the third copy and forwards the fourth copy to his or her FAO.
**DD Form 1898 Fuel Sales Slip**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUEL GRADE</td>
<td>Enter fuel grade</td>
</tr>
<tr>
<td>VEHICLE NO.</td>
<td>Enter vehicle registration number</td>
</tr>
<tr>
<td>UNIT ID or UIN</td>
<td>Enter unit identification code</td>
</tr>
<tr>
<td>QUANTITY</td>
<td>Enter quantity received</td>
</tr>
<tr>
<td>MEASURE UNIT</td>
<td>Enter measurement of unity received (ex. gallon, liter)</td>
</tr>
<tr>
<td>UNIT PRICE</td>
<td>Enter unit price per unit of measure</td>
</tr>
<tr>
<td>SERVICE LOCATION and NATION</td>
<td>Enter location</td>
</tr>
<tr>
<td>TOTAL PRICE</td>
<td>Enter the total price (quantity multiplied by unit price)</td>
</tr>
<tr>
<td>REFUEL/DEFUEL</td>
<td>Select either refuel or defuel</td>
</tr>
<tr>
<td>METHOD OF PAYMENT</td>
<td>Select either reimbursement or replacement kind</td>
</tr>
<tr>
<td>BILLING ADDRESS AND AIRCRAFT INFORMATION (FOR CASH SALES WRITE “CASH”)</td>
<td>Enter Your units billing address and Aircraft information (for cash sales - write “CASH”)</td>
</tr>
<tr>
<td>SER NO.</td>
<td>Enter aircraft serial number</td>
</tr>
<tr>
<td>REMARKS and/or VOUCHER NO.</td>
<td>Enter any applicable remarks and voucher number</td>
</tr>
<tr>
<td>DIR OF LOG</td>
<td>Enter director of Logistics name</td>
</tr>
<tr>
<td>ACCOUNTANT</td>
<td>Enter accountant or S8/G8 name</td>
</tr>
<tr>
<td>ISSUE DATE</td>
<td>Enter date of issue</td>
</tr>
<tr>
<td>ISSUED BY (SIGNATURE)</td>
<td>Issued by signature</td>
</tr>
<tr>
<td>RECEIVED BY (SIGNATURE)</td>
<td>Received by signature</td>
</tr>
<tr>
<td>PRINT NAME and RANK</td>
<td>Print name and rank</td>
</tr>
</tbody>
</table>

Figure 11–1. Samples of DD Form 1898 and DD Form 1896
g. Purchase a mechanical imprinter locally to use with the DD Form 1896 to 1898 to—
   (1) Provide a rapid and positive means of identification.
   (2) Expedite recording of issue data and billing between military Services.
   h. Samples of completed DD Form 1896 and DD Form 1898 are in figure 11–1.

Section III

Bulk Petroleum

11–9. Bulk petroleum accountability
The Army is adopting DOD inventory management practices to seamlessly interconnect capitalized and noncapitalized fuel accounts. A noncapitalized account is defined as an account where the fuel is owned by the Army. In capitalized accounts, DLA Energy owns the product stored and dispensed from Army facilities or equipment. The vast majority of Army fixed bulk fuel operations are capitalized; most tactical, unit level operations are not capitalized. This adaptation to adopting DOD inventory management enhances operational readiness and reduces training requirements by standardizing garrison and tactical accounting practices. This accounting change does not affect the conduct of actual petroleum handling as described in ARs; tactics, techniques, and procedures (TTPs); field manuals; Army techniques publications (ATPs); pamphlets, policies, or other applicable Army documents. The primary changes standardize terminology, some inventory management forms, and allowable loss or gains for monthly fuel reports. This section covers new DOD forms and identifies the Army form that the DOD form replaces. This section also identifies Army forms that will continue to be used or that are rescinded—
   a. DD Form 1348–8 (DOD MILSPETS: DFSP Inventory and End-of-Month Report) replaces DA Form 4702–R.
   b. DD Form 2921 (Physical Inventory Petroleum Products.) replaces DA Form 3853–1 (Innage Gage Sheet (Using Innage Tape and Bob)).
   c. DA Form 3643 (Daily Issue of Petroleum Products.) will continue to be used.
   d. DA Form 3857 (Commercial Deliveries of Bulk Petroleum Product Checklist,) will continue to be used; there is no change.
   e. DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies.) has been updated. Contact USAPC to obtain an excel version with embedded calculations (see table 11–3).
   f. DA Form 2064 has no change; continue to use it.
   g. DA Form 2765–1 has no change; continue to use it.

<table>
<thead>
<tr>
<th>Table 11–3</th>
<th>DA FORM 3644 INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST, CAMP OR STATION</td>
<td>Enter the name of the post, camp or station where issues and receipts occur.</td>
</tr>
<tr>
<td>MONTH</td>
<td>Enter month and year.</td>
</tr>
<tr>
<td>VOUCHER NUMBER</td>
<td>Assign a document number from the using unit document register.</td>
</tr>
<tr>
<td>COLUMNS &quot;A&quot; THRU &quot;M&quot;</td>
<td>For each product, enter the total issues and receipts each day from DA Form 3643.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>After all entries for the month have been posted, total each column.</td>
</tr>
<tr>
<td>TOTAL (GAL)</td>
<td>Convert total in column e to gallons, if necessary.</td>
</tr>
<tr>
<td>SIGNATURE OF ACCOUNTABLE OFFICER</td>
<td>Enter signature of responsible individual.</td>
</tr>
<tr>
<td>GRADE</td>
<td>Enter pay grade of responsible individual.</td>
</tr>
<tr>
<td>POSTED TO STOCK ACCOUNT BY</td>
<td>Enter signature of person posting information to the MBPAS.</td>
</tr>
<tr>
<td>DATE</td>
<td>Enter date posted to the MBPAS.</td>
</tr>
</tbody>
</table>

11–10. Appointment of responsible official and approving officer
Customers or using unit commanders designate in writing an RO and an approving officer (AO) to maintain control of all fuels and to provide an audit trail. An example RO or AO memo is at figure 11–2.
   a. The AO must be senior in rank to the RO and, ideally, should work in a different office. As an example, the RO could be the battalion S–4, while the AO is the battalion executive officer.
   b. An RO must be at least in the grade of E–7.
   c. An AO must be a commissioned or warrant officer.
   d. When the fuel account is capitalized, the Army does not appoint an AO. This oversight responsibility is delegated to the DLA Energy inventory management section.
11–11. Customer or using unit control of bulk petroleum
Maintain audit trails on all fuel issued and received. Post all fuel received as a receipt, except fuel issued by the SSA
directly into or specifically identifiable to a consuming end item of equipment.

Figure 11–2. Sample Responsible Official/Approving Officer Appointment Memo
c. Verify the data input validity on DA Form 3643, DD 1348. Sign the monthly DA Form 4702-R. Conduct causative research for out of tolerance reports and provide a memorandum for record describing the findings. Request FLIPL for undetermined out of tolerance losses or gains.

d. Maintain historical records for bulk accountability for the current FY plus the three prior FYs.

6. Segregation of Duties:

a. A Responsible Officer must be in the grade of E-7 of above. An exception to policy memorandum must be attached to the appointment orders explaining why the exception is necessary if no E-7 or above is available.

b. Approving Official must be in the grade of warrant officer 1 (or higher) and of higher rank than the Accountable Officer.

c. Most importantly, the Responsible Officer and the Approving Official must be appointed from separate sections/platoons. For example, if the Responsible Officer is assigned to the S4, the Approving Official may not be assigned to the S4 within the same organization. Also an individual will not be designated as AO for monthly fuel report covering property for which he or she is immediately accountable in accordance with AR 710-2.

7. Point of contact for this action is the undersigned (Commander of the organization’s fuel account DODACC) at email sir.mil@mil or phone 719-526-1234

Figure 11–2. Sample responsible official/approving officer appointment memo—continued
Responsible Officer and Alternate Responsible Officer Acknowledgement of Appointment

I hereby acknowledge appointment as the Class III (B) Accountable Officer (AO) or Alternate Accountable Officer for UNIT NAME as specified in the appointment memorandum. I have read and understand the fuel accounting requirements and responsibilities as specified in the special instructions and reviewed pertinent policies and Army Regulations associated with Class III (B) accountability.

[Signature]

Digitally Sign Accountable Officer

Print Rank, Last Name, First Name MI

Signature and Date

Approving Official and Alternate Approving Official Acknowledgement of Appointment

I hereby acknowledge appointment as the Class III (B) Approving Official or Alternate Approving Official for UNIT NAME as specified in the appointment memorandum. I have read and understand the fuel accounting requirements and responsibilities as specified in the special instructions and reviewed pertinent policies and Army Regulations associated with Class III (B) accountability.

[Signature]

Digitally Sign Approving Official

Print Rank, Last Name, First Name MI

Signature and Date

11–12. Use of DA Form 3643

Regardless of the container, record receipts and issues on DA Form 3643. Table 11–4 includes instructions for preparing DA Form 3643 and examples of different types of postings.

a. Receipts.
(1) For defueling operations, record fuel obtained from defueling operations as a receipt and identify by the vehicle or equipment U.S. Army or tail number. Table 11–4, item A, is an example of a posting for fuel received from a defueling operation.

Table 11–4
Completion instructions (by block) for DA Form 3643

<table>
<thead>
<tr>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page NO.</td>
<td>Enter the page number.</td>
</tr>
<tr>
<td>NO. of Pages</td>
<td>Enter number of pages indicating total number of pages used for that day.</td>
</tr>
<tr>
<td>Vehicle Registration a.</td>
<td>For retail issues, enter vehicle registration number of vehicle being refueled. For individual container, enter the U.S. Army number of nomenclature of the consumable item of equipment. For bulk issues and receipts, enter the document number.</td>
</tr>
<tr>
<td>Issues</td>
<td>Indicate type fuel, such as mogas, diesel, or JP4. Also indicate unit of issue by words &quot;issues&quot; and &quot;Receipts&quot;. (Columns b thru g) Indicate in gallons, the quantity of fuel issued or received.</td>
</tr>
<tr>
<td>b.</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td></td>
</tr>
<tr>
<td>f.</td>
<td></td>
</tr>
<tr>
<td>g.</td>
<td></td>
</tr>
<tr>
<td>Organization and Address h.</td>
<td>For issues and transfer, enter the organization and address of the unit receiving the fuel.</td>
</tr>
<tr>
<td>Total Receipts</td>
<td>Enter the total receipts</td>
</tr>
<tr>
<td>Total Issues</td>
<td>Enter the total issues</td>
</tr>
<tr>
<td>Post, Camp or Station</td>
<td>Enter the post, camp or station</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the actual date of the issues and receipts</td>
</tr>
<tr>
<td>Signature of Attendant</td>
<td>Enter the signature of the attendant issuing and receiving the fuel.</td>
</tr>
</tbody>
</table>

Examples:

a. Posting of issues made directly into, or specifically identifiable to, a consuming end item. SSG Smith received 250 gallons of JP8 directly into aircraft tail number 633412, PVT Jones received 150 gallons of JP8 directly into aircraft tail number 723545, etc.

b. Posting of issues made to multiple aircraft, but signed for by one individual. 1SG Shipp signed for fuel received by 3 aircraft in A Co 1-234th AVN BN. * The same procedure applies for vehicles or an identifiable piece of equipment other than vehicle or aircraft.

c. Posting of a normal receipt. A document number (2011–3000) is assigned. SPC Johnson received 2,200 gallons of JP8 from his supply source. Document numbers 2011–3002 and 2011–3003 are assigned by the E Co. Note. The signatures in column g for all three receipts are different. This denotes a different person was present to sign for the receipt operation. It is authorized to have different individuals sign for receipts of fuel when the assigned attendant is a completely different individual.

d. Posting of fuel received from a defueling operation. SPC Johnson received 50 gallons of JP8 from aircraft tail number 633423, A Co.

e. Posting of issues made directly into, or specifically identifiable to, a consuming end item. PFC Stevens received 35 gallons of JP8 directly into his vehicle, bumper number NG8782.

f. Posting of issues made directly into, or specifically identifiable to, a consuming end item. PVT Glen received 10 gallons.

g. Posting of issues made directly into, or specifically identifiable to, a consuming end item. SSG Johnson, US Air Force, received 15 gallons. (AF) was used to indicate that Air Force is the service being issued to.

h. Normal issue to a commercial vehicle operated by a contractor. If a contractor is required to reimburse the Army for fuel issued, a separate DA Form 3643 is required for each reimbursable contractor. Note. Due to the probable low volume of vehicles per contractor, the “Contractor” DA Form 3643 can be used
(2) For other operations, assign a document number, which will also be reflected on DA Form 2064, for all other receipts (see Table 11–4, item B).

   b. Issues.

      (1) Use the equipment or vehicle number for issues made directly into or specifically identifiable to a consuming end item (see Table 11–4, item D). Table 11–4, item E, is an example of an issue made into an identifiable piece of equipment other than a vehicle.

      (2) For expedient issues of convoy refueling, an individual may be designated for all fuel received by the unit. Table 11–4, item F, is an example of a posting of fuel issued to multiple vehicles but signed for by one individual.

      (3) Do not post fuel transferred within the unit’s organization from one type of transporting vehicle or storage container to another as an issue. For such transfers, the issuer and receiver annotate on DA Form 3643 that the fuel was transferred (see Table 11–4). Do not include this quantity in the total to be posted to the DA Form 3644.

11–13. Use of DA Form 3644

This updated format provides the RO a daily snapshot of inventory and variance. When a DA Form 3644 reflects an out-of-tolerance situation, the RO must respond immediately with causative research. This task should not be delayed until the end of the month.

11–14. Use of DD Form 2921 and DD Form 2921–C

This form will be completed as of 0800 hours on the last working day of the month for each product controlled by the fuel point. See these forms’ instruction pages to properly fill out the form.

11–15. Use of DD Form 1348–8

DD Form 1348–8 will be completed monthly for each product. The RO will sign the report providing any product account out of tolerance, with gains or losses below $1,000, based on the standard fuel price for the end of that calendar month. Any product account out of tolerance, with gains or losses of $1,000 and more, will require a FLIPL. Upon completion of the investigation, the FLIPL will be assigned a document number and maintained with the applicable fuel report for that month. This form maintains auditable records of monthly receipts, issues, and inventory of petroleum products and adjusts inventories. The DD Form 1348–8 becomes the accounting record for petroleum products in using units. See DD Form 1348–8’s instructions page to properly fill out the form.

11–16. Use of DD Form 2920 (DOD MILSPETS Transfer of Account Document)

This form is used when an outgoing RO transfers product custody to the incoming RO. The outgoing and incoming RO must sign and date it at the time of transfer. See the form’s instruction pages to properly fill out the form.

11–17. Causative research

Whenever an account is out of tolerance daily, the RO should conduct causative research and either document the reason(s) or correct the discrepancy. These actions or findings will be annotated on the monthly DD Form 1348–8. Accounting errors must be resolved as they occur; do not postpone causative research until the end of the month. See figure 11–3 for a basic guide to conducting causative research.

11–18. Automated fuel dispensing systems

   a. Automated fuel dispensing systems offering controls and data collection capabilities equal to, or better than, manual methods described in AR 710–2 are authorized if—

      (1) The system will be able to supply a printout of data equivalent to DA Form 3643.

      (2) The system will be able to print a month-end cumulative total showing individual issues, total issues, and issues of each type of fuel.

   b. Locations dispensing fuel through an automated dispensing system need not have a service station attendant on site, as long as the system includes the following:

      (1) A requirement to identify the receiving vehicle and other operational energy requirements that may develop.

      (2) Positive identification, through the automated system, of the individual requesting fuel.

   c. In an automated dispensing system, the daily issue record printout will be used instead of DA Form 3643.
d. Proposed automated fuel dispensing systems will provide the capability for manual gaging of the requisite bulk storage tank.

e. Automated systems which are subsequently procured will be capable of transferring data in an ASCII format via communications modem. (See uniform facilities criteria (UFC) 3–460–01.)
Causative Research Basics

1. **Purpose**: This guidance is offered as a basic starting point for a Responsible Officer (RO) to investigate an excessive loss or gain. It is not meant to be comprehensive in any manner, individual site infrastructure and uniqueness may demand other avenues of investigation.

2. **General**: The Responsible Officer has the authority and can decline approval of the DD Form 1348-8 (End of Month Report) when allowable variances are exceeded, unjustified, or are not within historical trends. Further research will be required.

   System variances vary from site-to-site. Reasonable Inventory Management tolerance benchmarks are established by product and product group to allow Oversight Commands authorities, Responsible Officers, and Operating personnel to benchmark site inventory management performance. Good stewardship will permit site personnel to achieve these tolerances.

   Each storage system over time will establish a unique variance specific to that site. The establishment of a “site specific” consistent percentage of error requires continuous oversight. Standard operating procedures, personnel qualifications, equipment conditions, calibration, mode of delivery, climatic conditions, site organization and maintenance, security, integrity and level of management oversight all impact the inventory management performance as compared to established tolerances.

   Good stewardship begins with monitoring variances on a daily basis and providing the necessary follow up action as appropriate to refine the site inventory management process.

3. **Causative Research**

   - Performing Causative Research is an important part of the RO’s responsibilities in order to maintain good stewardship. The RO must conduct a series of validation through a causative research process. The steps below are a number of ways to identify fuel accounting shortfalls.
   - Review all paperwork – Compare DAR gauging and meters with previous day.
     - Which tanks were issuing / receiving?
     - Were there errors? Check to ensure meter entries are matched and accurate for each receipt.
   - Total up DA Form 3643 and compare to ledger.
   - If automated, run the DA 3643 – It will group Registration Numbers in chronological order to see if vehicles received fuel multiple times.
     - Were there errors on the data entry leading to a transaction being entered multiple times?
     - Look for trends in consumption for specific organizations, fuel usage tends to be fairly constant unless there are reasons for increases in consumption (i.e. increase in missions, increase in base life support, etc.)
   - Review Receipts quantities and match documentation.
   - Review SOP, identify operational changes or other activities; any variance to gauging times, collecting forms, when the data is input (a wrong inventory date) will cause fluctuations.
   - Were there any anomalies during that day? A truck without seals, meter goes out of service, any changes to normal operations.
   - Try to narrow your scope of research systematically, identify possible reasons (makes the process much faster and easier).
     - What grade of fuel?
     - Was it a Gain or Loss variance? Is the gain or loss sudden or progressive?
     - If it is a gain that means the book is lower than the physical inventory, what transactions increase the book inventory? Receipts, Adjustments. Defuels.
   - If it is a loss that means the book is higher than the physical inventory, what transactions decrease the book inventory? Issues, Shipments, Adjustments.
   - Tank “Strap Table” (Charts) – are they current, accurate and properly matched to the tank?
   - Daily Closeout Time – is closeout performed the same time every day?
   - Meter Calibration – are dispensing and receipt meters calibrated and reading accurately?
   - Are the manual collapsible storage tank inventories being obtained properly and consistently? Observe and review this process frequently (inspect).
   - Was maintenance performed that affected line inventories or tank additions, out of service and replacements?
   - Has the fuel system been checked for leaks?
   - Has there been a change in supplier or carrier?

The key to conducting daily operations or causative research investigations is ‘consistency’. Obtaining a physical inventory on Collapsible Storage Tanks is a manual process. This process is not without human inconsistencies and does not include precision equipment. Therefore, maintaining a consistent practice with oversight in obtaining these readings is pivotal in maintaining good inventory management at a site.

Figure 11–3. Basic Guide for Conducting Causative Research

11–19. Bulk fuel storage tanks
a. **Required inventories.** Inventories are required for both rigid-wall and collapsible-wall tanks and containers. Rigid-wall tanks and containers above or below ground are physically gaged according to the procedures in ATP 4–43. Collapsible-wall tanks are physically inventoried by reconciling beginning inventory, issues, and receipts and by physically checking the tank couplings, fittings, and the surrounding area to ensure that no leaking occurred. If a collapsible-wall tank ruptures and leaks, remove the tank from service and document losses. Inventory adjustment is accomplished when the tank is returned to home station.

b. **Gaging.** Bulk fuel storage tanks that have either issues or receipts are gaged and reconciled daily. Bulk fuel storage tanks that do not have any issues or receipts are physically gaged and reconciled at least once a week. Record the gaging data on DD Form 2921. ATP 4–43 contains detailed procedures for gaging bulk petroleum products. Volume correction of daily and weekly reconciliation is optional; however, once established, volume correction must be continued throughout the FY.

c. **Monthly inventories.** In addition to the daily and weekly inventories, a monthly physical inventory is performed for each type or grade of bulk fuel on hand within the unit. Use DD Form 2921 to record inventory data. This inventory is documented on DD Form 1348–8 and will reflect the quantity on hand as of 0800 hours local time, the last day of the month. In the event the last day of the month is a non-duty day and no issues or receipts are made, the monthly inventory may be conducted at the close of business the last work day of the month. Inventory all products on hand to include trucks, pipelines, hose lines, tanks, and any other fuel containers. Include in the total inventory the totals for each type and grade of product within that account. Activities using automated gauging or inventory systems, to include leak detection, must conduct end-of-month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated system.

d. **Volume correction.** Volume correction of storage tanks holding less than 3,500 gallons is optional. However, volume correction of storage tanks holding quantities that equal or exceed 3,500 gallons is mandatory. Use the volume correction factors referenced in American Society for Testing and Materials (ASTM) tables 5B and 6B. ASTM tables 5A and 6A will be used for JP–4 and may be obtained through normal publication channels as PMT, volume I. ASTM tables 5B and 6B will be used for petroleum products other than JP4 and may be ordered as PMT, volume II. Use ASTM tables 52, 53B, and 54B to correct measured volumes to gallons at 15 degrees Celsius. Correct the volume of residual fuel (FO#4, FO#5, and FO#6), regardless of measured quantity.

e. **Reconciliation.** Reconcile inventories using DD Form 2921 to compare physical inventory data against the documented daily issues, receipts, and pump totalizer meter readings (if available). The RO ensures that inventory is reconciled to identify shortages or overages and initiates corrective action.

### Section IV

**Allowable Losses or Gains for Bulk Petroleum**

11–20. **Losses or gains as management guides for Army-owned bulk petroleum products**

a. Losses of volatile products vary somewhat for each type of product and for each individual tank or conveyance. Variance depends upon factors such as the volume handled, prevailing weather, and type and condition of tanks and equipment. ALW loss percentages (para 11–21) are considered sufficient to accommodate normal product losses.

b. Gains (overages) of bulk petroleum products that exceed authorized ALWs require the attention of management. Bookkeeping errors, systems manipulation, or failure to correct volume can cause gains. When monthly gains exceed authorized ALWs, the RO will initiate causative research and document these findings, to include the corrective measures when applicable.

c. At all units and activities handling bulk petroleum, allowable and actual losses and gains are a guide to improve the management of operations. Allowable loss and gain provisions do not relieve commanders of the responsibility to ensure that losses and gains are reduced to the minimum possible under existing conditions. Accountable officers should conduct detailed analyses of actual and allowable losses monthly.

11–21. **Computation of losses or gains allowances**

DD Form 1348–8 will be used to compute maximum allowable losses or gains and determine necessary actions, if any, based on those losses and gains.

a. Compute allowable gains and losses as: 0.0025 (0.25 percent) for JP–5, JP–8, F–24, DFS, or F–76. Refer to the directions for loss or gain computation on the DD Form 1348–8.

b. Losses and gains for all other petroleum products.

1. Losses or gains for aviation gasoline and motor gasolines (MOGASs) are allowable when not in excess of a plus or minus 1 percent of the total of the opening inventory plus the receipts for the month.
(2) Losses or gains for kerosene-based jet fuel, distillates, and residuals (JP–5, JP–8, F–24, or diesel) are allowable when not in excess of a plus or minus one-fourth of 1 percent (0.0025) of the total of the opening inventory plus the receipts for the month (See tactical system exception below). Losses or gains for JP–4 are allowable when not in excess of plus or minus .003 (0.30 percent). All other naphthalene-based fuels (MUR, MUP, 130, and so forth) are allowable when not in excess of 0.005 (0.5 percent).

(3) Tactical systems allowable loss or gain exception. The Army will maintain existing allowable loss or gain when operating under tactical conditions: Gasoline & JP–4 are 0.01 (1 percent); JP–5, JP–8, F–24, DFS, F–76: 0.005 (0.5 percent).

c. Inventory adjustment actions.

(1) If the actual loss does not exceed the maximum allowable loss, no action is required.

(2) If the actual loss exceeds the maximum allowable loss and the dollar value of the total loss is equal to or greater than $1,000, a statement such as “Loss of MOGAS is being investigated via FLIPL” can be put in the Remarks block of the monthly bulk petroleum accounting summary and a FLIPL initiated for the entire amount lost.

(3) If the actual loss exceeds maximum allowable loss but the dollar value of the total loss is less than $500, initiate causative research.

(4) If the total gain of a specific product is less than the authorized gain ALW, only the actual gain is allowable. When the gain exceeds the allowable limits, causative research is initiated.

(5) The approving authority may disapprove the adjustment of any item on the DD 1348–8 that does not appear justified based on facts available and past experience. The approving authority’s disapproval of any loss of DD Form 1348–8 automatically requires initiating of a FLIPL. Disapproval of any gain requires an investigation under AR 15–6. Attach copies of any FLIPL or causative research to the DD Form 1348–8 as supporting documents.

Section V
Ordering and Receiving Procedures for Bulk Petroleum Products from Commercial Sources

11–22. Ordering procedures
Organizations with authority to order bulk petroleum from commercial contractors place orders according to guidance in this pamphlet, DOD 4140.25–M, DLA Energy contract bulletins, and the FAR.

11–23. Controls required to receive bulk petroleum from commercial contractors

a. Ensure that a qualified government representative, authorized by the accountable or RO, physically determines and records the amount of fuel delivered for each delivery.

b. Establish entry and exit controls for commercial and military delivery conveyances.

c. Table 11–5 gives instructions for preparing DA Form 3857. A check mark on the form indicates that the individual signing and dating the form performed the function. All entries must be in ink. Retain DA Form 3857 as the supporting documentation to the appropriate receiving document, either DD Form 250 or DD Form 1155. Direct special attention to—

(1) Review of shipping documents and delivery tickets ensuring that all data required by this pamphlet, the contract bulletin, and AR 710–2 are properly recorded and legible.

(2) When used, ensuring that all seals are intact and that SNs of seals match delivery ticket data.

(3) Checking each vehicle for water in each tank compartment. Delivery may be rejected if any measurable amount of water is present.

(4) Taking quality surveillance samples as required in AR 710–2 or when requested by the USAPC or the Army Petroleum Laboratory.

(5) Determining the quantity of fuel delivered according to paragraph 11–21. When receiving tank-gage procedures are used, a copy of DA Form 3853–1 will reflect the opening and closing inventory data.

d. The delivery of small amounts of heating fuel to many small tanks at multiple locations by tank trucks is an exception to using DA Form 3857. While it is desirable that a Government representative witness and verify all deliveries, it may not always be practical. Therefore, the following alternate procedures are required for less than truckload lots of heating fuel. These required procedures apply to military and civilian truck deliveries in CONUS and overseas. Commanders ensure that local SOPs include the following guidance:

(1) Establish entry and exit points.

(2) Have a check made by Government competent personnel to verify that fuel carried on the delivery truck is the proper fuel for the intended use. Take quality surveillance samples as required in AR 710–2 or when requested by the Army Petroleum Laboratory. Make this check before any discharge of deliveries on the installation.
(3) Develop specific procedures by activities receiving multiple-drop deliveries of heating fuels. These procedures are necessary because of the unique conditions at each installation. These procedures ensure that control over heating fuel is as comprehensive as possible and consistent with personnel assets and local conditions. As a minimum, keep an audit trail of amounts delivered as compared with amounts billed. Vendors are required to provide a metered delivery ticket for each drop, identifying each drop by building or tank number. At a minimum, installations spot-check 10 percent of the commercial deliveries. Vendors must not know which deliveries will be checked so that they are at risk with every delivery. Additional control procedures may be comparison of—
   (a) Mileage with odometer readings.
   (b) Beginning and ending master totalizer readings with total quantity reflected on delivery tickets. Commanders must be able to demonstrate that procedures and controls are adequate.
   e. Comply with physical security requirements in AR 190–51.
   f. Report discrepancies noted in commercial or military bulk fuel deliveries to the accountable officer immediately.

<table>
<thead>
<tr>
<th>Table 11–5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion instructions (by block) for DA Form 3857</td>
</tr>
<tr>
<td>DA FORM 3857 COMMERCIAL DELIVERIES OF BULK PETROLEUM PRODUCTS CHECKLIST INSTRUCTIONS</td>
</tr>
</tbody>
</table>

1. PREPARING FOR DELIVERY
   Answer questions a-b
   Check indicates action completed

2. PRIOR TO ACCEPTANCE OR UNLOADING
   Answer questions a-l
   Check indicates action completed

3. DURING UNLOADING OPERATIONS
   Answer questions a-c
   Check indicates action completed

4 AFTER CARGO IS UNLOADED
   Answer questions a-e
   Check indicates action completed

REMARKS
   Add additional remarks is necessary annotating related line (i.e. 2E, 4A)

DATE
   dd/mmm/yy

SIGNATURE
   Sign

11–24. Quantity determination: forward operating base destination
Treat the forward operating base (FOB) destination (acceptance at destination) bulk delivery of fuel, oil, diesel fuel, kerosene, solvent, and gasoline from regional contract bulletins and contract sources as follows. All deliveries that equal or exceed 3,500 gallons and all volumes of residual fuel (FO#4, FO#5, and FO#6), regardless of the measured quantity, must be volume corrected to 60 degrees Fahrenheit or 15 degrees Celsius to permit determination of net quantity (gallons) for each delivery of bulk petroleum products. The methods of determining net quantity of FOB destination deliveries in order of preference are:
   a. Accept the quantity registered by the certified meter on the delivery vehicle. In case of an obvious meter malfunction, determine the quantity as detailed in paragraphs 11–24b and 11–24c.
   b. Accept the quantity determined by weight or certified scales.
   c. Accept the quantity determined by the Government representative from certified capacity tables for that delivery vehicle. Such tables permit conversion of inches of fuel measured in a compartment to gallons of fuel.
   d. Accept the quantity registered by the meter on the receiving tank system if an obvious meter malfunction does not occur.
   e. If one of the four methods above cannot be implemented, the activity may use the following procedure for the certified loading rack metered ticket after a written mutual agreement has been established with the contractor. The net quantity of fuel printed on the loading rack metered ticket may be accepted if:
      (1) The loading rack metered ticket is mechanically printed showing API, temperature, gross and net gallons loaded.
      (2) All accesses to the fuel compartments have had seals applied, and the seal numbers have been recorded on the delivery ticket.
      (3) Receiving tanks have been gaged just before and immediately after the delivery to corroborate quantities received. Correct the volume measured to the net quantity at 60 degrees Fahrenheit using the DA Form 3853–1. Attach the DA Form 3853–1 to the DA Form 3857. If the quantity varies more than half of 1 percent (0.005) of the total quantity loaded, initiate an investigation at once. If the investigation does not reveal the cause of the quantity variance, discontinue this method of quantity determination until the cause of the discrepancy is determined.
Record the net quantity of fuel received on all appropriate receiving documents and supply records.

Commanders ensure verification of all quantities of bulk petroleum received by the FOB destination.

If the contractor cannot or will not comply with the method of quantity determination, the activity’s authorized representative may initiate default procedures as outlined in the contract.

Section VI
Quality Surveillance Procedures

11–25. Packaged petroleum products

a. Packaged products. All packaged products (paints, sealants, adhesives, chemicals, packaged petroleum products) having a shelf-life code (SLC) other than 0 at the facility will be managed through the use of either the DOD shelf-life management process or the GSA shelf-life management (FED–STD–793B) process. If an item does not fall into one of these two processes the primary or alternate packaged products managers will contact the USAPC packaged products manager for further guidance.

b. A primary and alternate packaged products manager will be appointed in writing by the commander to manage packaged products at all times.

c. A packaged product SOP will be established by the designated activity point of contact. A sample SOP can be obtained from the USAPC packaged product manager. Commanders ensure packaged petroleum is managed properly as follows:

(1) Designate an individual in writing to manage packaged petroleum.
(2) Ensure that required petroleum management SOP includes guidance on managing packaged petroleum, which contains the following areas:
   (a) First-in, first-out use policy.
   (b) Required management of product shelf life.
   (c) Use of the DOD quality status list (QSL) to manage shelf life.
   (d) Procedures for contacting the USAPC when items are not identified on the QSL.
   (e) Marking of containers with new shelf-life test information.
   (f) Segregation of off-specification items.
   (g) Disposal procedures for off-specification product.
   (h) Use of FED–STD–793 for shelf-life management of GSA items.

d. The required documentation and forms to manage packaged products are as follows:
(1) DA Form 5832–R (Packaged Petroleum, Oils, and Lubricants Submission Log).
(2) Packaged products inspection checklist.
(3) Bench stock replenishment tag, DA Form 1300–4 (Reorder Point Record), tag 39. Table 11–6 gives instructions for preparing DA Form 1300–4 to control bench stock stockage.
(4) Shelf-Life Extension Notices—DA Notices—DD Form 2477–1, DD Form 2477–2, and DD Form 2477–3.
(6) Table 11–6 gives instructions for preparing DA Form 1300–4 for bench stock lists.

e. All questions related to packaged products will be directed to the USAPC packaged products manager (703–767–0654, 703–767–0661, DSN: 427–XXXX).

| Table 11–6 |
| Completion instructions (by block) for DA Form 1300–4 |
| DA Form 1300–4 to control bench stock stockage |
| Stock number | Enter the stock number. |
| UM | Leave blank. |
| M QTY | Leave blank. |
| Item noun | Enter item description, nomenclature. |
| UI | Enter unit of issue. |
| Location | Enter physical location of item. |
| To warehouse | |
| Date | Enter the Julian date of the transaction. |
| RO/ROP | Enter the requisition objective and reorder point. |
| To stock control | |
11–26. Packaged petroleum products shelf life

a. Packaged products will be inspected for shelf-life extensions through the use of the DOD Shelf-Life Extension System (SLES) or FED–STD–793B authorized by the GSA. See shelf-life extension definitions in the terms section.

b. The majority of packaged petroleum products and many chemical products have a type II extendable shelf life, which means that upon product expiration the item may be extended for use after appropriate inspection and testing actions. A retest frequency is determined by a combination of the SLC and the inspection limit. The SLC is a one-position alpha or numeric code (See type II SL code list, table 11–7), also defined in DOD 4140.27–M and DOD 4100.39–M, assigned to an NSN to identify the shelf-life period beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action. DOD 4140.27–M provides a complete listing of SLCs cross-referencing the period of allowed storage time expressed in months, quarters, or years. The inspection limit means re-inspection limit—it is a one-position numeric field used within the shelf-life extension system to depict the number of re-inspections, in addition to the first inspection, permitted as governed by item criticality and storage environment, for example, the number 1 indicates one re-inspection, 2 indicates two re-inspections, 0 indicates no re-inspections, and the letter U indicates unlimited re-inspections. This one position code establishes the frequency which type II items must be sampled or retested. The frequency or interval is the same as prescribed in MIL–HDBK–200. The following is an example of these codes and other standard product information:

2. SOS–S9G.
3. Acquisition advice code–D.
4. UI–CN.
5. Unit price–$43.23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>NON–DETERIORATIVE</td>
</tr>
<tr>
<td>1</td>
<td>3 MONTHS</td>
</tr>
<tr>
<td>2</td>
<td>6 MONTHS</td>
</tr>
<tr>
<td>3</td>
<td>9 MONTHS</td>
</tr>
<tr>
<td>4</td>
<td>12 MONTHS</td>
</tr>
<tr>
<td>5</td>
<td>18 MONTHS</td>
</tr>
<tr>
<td>6</td>
<td>24 MONTHS</td>
</tr>
<tr>
<td>7</td>
<td>36 MONTHS</td>
</tr>
<tr>
<td>8</td>
<td>48 MONTHS</td>
</tr>
<tr>
<td>9</td>
<td>60 MONTHS</td>
</tr>
<tr>
<td>A</td>
<td>1 MONTH</td>
</tr>
<tr>
<td>B</td>
<td>2 MONTHS</td>
</tr>
<tr>
<td>C</td>
<td>3 MONTHS</td>
</tr>
<tr>
<td>D</td>
<td>4 MONTHS</td>
</tr>
<tr>
<td>E</td>
<td>5 MONTHS</td>
</tr>
<tr>
<td>F</td>
<td>6 MONTHS</td>
</tr>
<tr>
<td>G</td>
<td>9 MONTHS</td>
</tr>
<tr>
<td>H</td>
<td>12 MONTHS</td>
</tr>
<tr>
<td>I</td>
<td>15 MONTHS</td>
</tr>
<tr>
<td>J</td>
<td>1 MONTH</td>
</tr>
</tbody>
</table>
Table 11–7
Shelf-life code—Continued

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>18 MONTHS</td>
</tr>
<tr>
<td>L</td>
<td>21 MONTHS</td>
</tr>
<tr>
<td>M</td>
<td>24 MONTHS</td>
</tr>
<tr>
<td>N</td>
<td>27 MONTHS</td>
</tr>
<tr>
<td>P</td>
<td>30 MONTHS</td>
</tr>
<tr>
<td>Q</td>
<td>36 MONTHS</td>
</tr>
<tr>
<td>R</td>
<td>48 MONTHS</td>
</tr>
<tr>
<td>S</td>
<td>60 MONTHS</td>
</tr>
<tr>
<td>T</td>
<td>84 MONTHS</td>
</tr>
<tr>
<td>U</td>
<td>96 MONTHS</td>
</tr>
<tr>
<td>V</td>
<td>VARIABLE SUCH AS: 90, 132, 216, 228, AND SO FORTH. MONTHS OR ANY OTHER NUMBER OF MONTHS NOT SPECIFICALLY ASSIGNED.</td>
</tr>
<tr>
<td>W</td>
<td>120 MONTHS</td>
</tr>
<tr>
<td>X</td>
<td>SHELF–LIFE PERIOD GREATER THAN 60 MONTHS FOR TYPE II EXTENDIBLE ITEMS.</td>
</tr>
<tr>
<td>Y</td>
<td>180 MONTHS</td>
</tr>
<tr>
<td>Z</td>
<td>240 MONTHS</td>
</tr>
</tbody>
</table>

- **c.** Products with an expired SL may not be used pending assurance that the items suitability for use has been verified through laboratory analysis. AR 710–2 requires all packaged products on hand or in storage to be inspected every 90 days to determine if the product is within shelf-life usability and to determine container condition. User level procedures should prescribe inspecting products upon receipt for satisfactory shelf life and periodically thereafter to ensure outdated products are not issued for use. If a product has recently expired, the user(s) must stop using the product immediately and remove it from their active inventory. The expired product should then be placed in what is known as a condition code J status. Condition code J status is a temporary holding status for products that have expired, and the activity or unit is waiting to see if another activity or unit may have had more product on hand, has submitted it for testing, and is still awaiting the test results to be posted to the QSL.

*Note.* Products that are placed in condition code J status, should be placed in a separate cabinet or location—away from all active inventory and clearly marked “Not for Use” (labels should be also be placed on each individual container of the product)—to eliminate confusion or improper use. You can continue checking the QSL or material quality control storage standards (MQCSS) systems in the hopes that another activity or unit did have more product on hand and submitted a sample for testing. If so, the inquiring activity can benefit from any extensions granted for that product.

*Note.* The expired products can remain in condition code J status for not more than 45 days from the date of expiration of the product. At that point, the supply or packaged product manager would need to do a final check on the QSL or MQCSS database, to see if the product(s) is(are) listed. If the product(s) still does(do) not appear on either of these databases, then the supply, packaged product manager, or inventory specialist would need to properly dispose of the product.

- **d.** For general sampling info, activity points of contact will need to determine if they have enough product on hand to justify submitting a sample for testing. The approximate cost to the Government for processing a sample that has been submitted for testing is $400 to $450. All samples should be submitted to only DOD-certified laboratories authorized to test POL packaged products. Please note that many laboratories are still in the process of getting DOD certified. Therefore, the current lab that is recommended for use is the Army Petroleum Laboratory, located in New Cumberland, PA.

- **e.** Rotation of stock will ensure that the oldest packaged products are issued or used first. When expired products are found in storage, personnel should use DA Form 5832–R to report the NSN, contract number, lot or batch number, size of the container, and quantity on hand to the installation petroleum manager or the next higher supply level for consolidation. Packaged product managers or inventory specialists should have direct access to the QSL online database at either https://today.dla.mil or https://www.shelflife.dla.mil/ (each link requires a CAC card to log in to access this site). The QSL is a periodically updated list of type II products that have been submitted for testing, and the results are displayed in the QSL. The SLES is a combination of two databases (the QSL and the MQCSS). The MQCSS database contains general characteristic information for all type II items. The item characteristic information consists of, but is not limited to, the following: first inspection month, inspection type code, SLC, shelf-life type, shelf-life month, and SOS code. A complete list of the definitions for SLES is in table 11–7 (see “Shelf-Life Extension System Definitions” in table 11–7).
Note. The shelf-life month listed should coincide with the meaning of the shelf-life code listed in table 11–7. Information obtained from the QSL will be used to determine further actions to be taken regarding outdated products. The QSL results will specify if a product passed or failed the test. Items of concern that are not found in the QSL should be reported to USAPC packaged products manager at: 703–767–0654 or 0661 (DSN: 427). Table 11–8 gives instructions for preparing DA 5832–R. DA Form 5832–R is authorized for local reproduction on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this issue in accordance with DOD 4140.27–M and DOD 4100.39–M and AR 710–2.

Table 11–8
Completion instructions (by block) for DA Form 5832–R:

<table>
<thead>
<tr>
<th>DA FORM 5832–R PACKAGED PETROLEUM, OILS AND LUBRICANTS SUBMISSION LOG INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nomenclature</td>
</tr>
<tr>
<td>2. NSN</td>
</tr>
<tr>
<td>3. DLA Contract NO.</td>
</tr>
<tr>
<td>4. Batch/Lot NO.</td>
</tr>
<tr>
<td>5. New Test Date</td>
</tr>
<tr>
<td>6. Quantity on Hand</td>
</tr>
<tr>
<td>7. Remarks</td>
</tr>
</tbody>
</table>

11–27. Bulk storage tanks
All rigid-wall, fixed, above-ground storage tanks and underground storage tanks will be sampled at a frequency indicated in table 11–9. The submission schedule, for CONUS, will be in accordance with figure 11–4. The submission schedule, for OCONUS, will be in accordance with table 11–10. Samples taken from storage tanks for cyclic testing (semiannually) will be a representative one gallon, all levels, or a composite sample. A weighted bottle, weighted beaker, or other suitable sampling device will be used. Bottom samples (placetholder—sump drain first, gage for water, then one-quart or one-gallon sample). Samples will be packaged and shipped to the Army Petroleum Laboratory for analysis. A completed DD Form 2927 (Petroleum and Lubricants Sample Identification Tags) (see table 11–10) must be affixed to each sample container. The sample tag has two parts, divided by the perforation. The top and bottom portions are separated at the laboratory. The top portion remains affixed to the sample container until the sample is discarded. The bottom portion is retained in the lab and forms part of the documentation for the sample. It is important to keep the tag as dry as possible by affixing the tag to the sample container after it has been filled and the outside of the container wiped dry of spilled fuel.

Table 11–9
Storage tank sampling frequency-

<table>
<thead>
<tr>
<th>Fuel Type</th>
<th>All-Levels One Gallon Sample (Type B–2 Testing)</th>
<th>Bottom One Gallon Sample (Sulfides Testing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation</td>
<td>Semi-Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>Diesel/Fuel Oil</td>
<td>Semi-Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>Gasoline</td>
<td>N/A</td>
<td>Annual</td>
</tr>
<tr>
<td>Bio-Diesel</td>
<td>Semi-Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>E–85</td>
<td>Semi-Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>AVGAS</td>
<td>Monthly</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Table 11–10
Completion instructions (by block) for DD Form 2927:

<table>
<thead>
<tr>
<th>DD Form 2927 PETROLEUM SAMPLE TAG INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above Perforation</td>
</tr>
<tr>
<td>Product and Type</td>
</tr>
<tr>
<td>Date Received:</td>
</tr>
<tr>
<td>Installation</td>
</tr>
</tbody>
</table>
Table 11–10
Completion instructions (by block) for DD Form 2927—Continued

<table>
<thead>
<tr>
<th>Sampler Number</th>
<th>This is the sample number assigned by the unit submitting the sample, and is recorded in the unit Sample Log. The same information is entered in the Block Local Sample Number below the perforation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below Perforation</td>
<td><strong>Product and Type</strong></td>
</tr>
<tr>
<td><strong>Lab Number</strong></td>
<td>Leave blank. This entry will be made by the laboratory</td>
</tr>
<tr>
<td><strong>Specification Number</strong></td>
<td>For Packaged Product Samples, enter the specification number marked on the container. For bulk fuels, enter this information if known. If not known, leave blank</td>
</tr>
<tr>
<td><strong>NSN</strong></td>
<td>For Packaged Product Samples, enter the product NSN marked on the container. For bulk fuels, enter this information if known. If not known, leave blank</td>
</tr>
<tr>
<td><strong>Product Contract Number</strong></td>
<td>For Packaged Product Samples, enter the Contract Number marked on the container. For bulk fuels, enter this information if known. If not known, leave blank</td>
</tr>
<tr>
<td><strong>Batch/Lot/Emulsion Number</strong></td>
<td>For Packaged Product Samples, enter the batch/lot/emulsion number marked on the container. For bulk fuels, leave blank</td>
</tr>
<tr>
<td><strong>Manufacturer/Supplier</strong></td>
<td>For Bulk Fuels, enter this information only if the sample is from a delivery from the supplier or enter the source of the product if the fuel is being moved. Enter “N/A” if this does not apply. For Packaged Product Samples, enter the Manufacturer marked on the product container.</td>
</tr>
<tr>
<td><strong>Quantity Represented</strong></td>
<td>Enter the numerical quantity and the unit of measurement of what is in the container the sample represents. For Packaged Products, enter the number of containers which have the same lot/batch</td>
</tr>
<tr>
<td><strong>Sample Source</strong></td>
<td>Indicate the tank number, truck number, filter/separater number or other location (e.g., nozzle) of the container from which the sample was taken</td>
</tr>
<tr>
<td><strong>Fill/Delivery/DOM Date:</strong></td>
<td>Enter the date the container (storage tank or tank truck) was filled, the date the product was delivered, or the Date of Manufacture (DOM) if a packaged product.</td>
</tr>
<tr>
<td><strong>Local Sample Number</strong></td>
<td>Enter the same information as “Sample Number” above</td>
</tr>
<tr>
<td><strong>Sampled By</strong></td>
<td>Name of the person taking the sample</td>
</tr>
<tr>
<td><strong>Date Sampled</strong></td>
<td>Date the sample was taken</td>
</tr>
<tr>
<td><strong>Time Sampled</strong></td>
<td>Time the sample was taken</td>
</tr>
<tr>
<td><strong>Organization Address, etc.</strong></td>
<td>Enter the Name of the organization, address, and POC name and phone number to whom questions about the sample can be asked and to whom results can be provided. If samples are being submitted to the Army Petroleum Lab (APL), also enter the address activity code provided by APL</td>
</tr>
<tr>
<td><strong>Test Series</strong></td>
<td>Select the appropriate box for the level of testing needed. If “Filter Effectiveness”, leave this blank and check “Filter Effectiveness” in the Sample Information block below</td>
</tr>
<tr>
<td><strong>Sample Priority</strong></td>
<td>Select “Routine” for most samples, unless otherwise directed.</td>
</tr>
<tr>
<td><strong>Sample Information</strong></td>
<td>Select all appropriate blocks</td>
</tr>
<tr>
<td><strong>Sample Type</strong></td>
<td>Select appropriate box. For samples from the bottom manifold of a delivery truck, select “Other”, then “Bottom manifold” Select, “Other”, then “Sump” if a sump sample.</td>
</tr>
<tr>
<td><strong>(Reverse Side) Special/Additional Information</strong></td>
<td>Enter information as appropriate. For example, if the current sample is a re-sample, write “Re-Sample, original lab number XX–XXX” Or “Crash Sample”, or “Fuel Spill”.</td>
</tr>
<tr>
<td><strong>Correlation Information</strong></td>
<td>Leave blank, unless otherwise instructed. This is for Air Force use.</td>
</tr>
</tbody>
</table>

Note. The purpose of the petroleum sample tag is to document the source of the sample and the circumstances under which the sample was taken to trace a product that fails testing. The sample tag provides the chain-of-custody link between the sample source and the results. It is important to fill out the tag as completely and accurately as possible.
<table>
<thead>
<tr>
<th>Region</th>
<th>Product</th>
<th>All-Levels Sample</th>
<th>Bottom Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONUS States of:</td>
<td>Aviation Fuel</td>
<td>October and April</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>October and April</td>
<td>October</td>
</tr>
<tr>
<td>CT, MA, ME, NH, NJ, NY, PA, RI, VT</td>
<td>Gasoline</td>
<td>N/A</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>October, January, April, and July</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>October, January, April, and July</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>CONUS States of: DE, IN, KY, MD, OH, TN, VA, WV, Wash DC</td>
<td>Aviation Fuel</td>
<td>November and May</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>November and May</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>November, February, May and August</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>November, February, May and August</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>CONUS States of: AL, AR, FL, FA, LA, MO, MS, NC, NC</td>
<td>Aviation Fuel</td>
<td>December and June</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>December and June</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>December, March, June and September</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>December, March, June and September</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>CONUS States of: CO, IA, IL, KS, MI, MN, ND, NE, NM, OK, SD, TX, WI, WY</td>
<td>Aviation Fuel</td>
<td>January and June</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>January and June</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>January, April, July and October</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>January, April, July and October</td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>CONUS States of: AZ, CA, NV, UT</td>
<td>Aviation Fuel</td>
<td>February and August</td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>February and August</td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>February, May, August and November</td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>November, February, May and August</td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>CONUS States of: ID, MT, OR, WA</td>
<td>Aviation Fuel</td>
<td>March and September</td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>March and September</td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>March, June, September and December</td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>March, June, September and December</td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Figure 11–4. Outside the continental United States storage tank sample submission schedule
11–28. **Bulk petroleum products purchased in the continental United States**

a. Bulk petroleum can be supplied by commercial sources under DLA regional type contract. Procured locally, it may be received from Army, other military Services, DLA depot stock, or from a defense fuel supply point. Regardless of the source or product, bulk petroleum receipts are sampled according to the following schedules:

1. Submit a sample from the first delivery at the start of the contract period and then randomly every three months until the end of the contract delivery period. Ensure samples are taken from the delivery truck. These samples will be submitted to the Army Petroleum Laboratory in New Cumberland, PA.

2. Additional samples may be submitted to a certified Army laboratory (Petroleum Quality Analysis System Enhanced Shelter or Installation Laboratory) capable of performing a modified B–1 test.

3. Installations or activities with petroleum contracts (DLA Energy or local purchase) of 10,000 gallons or less annually are not required to submit quota source samples as outlined in this schedule. Although sample submissions for these smaller quantities of petroleum are not mandatory, commanders may establish local procedures, and, at any time that fuel quality is in question, a sample submission is highly recommended.

b. The amount of product taken for a sample will vary depending on the type of product being sampled. All grades of fuel oil, solvent, and kerosene will require half-gallon size samples. Diesel fuels, MOGASs and AVFUELS will require 1 gallon samples (see table 11–11). All samples must be taken in accordance with procedures outlined in ATP 4–43. All samples must be taken through the top of the delivery conveyance utilizing either the all-level or composite-type sample. If there are questions regarding sampling procedures, call U.S. Army General Materiel at DSN: 977–6445.

### Table 11–11

<table>
<thead>
<tr>
<th>Region</th>
<th>Product</th>
<th>All-Leveld Sample</th>
<th>Bottom Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCONUS Pacific</td>
<td>Aviation Fuel</td>
<td>October and April</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>October and April</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>October, January, April, and July</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>October, January, April, and July</td>
<td>October</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>OCONUS Europe</td>
<td>Aviation Fuel</td>
<td>November and May</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>November and May</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>November, February, May and August</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>November, February, May and August</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
<tr>
<td>OCONUS Mid-East</td>
<td>Aviation Fuel</td>
<td>December and June</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>December and June</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Gasoline</td>
<td>N/A</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Bio-Diesel</td>
<td>December, March, June and September</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>E-85</td>
<td>December, March, June and September</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>AVGAS</td>
<td>IAW FTL 11-01</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Figure 11–4. Outside the continental United States storage tank sample submission schedule—Continued

**Table 11–11**

**Sampling containers:**

- **Product:** Fuel oil, solvents and kerosene
- **Container:** half gallon rectangular
- **NSN:** 8115–01–090–(Note 1)
Table 11–11
Sampling containers—Continued

<table>
<thead>
<tr>
<th>Product: Diesel fuels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container: One gallon rectangular</td>
</tr>
<tr>
<td>NSN: 8115–00–224–7935 (Note 1)</td>
</tr>
</tbody>
</table>

| Product: Jet fuels, gasoline and other products with a flash point below 100°F |
| Container: One gallon rectangular |
| NSN: 8115–00–224–7935 (Note 2) |

Notes.
1. These products can be shipped by parcel post.
2. These products require special packaging and should be shipped via UPS.

11–29. Filter/Separator effectiveness
Samples are taken every 30 days to determine the effectiveness of filters/separators in operational use. Containers and sampling equipment used must be clean and free from foreign materials (for example, dirt, sand, water, and rust). Once the fuel has been recirculated, and while the fuel is still flowing, these filter-/separator-effectiveness samples are taken on the outlet (downstream) side of the filter/sePARATOR.

a. The mandatory method of collecting filter/sePARATOR-effectiveness samples is through the use of the “quick connect” adaptor, installed permanently in the fuel line. Using this adaptor permits sampling with a Millipore sampling device in the same manner as AVFUELS are sampled. The sampling valve connection is permanently installed in the fuel line on the downstream side of the filter/sePARATOR. The following steps are taken to obtain a sample:

1. Unscrew the top of the monitor casing on the sampling assembly. Remove the protective plug from the bottom of the monitor. Place the monitor in the body of the monitor casing with the bottom down.

2. Remove the protective plug from the top of the field monitor. Put both plugs in a clean, safe place.

3. Replace the top of the monitor casing with the monitor in the monitor body. Screw the top in place. Hand tighten only.

4. Attach one end of the bypass flushing hose to the selector valve and the other end to the downstream side of the monitor casing.

5. Connect one end of the sample line to the bottom of the monitor casing. Place the free end of the line in the sample receiver. If possible, use a graduated receiver that holds five liters.

6. Remove the dust caps from the sampling valve connection in the fuel line and from the flexible pressure hose. Connect the sampling assembly to the sampling valve connection.

7. Place the selector valve in the FLUSH position.

8. Flush the sampling assembly with approximately one gallon of fuel when the proper fuel flow and line pressure are reached. The pressure on the line must be at least 25 pounds per square inch. The fuel runs through the bypass flushing hose and not through the field monitor.

9. Turn the selector valve to the SAMPLE position. Take a one gallon sample. When you have the required amount of fuel in the sample receiver, turn the selector valve to the OFF position.

10. Disconnect the sampling assembly from the sampling valve connection. Replace the two caps (one on the sampling connection and the other on the flexible pressure hose).

Note. The monitor casing used for millipore testing has two membranes, identified with red and yellow plugs.

b. A second system involves the collection of one gallon of liquid samples from a point downstream from the filter/sePARATOR. These samples must then be shipped to the supporting laboratory. Although this is acceptable, it is the least desirable method. The time involved in the collection and handling of such samples is far greater than when obtaining Millipore samples. In addition, the shipping and testing of such liquid samples is much more expensive than submission of the Millipore samples.
(1) Liquid samples are collected from the nozzle of the dispensing system after the fuel has been recirculated. The containers to be used for each type of fuel are shown in table 11–11. Be certain there is no liquid or other foreign material in the can before you fill it with the sample.

(2) Once the can has been filled, seal it carefully, in accordance with instructions which have been provided with the can and outer container assembly. Pack the filled can in the cardboard shipping container and label the container as required. Personnel responsible for shipping will use the labels required by the type of fuel enclosed.

11–30. Sample tags (DD Form 2927)
Sample tags must be prepared completely and correctly in order that the laboratory can properly identify and process a sample. Every block should have an entry or N/A if the block is not applicable. Instruction on completion of the sample tags may be found in table 11–10. To prevent unnecessary delays in sample testing, and to accurately interpret test results and provide disposition instructions, it is imperative that tags be properly completed.

11–31. Sample submission log
Installations and activities submitting samples for laboratory analysis must establish a quality surveillance sample submission log. Information recorded should include a sample number, product source of sample, person taking the sample, date the sample was taken, pertinent remarks, laboratory results, and the date on which the test results were received from the laboratory. Test results for all Army Petroleum Laboratory testing will be maintained for two years, plus the current year. For additional information about fuel sample logs and Aqua-Glo logs, refer to ATP 4–43.

Section VII
Requirements submission

11–32. Estimated requirements for petroleum products for contract bulletins and all other purchase programs according to the submission schedule published by U.S. Army Petroleum Center
The activities or commands, as indicated in AR 710–2, submit estimated petroleum requirements to USAPC. Use table 11–11 for selecting a reportable product’s NSN, DLA Energy data of item nomenclature, and product code numbers. Installation ordering officers will maintain a record showing actual quantities ordered. The information will be the basis for the next requirements submission and will ensure more realistic quantities are contracted for each line on the DLA Energy contract bulletin to ensure total orders do not exceed the contract quantity.

11–33. Methods of requirements submission
      Note. A CAC card is necessary to access this site.
   b. Submit requirements for purchase programs if ADP worksheets are not provided to your activity in a letter or message.

11–34. Requirement revision
Installation ordering officers will maintain a record showing actual quantities ordered, compared to the required quantity, for each line item on the DLA Energy contract bulletin to ensure that the line items are not ordered in excess. If significant requirement changes occur anytime during the contract delivery period, submit requirement revisions immediately to USAPC. Submit priority or emergency requirements by memorandum, message, or telephone (DSN 427–0661).

11–35. Mobilization or activation requirements
The following items must be considered in determining mobilization or activation requirements:
   a. Mobilization requirements should be determined based on full mobilization-level, troop-basis stationing plan and on installation mobilization plans. Activities should include additional requirements based on lengthening hours of operation to accommodate mobilization mission.
   b. Activation requirements will be determined based on activities for which no current peacetime requirement exists. These activities include dormant manufacturing plants and installations not currently receiving petroleum products via DLA Energy contract bulletin.
   c. Major commands will submit mobilization activation or activation requirements to USAPC in 10-day increments for each type of petroleum product from D-Day to D+90. Installations and activities that currently receive fuel support via F contracts should cross-reference the LIN shown in the DLA Energy contract bulletin to the product required. Installations
that are dormant and have no current peacetime fuel requirements will also report method(s) of delivery and the capacity and number of storage tanks available by product.

d. Installations that would only have a short term surge in demand will identify increased requirements for the duration of the surge. Major commands that will become tenant activities on an installation of another major command must coordinate submission of their fuel requirements with the host installation or activity.

Section VIII
Fuel infrastructure engineering support

11–36. The U.S. Army Petroleum Center is the Army Service control point
USAPC will provide technical assistance for all aspects of fuel storage, transfer, and distribution facilities to include environmental, safety, and real property management. This support is available for all Army real property fuel assets regardless of the source of funding of the support.

a. Facilities planning. USAPC will be contacted at the initial planning stage for all proposed new construction, modifications and/or upgrade of fuel facilities. USAPC will assist in ensuring fuel facilities are properly located and sized to meet mission requirements to include validating capacities driven by modeling tools. Facility planning factors will include—

(1) Requirements and justification for future construction of petroleum facilities being planned, including applicable FY military construction (MILCON).

(2) Status of any new facilities or upgrading or modernization projects already in process, including the estimated date of completion.

(3) All fixed petroleum storage tanks and dispensing systems itemized and currently in use and any deactivated facilities at the installation.

(4) Types of dispensing equipment being used to refuel Army aircraft, if applicable.

(5) Description of any petroleum service contracts, including contract period, contractor, contracting office, and purpose and use at the installation.

(6) An evaluation of the adequacy of the proposed construction to accomplish the desired operations.

(7) Most current planning documents are resourced and used as appropriate.

(8) Alternate sources of project funding are fully explored.

b. Facilities design. USAPC will assist in ensuring new construction, modification, and/or upgrade of petroleum facilities will meet all requirements of applicable DOD regulations, design standards and specifications, safety considerations, and related publications.

(1) USAPC will be contacted at the planning and design phase for all fuel facility construction projects. It will validate requirements and will review and approve the DD Form 1391 (FY___ Military Construction Project Data) and the layout and designs for new fuel storage and distribution facilities or major alterations to existing facilities (see DA Pam 420–1–2).

(2) Designs and specifications will be submitted to USAPC (AMXPC–F), 8725 John J. Kingman Road, Stop 6241, Fort Belvoir, VA 22060–624120, for review and approval at all major design milestones.

(3) When requested, the USAPC will provide technical advice and assistance for project development and design to ACOMs/ASCs/DRUs.

c. Army sustainment, restoration, and modernization program. The program applies to all noncapitalized sites.

(1) The Army SRM program and environmental programs apply to all real property regardless of funding stream or appropriation.

(2) Sustainment provides resources for maintenance and repair activities necessary to keep an inventory of facilities in good working order.

(3) Restoration includes substantially complete replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, or accident.

(4) Modernization provides resources for improving facilities and includes alteration of facilities solely to implement new or higher standards to accommodate new functions or to replace building components that typically last more than 50 years.

d. Reporting requirement, semiannual tank status report (TSR) —For all tanks equal to or greater than 1,000 U.S. gallons holding petroleum product, (jet fuels, MOGASs, diesel, biodiesel, ethanol-based fuels (E85), compressed natural gas, and so forth) a TSR will be submitted to USAPC between 1–15 October and 1–15 April of each calendar year. The reporting will be in accordance with this pamphlet and will capture operational data to support day-to-day management, emergency operations, training, and master planning. The reports will be submitted to the USAPC via the TSR Web page. As of the date of this publication, the Web site is still in development; as such, the USAPC facilities division will be
contacted to provide current submission processes by calling 703–767–0646 or 703–767–0651 (DSN 312–427–XXXX) or email usarmy.belvoir.usamc.mbx.usapc-facilities-div@mail.mil.

e. Semiannual TSR. The primary responsibility for the accounting and submission of the TSR falls to the facility operator as he or she will have the most up-to-date information on the site components. It should be noted that, while the operator has the principal responsibility, this report may require the collaboration of other functional areas, such as the Department of Public Works (DPW), real property office, or Environmental Department, to fully complete the TSR (that is, the facility number and real property unique identifier would be acquired from the real property office). Table 11–12 gives instructions for preparing TSR and table 11–13 gives instructions for preparing the tank facility data page.

11–37. Defense Logistics Agency Energy support of Army facilities holding capitalized fuel

DLA Energy Fuels SRM program provides SRM and environmental funding for Army real property supporting the storage and distribution of DLA-Energy-owned (capitalized) products. For facilities not holding capitalized product, the Army retains SRM and environmental funding responsibility.

a. Fuels SRM and environmental process. Installations develop facility requirements based on AR 420–1 and DOD 4140.25–M; an approved DA Form 4283 (Facilities Engineering Work Request) or its equivalent will be submitted through the appropriate command channels.

**Table 11–12**
Completion instructions (by block) for the semiannual tank status report

<table>
<thead>
<tr>
<th>Name</th>
<th><strong>Enter the Primary Fuel system Operators Full Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NIPR Email</td>
<td><strong>Enter the Primary Fuel system Operators NIPR email address</strong></td>
</tr>
<tr>
<td>SIPR Email</td>
<td><strong>Enter the Primary Fuel system Operators SIPR email address</strong></td>
</tr>
<tr>
<td>Commercial Phone</td>
<td><strong>Enter the Primary Fuel system Operators Commercial Phone Number</strong></td>
</tr>
<tr>
<td>DSN Phone</td>
<td><strong>Enter the Primary Fuel system Operators DSN Phone Number</strong></td>
</tr>
</tbody>
</table>

**Required information:** Forms should be emailed to APC at usarmy.belvoir.usamc.mbx.USAPC-Facilities-Div@mail.mil.

**Table 11–13**
Completion instructions (by block) for the tanks facility data sheet

<table>
<thead>
<tr>
<th>Command</th>
<th>Enter the name of the command the owns the fuel point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>Enter the name of the installation/Garrison/FOB/FARP/etc. where the fuel point is located.</td>
</tr>
<tr>
<td>State / Country</td>
<td>Enter State and country the site is located in.</td>
</tr>
<tr>
<td>Facility Number</td>
<td>Enter the real property facility number/tank name (can be obtained through Real Property Officer).</td>
</tr>
<tr>
<td>TYPE</td>
<td>Enter AST for an average ground tank; UST for an underground tank, CC for cut and cover tank.</td>
</tr>
<tr>
<td>Real Property UID</td>
<td>Enter the real property unique ID if available (can be obtained through your Real Property Officer).</td>
</tr>
<tr>
<td>Description</td>
<td>Enter any tank specific information including if it supports ground products, aviation or both</td>
</tr>
<tr>
<td>Single walled / Double walled</td>
<td>Enter SW for a single walled tank; DW for a double walled tank. Or UNK if unknown.</td>
</tr>
<tr>
<td>Last inspection</td>
<td>When was the tank last inspected by a certified tank inspector?</td>
</tr>
<tr>
<td>Condition (Red / Yellow / Green)</td>
<td>Operators/DPW Engineer/Environments perception of the overall condition of the tank. Red - tank is nearing the end of its warranty; Yellow - tank is operational but needs repairs; Green - tank is well maintained and fully operational.</td>
</tr>
<tr>
<td>Tank Construction</td>
<td>Enter if the tank was constructed in the field, in a shop (e.g. SCAT), or other.</td>
</tr>
<tr>
<td>Secondary containment (tanks)</td>
<td>Does the tank have secondary containment? Enter Yes or No.</td>
</tr>
</tbody>
</table>
Table 11–13  
Completion instructions (by block) for the tanks facility data sheet—Continued

<table>
<thead>
<tr>
<th>Completion Instructions</th>
<th>Enter Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage capacity of tank</td>
<td>Enter the capacity of the tank.</td>
</tr>
<tr>
<td>Unit of Measure for Storage Capacity (Gallons / barrels / liters)</td>
<td>Enter gallons (GA), Barrels (BBL), or liters (L).</td>
</tr>
<tr>
<td>Product type</td>
<td>Enter the product type JP8, F–24, MOGAS, ULD, SFD, E–85, Bio Diesel, GNC, and so forth.</td>
</tr>
<tr>
<td>Tank Fill</td>
<td>Enter the type of truck fill system gravity/pumped; For pumped systems note the number of off-foad points.</td>
</tr>
<tr>
<td>Retail Operations</td>
<td>Enter Yes if you have a Retail/ground Product system and the number of outlets.</td>
</tr>
<tr>
<td>Airfield Hydrant System</td>
<td>Enter Yes if you have a Aviation system and the number of loading points.</td>
</tr>
<tr>
<td>Truck Loading system</td>
<td>Enter the number of loading points and if there is a bottom/top/both loading types.</td>
</tr>
<tr>
<td>Outbound Filtration System</td>
<td>Does the system have an outbound filtration system? Yes or No</td>
</tr>
<tr>
<td>Automated Fuel Issue System Type or Model #</td>
<td>Enter if you have an automated fuels system like FUELMASTER, PETROVEND, and so forth.</td>
</tr>
<tr>
<td>Mission Support</td>
<td>Does the tank support more than one operation base? Yes or no</td>
</tr>
<tr>
<td>Required Information</td>
<td>If you have questions in this form you can email USAPC at the link below or call 703–767–0651/0646/0655 DSN 312–427–XXXX <a href="mailto:usarmy.belvoir.usamc.mbx.USAPC-Facilities-Div@mail.mil">usarmy.belvoir.usamc.mbx.USAPC-Facilities-Div@mail.mil</a></td>
</tr>
</tbody>
</table>

b. ACOMs/ASCCs/DRUs validate requirements. Prioritize, and forward to the USAPC.

c. Other. USAPC reviews requirement, scope, justification, and priority to ensure a project best supports the Army’s petroleum mission, validates projects and forwards to DLA Energy for approval and funding, and provides technical-assistance visits to ACOMs/ASCCs/DRUs/installations when requested.

d. DLA Energy funds SRM and environmental requirements. Construction funds are provided to an executing agency (typically the U.S. Army Corps of Engineers) or to the installation. Environmental funds typically are provided to the installation or to a DLA Energy centrally funded consultant.

e. Environmental requirements. These include programs that provide environmental support plans and document development as well as infrastructure necessary for meeting Federal, State, and local environmental requirements.

f. Other. USAPC continues to support the installation by integrating between the various organizations, providing design review and technical support, and supporting project management issues, to include system commissioning, review of DD Form1354 (Transfer and Acceptance of DOD Real Property), and project close-outs.

11–38. Army petroleum military construction program

A MILCON project is a single undertaking at a military installation that includes all construction necessary to produce a complete and usable facility.

a. As the focal point for the planning of Army fuel facilities, the USAPC will—

1. Assist ACOMs/ASCCs/DRUs in matching the fuel mission requirement with the appropriate sized fuel support infrastructure or determine other support options.

2. Ensure that the facility, if eligible for DLA Energy capitalization, is designed to meet necessary SRM funding requirements.

3. Support the development of fuel-related requirements to support the mission and the planning of appropriate infrastructure necessary to support the mission.

4. Assist in determining the appropriate funding source (MILCON program, DLA or DLA Energy fuels MILCON, DLA or DLA Energy unspecified or specified minor construction, or other programs).

b. The Fuels MILCON program, based on DOD 4140.25–M, is intended to support current mission MILCON (projects revitalize the existing facility plant by replacing or upgrading existing facilities and alleviating long-standing deficiencies not generated by new missions). The program also covers DLA- and DLA Energy-supported specified minor construction and unspecified minor construction. In addition to the general MILCON support provided, the USAPC, as the Service control point for the Army, will—

1. Represent all Army interests to DLA or DLA Energy for fuels for MILCON, to include the annual fuels MILCON Installation Process Review Board.

2. Coordinate with combatant command joint petroleum officer to validate projects, assist in prioritization, and support Army projects. Supports ACOM/ASCC/DRU/installations in preparing briefings for selected projects to be briefed at the annual Installation Process Review Board.
(3) Issue data calls to CONUS ACOM/ASCC/DRU, assist in the development of project documentation, and review, validate, and forward to the DLA and DLA Energy MILCON program manager. (OCONUS fuels MILCON projects are submitted through and supported by the combatant command joint petroleum officer at the Installation Process Review Board.)

(4) Provide support to ACOM/ASCC/DRU installations for submission of specified minor construction (former candidate project for defense working capital fund, sustainment restoration and maintenance funds, with current working estimates of $750,000 to $2 million (plus or minus) and unspecified minor construction, sustainment restoration and maintenance projects at 100-percent design, where costs exceed $750,000 (MILCON threshold), but less than or equal to $1.5 million and no or little redesign).

11–39. Fuel facility optimization program
DODD 4140.25 directs that military Services will seek to minimize Government-owned fuel infrastructure on military installations to the maximum extent possible through the use of commercial assets and privatization of existing infrastructure. Optimization goals include efficient operations, elimination of unnecessary facilities, maximization of automation, and optimization of mission support. Additional benefits of this program include the use of private investment capital to provide modern facilities, focus of military resources toward war fighting roles, and reduction of environmental liability. The optimization process is—

a. The installation submits a letter through the USAPC officially requesting an optimization study.

b. DLA Energy conducts a site visit to determine the state of the current facility and view potential sites for new facilities.

c. DLA Energy performs economic analysis on results of site visit and data provided by the installation.

d. Economic analysis determines best alternative course of action. Possible courses of action are:
   (1) Government owned government operated (status quo).
   (2) Government owned contractor operated (DLA Energy-funded).
   (3) Contractor owned contractor operated (DLA Energy-funded).

Section IX
Supply support activity supply points

11–40. Accounting for bulk petroleum
a. The SSA supply points establish and maintain stock record accounting for all bulk petroleum products. SSA supply points maintain accountability from the time of receipt until an issue is made. This procedure includes periods that the activity is engaged in field operations or training exercises.

b. SSA supply points establish a DA Form 1296 (Stock Accounting Record) for each type or grade of bulk petroleum. Use DA Form 272 (Register of Vouchers to a Stock Record Account) to post and control accountable documents. See paragraph 11–12 for DA Form 3643 detail.

c. Use of DD Form 1348–8 to adjust the stock record account (normal inventory adjustments to ensure book balance is in line with inventory records). DD Form 1348–8 serves as the document for posting inventory losses and gains. Instructions for preparing DD Form 1348–8 are found in paragraph 11–15.

d. Establish a DA Form 272 for posting and controlling documents. Procedures for preparing DA Form 272 are outlined in chapter 11.

11–41. Engineering technical review program
a. In accordance with AR 710–2, Section C—Engineering Technical Review Program.

b. The following outlines the roles and responsibilities:
   (1) Garrison—Logistics Readiness Centers.
      (a) Identification of emergent requirements or deficiencies.
      (b) Develops draft DA Form 4283 for emergent SRM or MILCON.
      (c) Submits DA Form 4283 to DPW work in accordance with garrison policy.

(2) Garrison Directorate of Public Works—
   (a) Reviews draft DA Form 4283 emergent SRM or MILCON work.
   (b) Validates requirements with Garrison LRC.
   (c) Prepares rough order of magnitude estimate for final DA Form 4283.
   (d) Contacts USAPC to initiate project coordination.

(3) USAPC—
(a) Assists Garrison LRC with project determinations (operator requirement versus recurring maintenance versus SRM versus MILCON).

(b) Can prepare scope of work and independent Government estimate if needed.

(c) For statements of work prepared by executing agents, reviews and validates technical soundness of scopes and estimates.

(d) Reviews and accepts designs in accordance with UFC, unified facilities guide specifications, regulatory requirements and Army fuels standard.

(e) Reviews and accepts technical submittals (economic-analysis dependent).

(f) Reviews and validates system modifications.

(g) Reviews and accepts the commissioning plan.

(h) Participates in commissioning and project-acceptance activities as funding allows.

(i) Reviews and validates DD 1354 for consistency with Army fuels real property prior to entry into General Fund Enterprise Business System.

(j) Advises the garrison on project or facility acceptance prior beneficial occupancy.

(k) Review and recommend acceptance of project closeout documents including, but not limited to, operations and maintenance manuals, project management manuals, as-built drawings, warranties, and so forth.

(l) Consolidates fuels project AARs.

(4) The executing agent (U.S. Army Corps of Engineers, naval facility, Air Force Civil Engineer Center, or U.S. Army Garrison DPW)—

(a) Prepares detailed scope of work or services and details independent government estimate.

(b) Contracts for construction or services directly or through the host nation regulatory office to complete the work.

(c) Manages and implements the project scope of work in accordance with all applicable UFCs, unified facilities guide specifications, codes, regulations, and host nation requirements.

(d) Distributes all project deliverables (to include design, construction, and closeout documents) to all project stakeholders.

(e) Returns excess funds to the DLA Energy. DLA Energy SRM approval is required for work not specified in the DLA Energy-approved project package.

Chapter 12
Hazardous Material Management Program

12–1. General
Army managers must control hazardous materials (HAZMATs) to minimize hazards to public health and the environment. AR 710–2 and AR 200–1 provides regulatory guidance for the Hazardous Materials Management Program. Units or activities must have those regulations on hand to fully understand the program and the vital need for control. Contact the installation/ACOM/ASCC/DRU safety or environmental office for identification of the material and management techniques.

12–2. Hazardous material management for material used in daily operations
Units, organizations, and activities will maintain only the minimum amount necessary to accomplish the mission. HAZMAT users must maintain a copy of the installation/ACOM/ASCC/DRU Hazardous Material Management Program policy and one copy of the material safety data sheet (MSDS) for each type of HAZMAT on hand or stocked. The above information must be readily available to all users for safety precautions and spillage control.

12–3. Basic loads of hazardous material
ACOM/ASCC/DRUs are the approval authority for basic loads of HAZMAT. Units or activities must request basic load authorization that justifies only material needed to accomplish the mission and in the minimum quantities necessary. Process the request through channels to the ACOM/ASCC/DRU in writing. Update basic load authorization lists at least annually. Upon approval of the basic load, stock only quantities authorized. Turn in all excess material within 10 days. Stock nonhazardous or less hazardous substitute material when possible.

12–4. Reporting on-hand quantities of hazardous material
Contact the installation or ACOM/ASCC/DRU safety or environmental office for reporting requirements and procedures when reporting HAZMAT. Report HAZMAT to the installation or ACOM/ASCC/DRU safety or environmental office in accordance with AR 710–2 and installation/ACOM/ASCC/DRU policy.
12–5. **Requesting issue and turn-in of hazardous material**
Request issue or turn-in of HAZMAT using DA Form 2765–1. Prepare the request for issue using instructions provided by paragraph 2–7 or as a request for turn-in using instructions provided by paragraph 3–4 of this pamphlet. Enter “Hazardous Material” in block P of DA Form 2765–1 to clearly identify the material as hazardous. Attach one copy of the MSDS to turn-in documents. Process requests for issue and turn-in through the supporting SSA. Notify the SSA in advance that HAZMAT will be turned in and requires proper handling.

12–6. **Local purchase of hazardous material**
Commanders will personally review or appoint an individual to review and approve requests for local purchase of items identified as HAZMAT. Commanders will ensure that local purchase requests for HAZMAT will include use of the appropriate HAZMAT code. Procedures in AR 700–141 will be followed when procuring HAZMATs by local purchase.
Appendix A

References

Section I

Required Publications

AR 1–100
The Army Gift Program (Cited in para 4–1c.)

AR 15–6
Procedures for Administrative Investigations and Boards of Officers (Cited in para 4–12b(2).)

AR 25–1
Information Management Army Information Technology (Cited in para 1–8b.)

AR 25–400–2
The Army Records Information Management System (ARIMS) (Cited in para 2–21c.)

AR 37–49
Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities (Cited in para 10–13b(7).)

AR 40–61
Medical Logistics Policies (Cited in para 2–19.)

AR 71–32
Force Development and Documentation (Cited in para 2–15.)

AR 190–11
Physical Security of Arms, Ammunition, and Explosives (Cited in para 9–9b(10).)

AR 350–9
Overseas Deployment Training (ODT) (Cited in para 2–16.)

AR 600–8–101
Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle) (Cited in para 10–10a(5)(d)).

AR 700–84
Issue and Sale of Personal Clothing (Cited in para 1–5a(3)).

AR 700–131
Loan, Lease, and Donation of Army Materiel (Cited in para 5–5a(3)).

AR 700–138
Army Logistics Readiness and Sustainability (Cited in para 4–7c(4)).

AR 710–2
Supply Policy Below the National Level (Cited in para 2–14.)

AR 710–3
Inventory Management Asset and Transaction Reporting System (Cited in para 2–29i.).

AR 725–50
Requisition, Receipt, and Issue System (Cited in para 2–4c.).

AR 735–5
Property Accountability Policies (Cited in para 1–4b.)

AR 840–10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates (Cited in para 4–1f.).

ATP 4–35.1
Techniques for Munitions Handlers (Cited in appendix I-3(g)(8)).

ATP 4–43
Petroleum Supply Operations (Cited in para 11–19a.)
CTA 8–100  
Army Medical Department Expendable/Durable Items (Cited in para 7–5a.)

CTA 50–900  
Clothing and Individual Equipment (Cited in para 4–1b(1).)

CTA 50–909  
Field and Garrison Furnishings and Equipment (Cited in para 4–1b(3).)

CTA 50–970  
Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items) (Cited in para 4–22.)

DA Pam 420–1–2  
Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution (Cited in para 11–36b(1).)

DA Pam 600–8  
Military Human Resources Management Administrative Procedures (Cited in para 4–5b.)

DOD 4140.25–M  
DOD Management of Bulk Petroleum Products, Natural Gas, and Coal (Cited in para 11–22.)

SB 11–6  
Communications-Electronics Batteries Supply and Management Data (Cited in para 3–7.)

SB 700–20  
Army Adopted/Other Items Selected for Authorization/List of Reportable Items (S&I, USAMC Catalog Data Activity (AM) (Cited in para 3–20a.)

TM 10–8400–201–23  
Unit and Direct Support Maintenance Manual: General Repair Procedures for Clothing (Cited in para 10–4b.)

Section II

Related Publications

AR 30–22  
Army Food Program

AR 50–5  
Nuclear Surety

AR 165–1  
Army Chaplain Corps Activities

AR 190–51  
Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 200–1  
Environmental Protection and Enhancement

AR 210–20  
Real Property Master Planning for Army Installations

AR 220–1  
Army Unit Status Reporting and Force Registration---Consolidated Policies

AR 290–5  
Army National Cemeteries

AR 350–38  
Policies and Management for Training Aids, Devices, Simulators, and Simulations

AR 380–40  
Safeguarding and Controlling Communications Security Material

AR 381–143  
Nonstandard Materiel Policy and Intelligence Procedures (U)
AR 415–28
Real Property Category Codes

AR 700–141
Hazardous Materials Information Resource System

AR 735–17
Accounting for Library Materials

AR 750–1
Army Materiel Maintenance Policy

AR 750–10
Army Modification Program

AR 870–20
Museums and Historical Artifacts

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms

DA Pam 738–751
Functional Users Manual for the Army Maintenance Management System—Aviation

FED–STD–793B
Depot Storage Standards

NAG–16F
Field Generation and Over-the-Air Distribution of COMSEC Key in Support of Tactical Operations

UFC 3–460–01
DESIGN: Petroleum Fuel Facilities

UFC 3–460–03
Operation and Maintenance: Maintenance of Petroleum Systems

Section III
Prescribed Forms

DA Form 1687
Notice of Delegation of Authority—Receipt for Supplies (Prescribed in para 2–3a.)

DA Form 2062
Hand Receipt/Annex Number (Prescribed in para 3–4c(1).)

DA Form 2063–R
Prescribed Load List (Prescribed in para 7–3a(4).)

DA Form 2064
Document Register for Supply Actions (Prescribed in para 2–3c.)

DA Form 2765–1
Request for Issue or Turn–in (Prescribed in table 2–2.)

DA Form 3318
Record of Demands—Title Insert (Prescribed in para 7–3a(4).)

DA Form 3328
Property Record (Prescribed in para 4–6b(3).)

DA Form 3328–1
Serial/Registration Number Record (Prescribed in para 4–7a.)

DA Form 3643
Daily Issues of Petroleum Products (Prescribed in para 11–9c.)
DA Form 3644
Monthly Abstract of Issues of Petroleum Products and Operating Supplies (Prescribed in para 11–9e.)

DA Form 3645
Organizational Clothing and Individual Equipment Record (Prescribed in para 9–4c.)

DA Form 3645–1
Additional Organizational Clothing and Individual Equipment Record (Prescribed in para 10–5b(1).)

DA Form 3749
Equipment Receipt (Prescribed in para 5–6.)

DA Form 3857
Commercial Deliveries of Bulk Petroleum Products Checklist (Prescribed in para 11–9d.)

DA Form 4701–R
Request for AVFUELS Identaplates (Prescribed in para 4–29.)

DA Form 4702–R
Monthly Bulk Petroleum Accounting Summary (Prescribed in para 4–16a(2).)

DA Form 4949
Administrative Adjustment Report (Prescribed in para 4–12b(2).)

DA Form 5519–R
Tool Sign out Log/Register (Prescribed in para 6–3b(1).)

DA Form 5830–R
POL Credit Card/AVFUEL Identaplate Control Log (Cited in para 4–28b(2).)

DA Form 5832–R
Packaged Petroleum, Oils, and Lubricants Submission Log (Prescribed in para 11–25d(1).)

DD Form 1081
Statement of Agent Officer’s Account (Prescribed in para 10–13b(7).)

Section IV
Referenced Forms
Except where otherwise indicated below, the following DA forms are available on the APD Web site (http://www.apd.army.mil); DD forms are available on the OSD Web site; and SF forms are available on the GSA Web site (http://www.gsa.gov/portal/forms/type/sf).

DA Form 137–2
Installation Clearance Record

DA Form 272
Register of Vouchers to a Stock Record Account

DA Form 444
Inventory Adjustment Report (IAR)

DA Form 461–5
Vehicle Classification Inspection

DA Form 581
Request for Issue and Turn-in of Ammunition

DA Form 581–1
Request for Issue and Turn-in of Ammunition Continuation Sheet

DA Form 1296
Stock Accounting Record

DA Form 1300–4
Reorder Point Record
DA Form 1352
Army Aircraft Inventory, Status and Flying Time

DA Form 1574–1
Report of Proceedings by Investigating Officer

DA Form 1574–2
Report of Proceedings by Board of Officers

DA Form 3078
Personal Clothing Request

DA Form 3161
Request for Issue or Turn-in (Prescribed in paras 1–7.)

DA Form 3161–1
Request for Issue or Turn-in (Continuation Sheet) (Prescribed in para 2–8.)

DA Form 3853–1
Innage Gage Sheet (Using Innage Tape and Bob)

DA Form 4283
Facilities Engineering Work Request

DA Form 5203
DODIC Master/Lot Locator Record

DD Form 200
Financial Liability Investigation of Property Loss

DD Form 250
Materiel Inspection and Receiving Report

DD Form 362
Statement of Charges/Cash Collection Voucher

DD Form 1348
DOD Single Line Item Requisition System Document (Manual)

DD Form 1348M
Single Line Item Requisition Document, DOD (Mechanical)

DD Form 1348–1A
DOD Single Line Item Release/Receipt Document

DD Form 1348–2
Issue Release/Receipt Document with Address Label

DD Form 1348–6
Single Line Item Requisition System Document, DOD (Manual Long-form)

DD Form 1348–8
DOD MILSPETS: DFSP Inventory Accounting Document and End-of-Month Report

DD Form 1354
Transfer and Acceptance of DOD Real Property

DD Form 1896
DOD Fuel Identaplate

DD Form 1898
Energy Sale Slip

DD Form 2477–1/2/3
Shelf-Life Extension Notice

SF Form 44
U.S. Government Purchase Order—Invoice—Voucher
SF Form 153
COMSEC Material Report

SF Form 368
Product Quality Deficiency Report
Appendix B

Advice Codes

Advice codes are entered by the requesting unit in block 22 and in CC 65 and 66 of a request for issue to provide instructions considered essential to supply action. The following advice codes in table B–1 may be applied in submission of customer requests.

Table B–1
Advice codes for customer requests

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C</td>
<td>Fill as requested, substitute, or reject if requested item and/or acceptable substitutes are not available to meet RDD. Do not pass to a higher SOS.</td>
</tr>
<tr>
<td>1J</td>
<td>Fill as requested or reject if requested item is not available to meet RDD. Do not substitute, do not pass to a higher SOS.</td>
</tr>
<tr>
<td>2A</td>
<td>Item is not locally obtainable through manufacture, fabrication, procurement, or authorized cannibalization.</td>
</tr>
<tr>
<td>2B</td>
<td>Requested item only will suffice. Do not substitute or interchange.</td>
</tr>
<tr>
<td>2C</td>
<td>Do not back order. Reject unfilled quantity not available to meet the RDD. Suitable substitute acceptable.</td>
</tr>
<tr>
<td>2D</td>
<td>Furnish exact quantity requested (such as, do not adjust to unit pack quantity).</td>
</tr>
<tr>
<td>2E</td>
<td>Free issue. Stock lists or other publications offer this without reimbursement.</td>
</tr>
<tr>
<td>2F</td>
<td>Item known to be coded obsolete but still required for immediate consumption.</td>
</tr>
</tbody>
</table>
| 2G   | Multiple use:  
(1) Ship new stock or stock having new appearance.  
(2) Strategic mission requires latest model and configuration (for tectonic tubes).  
(3) Strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges).  
(4) Expected usage requires latest expiration dates only (for biologicals). |
| 2H   | Special textile requirement for use in air operations where personnel safety is a concern. Do not substitute or back order any unfilled quantities. |
| 2L   | The quantity shown in the quantity field exceeds normal demand; however, this is a confirmed, valid requirement. |
| 2N   | Items required in one continuous length as expressed in block 8 (CC 25–29), and notifications 23–24. |
| 2T   | Deliver to the ultimate consignee by the RDD entered hereon or cancel requirement. |
## Appendix C

### Status or Rejection Codes (AR 725–50)

Status or rejection codes are used to provide supply or rejection information to the requester. The codes are in CC 65 and 66 of supply status cards. Items rejected, if still required, will be requested using new document numbers. Make sure the reason for previous rejection has been corrected. Explanations for supply status and rejection codes are not exactly as they appear in AR 725–50. The explanation has been modified so as to apply to the requester. Not all codes are listed. Codes that do not apply to the requester have been omitted. See table C–1.

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Sensitive or controlled. Retained or reserved pending receipt of release instructions from the fielding command. (For use in TPF.) Quantity field reflects availability of assets which has on hand and/or in transit and are equal to or greater than the DA-approved TAADS authorization for LIN requests. Or no TAADS authorization exists.</td>
</tr>
<tr>
<td>A3</td>
<td>Rejected. Existing back order. Partial or total quantity requested is on back order with commodity manager under different document number. Quantity field shows amount rejected. Requisitioner should review his or her due-in status file.</td>
</tr>
<tr>
<td>A4</td>
<td>Rejected. Excessive quantity. Quantity requested exceeds authorized shortage in current requisition-validation. Quantity field shows amount rejected.</td>
</tr>
<tr>
<td>A5</td>
<td>Rejected. Invalid claimant. Unable to identity requisitioner, supplementary address, or project code. If still required, submit new requisition with valid data field entries.</td>
</tr>
<tr>
<td>A6</td>
<td>Rejected. No valid shortage. Replacement requisition on back order longer than 12 months.</td>
</tr>
<tr>
<td>A7</td>
<td>Rejected. Item being provided under TPF.</td>
</tr>
<tr>
<td>BA</td>
<td>Item being processed for release and shipment. The ESD is contained in CC 70–73 when provided in response to a follow-up.</td>
</tr>
<tr>
<td>BB</td>
<td>Item back ordered against a due-in to stock. The ESD for release of materiel to the customer is contained in CC 70–73.</td>
</tr>
<tr>
<td>BC</td>
<td>Item on original request with this document number has been back ordered. Long delay is expected and ESD is in CC 70–73. Item in stock number field (or Remarks field if stock number field cannot contain the item number) can be furnished as a substitute. The price for the substitute item is in CC 74–80. If desired, submit cancellation of original request and request the offered substitute.</td>
</tr>
<tr>
<td>BD</td>
<td>Request is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. On completion of review, additional status will be provided to show action taken.</td>
</tr>
<tr>
<td>BF</td>
<td>No record of the document which requires follow-up, DIC AF, cancellation request, DIC AC, or cancellation-request follow-up. DIC AK submitted. If item is still required, submit a request for issue using a new document number.</td>
</tr>
<tr>
<td>BG</td>
<td>One or more of the following fields have been changed: (1) stock number (as the result of a formal catalog change); (a) requested NSN has been replaced by or combined with NSN in stock number field; (b) NSN is assigned to part number that was requested; (c) FSC has changed but NIIN remains the same as originally requested; review NSN (FSC and NIIN) to make sure that request under process is for desired item. If NSN is not for desired item, submit cancellation request to SOS; (2) UI (as the result of a formal catalog change); (3) Requested part number has been identified to or replaced by the part number shown in the stock number field. Examine quantity and unit price as a result of the above changes. Revise records accordingly. Additional status will be given by the supply source to show further action on this request.</td>
</tr>
<tr>
<td>BH</td>
<td>Service coordinated, approved substitute, or interchangeable item identified in stock number field will be supplied. Examine UI, quantity, and unit price fields for possible changes. Revise records accordingly. Additional status will be provided.</td>
</tr>
<tr>
<td>BJ</td>
<td>Quantity changed to conform to unit pack, adjust the due-in records accordingly. UI is not changed. BK requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.</td>
</tr>
<tr>
<td>BL</td>
<td>Notice of availability was sent to the country representative or freight forwarder on date entered in CC 70–73.</td>
</tr>
<tr>
<td>BM</td>
<td>Document forwarded to activity shown in CC 67–69. Send all future transactions for this document number to that activity.</td>
</tr>
<tr>
<td>BN</td>
<td>Request being processed as free issue. Signal and fund code fields corrected as noted. Adjust local fund obligation records. requisition has been deferred in.</td>
</tr>
<tr>
<td>BP</td>
<td>In accordance with customer instructions. Estimated shipping date is in CC 70–73.</td>
</tr>
<tr>
<td>BQ</td>
<td>Canceled. Results from receipt of cancellation request. Also applies to cancellation resulting in of an activity from the DOD Activity Address Directory.</td>
</tr>
</tbody>
</table>
Table C–1
Type of requirement codes and explanations—Continued

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BR</strong></td>
<td>Canceled. Requisitioning activity authorized cancellation in response to MOV request furnished by processing point.</td>
</tr>
<tr>
<td><strong>BS</strong></td>
<td>Canceled. Requisitioning activity failed to respond to MOV request from processing point.</td>
</tr>
<tr>
<td><strong>BV</strong></td>
<td>Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in CC 70–73. Cancellation, if requested, may result in billing for terminating contract and/or transportation costs, if applicable.</td>
</tr>
<tr>
<td><strong>BZ</strong></td>
<td>Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The ESD is in CC 70–73.</td>
</tr>
<tr>
<td><strong>B2</strong></td>
<td>Status of supply or procurement action precludes requested modification.</td>
</tr>
<tr>
<td><strong>B3</strong></td>
<td>The RAD in the original requisition is unrealistic. The date in CC 70–73 is when the materiel will be available.</td>
</tr>
<tr>
<td><strong>B4</strong></td>
<td>Canceled. Results from receipt of cancellation request. Billing for materiel or contract termination charges will be made.</td>
</tr>
<tr>
<td><strong>B5</strong></td>
<td>The activity identified by the code in CC 4–6 is in receipt of follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.</td>
</tr>
<tr>
<td><strong>B6</strong></td>
<td>The materiel applying to the request for cancellation has been diverted to an alternate consignee.</td>
</tr>
<tr>
<td><strong>B7</strong></td>
<td>Unit price change. The latest unit price for the item identified by the stock or part number in CC 8–22 is shown in CC 74–80.</td>
</tr>
<tr>
<td><strong>B8</strong></td>
<td>Quantity requested for cancellation not accomplished.</td>
</tr>
<tr>
<td><strong>B9</strong></td>
<td>The activity identified by the code in CC 4–6 is in receipt of cancellation request. Action to cancel the demand or to divert the shipment is being attempted. Do not delete due-in. Advice of final action will be furnished.</td>
</tr>
<tr>
<td><strong>CA</strong></td>
<td>Rejected. (1) Explanation for rejection is stated in the remarks field (continued on reverse side of card as necessary). In this case, the status card will be mailed, not transferred. This code will not be used when other status codes have been established to convey a specific condition. (2) When due to security reasons or space limitation, explanation for rejection will be furnished by separate media referring to pertinent document numbers. In this case, the remarks field will be left blank and CA status cards will be mailed with the supporting explanation.</td>
</tr>
<tr>
<td><strong>CB</strong></td>
<td>Rejected. Initial request asked for rejection of that quantity not available for immediate release or not available by the RDD. Quantity not filled is shown in CC 25–29.</td>
</tr>
<tr>
<td><strong>CD</strong></td>
<td>Rejected. Unable to process because of errors in the quantity, date, SN fields. (1) If received in response to a request and the materiel is still needed, submit a new request with correct data field entries. (2) If received in response to a cancellation request and the materiel is not needed, submit a new cancellation request with a valid quantity entry.</td>
</tr>
<tr>
<td><strong>CE</strong></td>
<td>Rejected. UI in original request, which is shown in CC 23–f24 of this status document, does not agree with cataloged UI and cannot be converted. If still required, submit a new request with correct UI and quantity.</td>
</tr>
<tr>
<td><strong>Command General</strong></td>
<td>Rejected. Unable to identify requested item. Submit a new request. Furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new request on DD Form 1348–6. Give as much data as is available.</td>
</tr>
<tr>
<td><strong>CH</strong></td>
<td>Rejected. Requisition submitted to incorrect SOS and correct source cannot be found.</td>
</tr>
<tr>
<td><strong>CJ</strong></td>
<td>Rejected. (1) Item coded (or being coded) “obsolete” or “inactive.” Item in stock number field, if different than item requested, can be furnished as a substitute. Unit price of the substitute item is in CC 74–80. (2) If offered substitute is desired, submit a new request with substitute item stock number. (3) If only original item is desired, submit a new request on DD Form 1348–6. Cite advice code 2B. Furnish technical data; examples are: end item usage, component, make, model, series, SN, drawing, piece and/or part number, manual reference, applicable publication.</td>
</tr>
<tr>
<td><strong>CK</strong></td>
<td>Rejected. Unable to procure. No substitute or interchangeable item available. Returned for supply by local issue of next higher assembly, kit, or components. Suggest fabrication or cannibalization. If not available, submit a new request for next higher assembly, kit, or components.</td>
</tr>
<tr>
<td><strong>CM</strong></td>
<td>Rejected. Item is no longer free issue. Submit a new funded request with signal code other than D or M.</td>
</tr>
<tr>
<td><strong>CP</strong></td>
<td>Rejected. SOS is local manufacturer, fabrication, procurement, or direct ordering from Federal Supply Schedule. If not available locally or activity lacks procurement authority, submit a new newest with advice code 2A.</td>
</tr>
<tr>
<td><strong>CQ</strong></td>
<td>Rejected. Item requested is command or service regulated or controlled. Submit new requisition through appropriate channels.</td>
</tr>
<tr>
<td><strong>CR</strong></td>
<td>Rejected. Requisition is for Government-furnished materiel (GFM). (1) Item is not authorized by terms of contract.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>CS</td>
<td>Rejected. Quantity requested is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new request for the required quantity using Advice Code 2L.</td>
</tr>
<tr>
<td>CV</td>
<td>Rejected. Item prematurely requested. The effective date for requesting is in CC 70–73.</td>
</tr>
<tr>
<td>CW</td>
<td>Rejected. Item not available or is a nonmailable item and the transportation costs are uneconomical. Local procurement is authorized for this request only. If item cannot be locally procured, submit a new request using advice code 2A.</td>
</tr>
<tr>
<td>CX</td>
<td>Rejected. Unable to identify the ship to address as designated by the signal code or the signal code is invalid. If still required, submit a new request with valid data field entries.</td>
</tr>
<tr>
<td>CZ</td>
<td>Rejected. Subsistence item not available for resale. Reserved for troop issue only.</td>
</tr>
<tr>
<td>C7</td>
<td>Rejected. DIC dictates this is a remarks or exception data document. Supply source has no record of receipt of remarks or exception data. If still required, submit a new request.</td>
</tr>
<tr>
<td>C8</td>
<td>Rejected. Vendor will not accept order for quantity less than that shown in CC 76–80. If requirement still exists, submit a new request for a quantity that is not less than that shown in CC 76–80.</td>
</tr>
<tr>
<td>D7</td>
<td>Requisition modifier rejected because of errors in one or more data elements.</td>
</tr>
<tr>
<td>D8</td>
<td>Rejected. Requisition is for controlled substance or item and requisition and/or ship-to address is not authorized recipient. Submit a new requisition on DD Form 1348–6 furnishing intended application and complete justification for the item.</td>
</tr>
</tbody>
</table>
Appendix D

Mode of Shipment Codes

The mode of shipment code is a one position, alphanumeric code that identifies the first mode of shipment. It is entered in CC 77 of shipment status cards to show that shipment has been made. See table D–1.

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Motor truckload</td>
</tr>
<tr>
<td>B</td>
<td>Motor, less truckload</td>
</tr>
<tr>
<td>C</td>
<td>Van (unpacked and/or Government property) Driveaway, truckaway, towaway</td>
</tr>
<tr>
<td>E</td>
<td>Busline</td>
</tr>
<tr>
<td>F</td>
<td>Military Airlift Command (MAC)</td>
</tr>
<tr>
<td>G</td>
<td>Surface, parcel post</td>
</tr>
<tr>
<td>H</td>
<td>Air, parcel post</td>
</tr>
<tr>
<td>I</td>
<td>Government truck, including common service</td>
</tr>
<tr>
<td>J</td>
<td>REA Express</td>
</tr>
<tr>
<td>K</td>
<td>Rail, carload</td>
</tr>
<tr>
<td>L</td>
<td>Rail, less carload</td>
</tr>
<tr>
<td>M</td>
<td>Freight forwarder</td>
</tr>
<tr>
<td>N</td>
<td>Contract air (LOGAIR/QUICKTRAIN)</td>
</tr>
<tr>
<td>O</td>
<td>Organic military air (alpha)</td>
</tr>
<tr>
<td>P</td>
<td>Through bill of lading</td>
</tr>
<tr>
<td>Q</td>
<td>Air freight</td>
</tr>
<tr>
<td>R</td>
<td>Air express</td>
</tr>
<tr>
<td>S</td>
<td>Air charter</td>
</tr>
<tr>
<td>T</td>
<td>Air freight forwarder</td>
</tr>
<tr>
<td>U</td>
<td>Air, van</td>
</tr>
<tr>
<td>V</td>
<td>SEAVAN service</td>
</tr>
<tr>
<td>W</td>
<td>Water, river, (commercial)</td>
</tr>
<tr>
<td>X</td>
<td>Sealift express service (SEA–EX)</td>
</tr>
<tr>
<td>Y</td>
<td>Intratheater airlift system</td>
</tr>
<tr>
<td>Z</td>
<td>Military sea transportation service (MSTS) controlled, contract, or arranged space</td>
</tr>
<tr>
<td>2</td>
<td>Government watercraft, barge or lighter</td>
</tr>
<tr>
<td>3</td>
<td>Roll-on or roll-off service</td>
</tr>
<tr>
<td>4</td>
<td>Armed forces courier service (ARFCOS)</td>
</tr>
<tr>
<td>5</td>
<td>United parcel service</td>
</tr>
<tr>
<td>6</td>
<td>Military</td>
</tr>
</tbody>
</table>

Note. Not to be shown on TCMD; for use in shipment status and tracking only.
Appendix E

Type of Requirement Codes

The following TRCs will be used in the 2nd and 3rd positions of block 18, DA Form 2765–1, when used as a request for issue of a major item, or in CC 55–56, DD Form 1348–6, when used as an exception data request for issue of a major item. See tables E–1 and E–2. Note. Ensure when assigning TRCs, that codes in CC 55 and 56 are compatible. Conflicting codes can cause rejection of the requisition.

<table>
<thead>
<tr>
<th>TRC</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For initial issue of MTOE/TDA authorized allowances displayed in the REQ–VAL</td>
</tr>
<tr>
<td>2</td>
<td>Replacement for MTOE/TDA authorized allowances displayed into the REQ–VAL</td>
</tr>
<tr>
<td>3</td>
<td>Non-Unit Authorizations (such as CFR/RCF, theater war reserves, Army prepositioned stock (APS), and OP projects) displayed in the REQ–VAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRC</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial issue for MTOE or TDA shortage (To be used when an initial shortage is an authorization which is not filled.) Appropriate documents and TAEDP products show an initial shortage</td>
</tr>
<tr>
<td>6</td>
<td>Replacement requirement. To replace troop asset that has become unserviceable beyond repair capability of major claimant</td>
</tr>
<tr>
<td>7</td>
<td>Replacement requirement. To replace a washout or loss of troop asset.</td>
</tr>
<tr>
<td>8</td>
<td>Replacement requirement. To replace troop asset that is being lost through directed redistribution or to a security assistance program.</td>
</tr>
<tr>
<td>9</td>
<td>Replacement requirement. Modernization of preferred items. Preferred items of equipment. (To be used on requisitions submitted for supply of supply of modernization or preferred items of equipment being introduced into the system.) These requisitions are normally submitted in response to directions given by HQDA, or a MSC.</td>
</tr>
<tr>
<td>10</td>
<td>Replacement requirement. Replaces an asset that will be turned in on receipt of replacement issue.</td>
</tr>
<tr>
<td>A</td>
<td>Replacement of component item. Requisition is for replacement of a component of another end item. Item being requisitioned is not separately authorized.</td>
</tr>
<tr>
<td>B</td>
<td>Initial issue of component item. Requisition is for Government furnished equipment to be installed in another end item. Item being requisitioned is not separately authorized.</td>
</tr>
<tr>
<td>C</td>
<td>Initial or increase. To operational readiness float levels. (Not to be used for replacement; replacement contain E.)</td>
</tr>
<tr>
<td>D</td>
<td>Initial or increase. To repair cycle float levels. (Not to be used for replacement; replacement will contain E.)</td>
</tr>
<tr>
<td>E</td>
<td>Replacement requirement. To replace maintenance float that has become unserviceable beyond repair capability of major claimant.</td>
</tr>
<tr>
<td>F</td>
<td>Replacement requirement. To replace maintenance float that has been lost due to directed redistribution.</td>
</tr>
<tr>
<td>G</td>
<td>Initial issue. To authorized POMCUSAPS levels.</td>
</tr>
<tr>
<td>H</td>
<td>Initial issue. To authorized POMCUSAPS levels.</td>
</tr>
<tr>
<td>I</td>
<td>Not used.</td>
</tr>
<tr>
<td>J</td>
<td>Initial issue. To operational projects other than POMCUSAPS.</td>
</tr>
<tr>
<td>K</td>
<td>Decrement stock. Equipment needed by oversea theaters to theaters to bring the quantity to the level of the approved MTOEs of units in the theater. (To be used by oversea theaters when requisitioning the difference between the required and authorized quantities of MTOE. This equipment may be held in the theater storage.</td>
</tr>
<tr>
<td>L</td>
<td>Substitute stock. Requisition is for, and issue of, a substitute item in lieu reassignment of an individual to another unit (unit e.g., specially sized protective mask).</td>
</tr>
<tr>
<td>N</td>
<td>(Use the TRC below for the 3d position of block 18 of DA Form 2765–1). Requisitions for replacement. Used on requisitions to replace DA-directed drawdown from units to satisfy Foreign Military Sales (FMS) requirements.</td>
</tr>
<tr>
<td>O–W</td>
<td>(Use the TRC below for the 3d position of block 18 of DA Form 2765–1). Not used.</td>
</tr>
<tr>
<td>X</td>
<td>Requisition for equipment.</td>
</tr>
<tr>
<td>Code</td>
<td>Explanation</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Y</td>
<td>Requisition for equipment. Required above authorized theater war reserve APS to replace actual combat losses. This code will be used only during hostility.</td>
</tr>
</tbody>
</table>

Note. Ensure when assigning TRCs, that codes in CC55 and CC56 are compatible. Conflicting codes can cause rejection of the requisition.
Appendix F

Return Advice Codes

Return advice codes are used by units for turn in of property to SSAs. These codes are entered on selected turn-ins (DA Form 2765–1) to identify type of turn in. See table F–1.

<table>
<thead>
<tr>
<th>Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1P</td>
<td>Return of items previously issued to support DA approved emergency requirements. Use the document number on which the items were received from the SSA.</td>
</tr>
<tr>
<td>1Q</td>
<td>Return of inventory temporarily in use. Use the document number on which the items were received from the SSA.</td>
</tr>
<tr>
<td>1S</td>
<td>Return of Government-owned returnable shipping containers. Use the document number on which the containers were received from the SSA.</td>
</tr>
<tr>
<td>1T</td>
<td>Return of improper shipment. Use the document number on which the shipment was received from the SSA.</td>
</tr>
<tr>
<td>1U</td>
<td>Return of items containing hidden defects. Use the document number on which the items were received from the SSA.</td>
</tr>
<tr>
<td>1Z</td>
<td>All other returns. Assign a new document number to these transactions.</td>
</tr>
</tbody>
</table>
Appendix G

Julian Date Calendar
The following information (figs. G–1 and G–2) contain the dates for the Julian calendar.
### JULIAN DATE CALENDAR

(Perpetual)

<table>
<thead>
<tr>
<th>Day</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001</td>
<td>032</td>
<td>060</td>
<td>091</td>
<td>121</td>
<td>152</td>
<td>182</td>
<td>213</td>
<td>244</td>
<td>274</td>
<td>305</td>
<td>335</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>002</td>
<td>033</td>
<td>061</td>
<td>092</td>
<td>122</td>
<td>153</td>
<td>183</td>
<td>214</td>
<td>245</td>
<td>275</td>
<td>306</td>
<td>336</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>003</td>
<td>034</td>
<td>062</td>
<td>093</td>
<td>123</td>
<td>154</td>
<td>184</td>
<td>215</td>
<td>246</td>
<td>276</td>
<td>307</td>
<td>337</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>004</td>
<td>035</td>
<td>063</td>
<td>094</td>
<td>124</td>
<td>155</td>
<td>185</td>
<td>216</td>
<td>247</td>
<td>277</td>
<td>308</td>
<td>338</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>005</td>
<td>036</td>
<td>064</td>
<td>095</td>
<td>125</td>
<td>156</td>
<td>186</td>
<td>217</td>
<td>248</td>
<td>278</td>
<td>309</td>
<td>339</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>006</td>
<td>037</td>
<td>065</td>
<td>096</td>
<td>126</td>
<td>157</td>
<td>187</td>
<td>218</td>
<td>249</td>
<td>279</td>
<td>310</td>
<td>340</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>007</td>
<td>038</td>
<td>066</td>
<td>097</td>
<td>127</td>
<td>158</td>
<td>188</td>
<td>219</td>
<td>250</td>
<td>280</td>
<td>311</td>
<td>341</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>008</td>
<td>039</td>
<td>067</td>
<td>098</td>
<td>128</td>
<td>159</td>
<td>189</td>
<td>220</td>
<td>251</td>
<td>281</td>
<td>312</td>
<td>342</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>009</td>
<td>040</td>
<td>068</td>
<td>099</td>
<td>129</td>
<td>160</td>
<td>190</td>
<td>221</td>
<td>252</td>
<td>282</td>
<td>313</td>
<td>343</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>010</td>
<td>041</td>
<td>069</td>
<td>100</td>
<td>130</td>
<td>161</td>
<td>191</td>
<td>222</td>
<td>253</td>
<td>283</td>
<td>314</td>
<td>344</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>011</td>
<td>042</td>
<td>070</td>
<td>101</td>
<td>131</td>
<td>162</td>
<td>192</td>
<td>223</td>
<td>254</td>
<td>284</td>
<td>315</td>
<td>345</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>012</td>
<td>043</td>
<td>071</td>
<td>102</td>
<td>132</td>
<td>163</td>
<td>193</td>
<td>224</td>
<td>255</td>
<td>285</td>
<td>316</td>
<td>346</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>013</td>
<td>044</td>
<td>072</td>
<td>103</td>
<td>133</td>
<td>164</td>
<td>194</td>
<td>225</td>
<td>256</td>
<td>286</td>
<td>317</td>
<td>347</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>014</td>
<td>045</td>
<td>073</td>
<td>104</td>
<td>134</td>
<td>165</td>
<td>195</td>
<td>226</td>
<td>257</td>
<td>287</td>
<td>318</td>
<td>348</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>015</td>
<td>046</td>
<td>074</td>
<td>105</td>
<td>135</td>
<td>166</td>
<td>196</td>
<td>227</td>
<td>258</td>
<td>288</td>
<td>319</td>
<td>349</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>016</td>
<td>047</td>
<td>075</td>
<td>106</td>
<td>136</td>
<td>167</td>
<td>197</td>
<td>228</td>
<td>259</td>
<td>289</td>
<td>320</td>
<td>350</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>017</td>
<td>048</td>
<td>076</td>
<td>107</td>
<td>137</td>
<td>168</td>
<td>198</td>
<td>229</td>
<td>260</td>
<td>290</td>
<td>321</td>
<td>351</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>018</td>
<td>049</td>
<td>077</td>
<td>108</td>
<td>138</td>
<td>169</td>
<td>199</td>
<td>230</td>
<td>261</td>
<td>291</td>
<td>322</td>
<td>352</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>019</td>
<td>050</td>
<td>078</td>
<td>109</td>
<td>139</td>
<td>170</td>
<td>200</td>
<td>231</td>
<td>262</td>
<td>292</td>
<td>323</td>
<td>353</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>020</td>
<td>051</td>
<td>079</td>
<td>110</td>
<td>140</td>
<td>171</td>
<td>201</td>
<td>232</td>
<td>263</td>
<td>293</td>
<td>324</td>
<td>354</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>021</td>
<td>052</td>
<td>080</td>
<td>111</td>
<td>141</td>
<td>172</td>
<td>202</td>
<td>233</td>
<td>264</td>
<td>294</td>
<td>325</td>
<td>355</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>022</td>
<td>053</td>
<td>081</td>
<td>112</td>
<td>142</td>
<td>173</td>
<td>203</td>
<td>234</td>
<td>265</td>
<td>295</td>
<td>326</td>
<td>356</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>023</td>
<td>054</td>
<td>082</td>
<td>113</td>
<td>143</td>
<td>174</td>
<td>204</td>
<td>235</td>
<td>266</td>
<td>296</td>
<td>327</td>
<td>357</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>024</td>
<td>055</td>
<td>083</td>
<td>114</td>
<td>144</td>
<td>175</td>
<td>205</td>
<td>236</td>
<td>267</td>
<td>297</td>
<td>328</td>
<td>358</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>025</td>
<td>056</td>
<td>084</td>
<td>115</td>
<td>145</td>
<td>176</td>
<td>206</td>
<td>237</td>
<td>268</td>
<td>298</td>
<td>329</td>
<td>359</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>026</td>
<td>057</td>
<td>085</td>
<td>116</td>
<td>146</td>
<td>177</td>
<td>207</td>
<td>238</td>
<td>269</td>
<td>299</td>
<td>330</td>
<td>360</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>027</td>
<td>058</td>
<td>086</td>
<td>117</td>
<td>147</td>
<td>178</td>
<td>208</td>
<td>239</td>
<td>270</td>
<td>300</td>
<td>331</td>
<td>361</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>028</td>
<td>059</td>
<td>087</td>
<td>118</td>
<td>148</td>
<td>179</td>
<td>209</td>
<td>240</td>
<td>271</td>
<td>301</td>
<td>332</td>
<td>362</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>029</td>
<td>060</td>
<td>088</td>
<td>119</td>
<td>149</td>
<td>180</td>
<td>210</td>
<td>241</td>
<td>272</td>
<td>302</td>
<td>333</td>
<td>363</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>030</td>
<td>061</td>
<td>089</td>
<td>120</td>
<td>150</td>
<td>181</td>
<td>211</td>
<td>242</td>
<td>273</td>
<td>303</td>
<td>334</td>
<td>364</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td>031</td>
<td>062</td>
<td>090</td>
<td>151</td>
<td>212</td>
<td>243</td>
<td>304</td>
<td>365</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure G–1. Julian date calendar perpetual
<table>
<thead>
<tr>
<th>Day</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001</td>
<td>032</td>
<td>061</td>
<td>092</td>
<td>122</td>
<td>153</td>
<td>183</td>
<td>214</td>
<td>245</td>
<td>275</td>
<td>306</td>
<td>336</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>002</td>
<td>033</td>
<td>062</td>
<td>093</td>
<td>123</td>
<td>154</td>
<td>184</td>
<td>215</td>
<td>246</td>
<td>276</td>
<td>307</td>
<td>337</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>003</td>
<td>034</td>
<td>063</td>
<td>094</td>
<td>124</td>
<td>155</td>
<td>185</td>
<td>216</td>
<td>247</td>
<td>277</td>
<td>308</td>
<td>338</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>004</td>
<td>035</td>
<td>064</td>
<td>095</td>
<td>125</td>
<td>156</td>
<td>186</td>
<td>217</td>
<td>248</td>
<td>278</td>
<td>309</td>
<td>339</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>005</td>
<td>036</td>
<td>065</td>
<td>096</td>
<td>126</td>
<td>157</td>
<td>187</td>
<td>218</td>
<td>249</td>
<td>279</td>
<td>310</td>
<td>340</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>006</td>
<td>037</td>
<td>066</td>
<td>097</td>
<td>127</td>
<td>158</td>
<td>188</td>
<td>219</td>
<td>250</td>
<td>280</td>
<td>311</td>
<td>341</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>007</td>
<td>038</td>
<td>067</td>
<td>098</td>
<td>128</td>
<td>159</td>
<td>189</td>
<td>220</td>
<td>251</td>
<td>281</td>
<td>312</td>
<td>342</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>008</td>
<td>039</td>
<td>068</td>
<td>099</td>
<td>129</td>
<td>160</td>
<td>190</td>
<td>221</td>
<td>252</td>
<td>282</td>
<td>313</td>
<td>343</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>009</td>
<td>040</td>
<td>069</td>
<td>100</td>
<td>130</td>
<td>161</td>
<td>191</td>
<td>222</td>
<td>253</td>
<td>283</td>
<td>314</td>
<td>344</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>010</td>
<td>041</td>
<td>070</td>
<td>101</td>
<td>131</td>
<td>162</td>
<td>192</td>
<td>223</td>
<td>254</td>
<td>284</td>
<td>315</td>
<td>345</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>011</td>
<td>042</td>
<td>071</td>
<td>102</td>
<td>132</td>
<td>163</td>
<td>193</td>
<td>224</td>
<td>255</td>
<td>285</td>
<td>316</td>
<td>346</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>012</td>
<td>043</td>
<td>072</td>
<td>103</td>
<td>133</td>
<td>164</td>
<td>194</td>
<td>225</td>
<td>256</td>
<td>286</td>
<td>317</td>
<td>347</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>013</td>
<td>044</td>
<td>073</td>
<td>104</td>
<td>134</td>
<td>165</td>
<td>195</td>
<td>226</td>
<td>257</td>
<td>287</td>
<td>318</td>
<td>348</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>014</td>
<td>045</td>
<td>074</td>
<td>105</td>
<td>135</td>
<td>166</td>
<td>196</td>
<td>227</td>
<td>258</td>
<td>288</td>
<td>319</td>
<td>349</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>015</td>
<td>046</td>
<td>075</td>
<td>106</td>
<td>136</td>
<td>167</td>
<td>197</td>
<td>228</td>
<td>259</td>
<td>289</td>
<td>320</td>
<td>350</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>016</td>
<td>047</td>
<td>076</td>
<td>107</td>
<td>137</td>
<td>168</td>
<td>198</td>
<td>229</td>
<td>260</td>
<td>290</td>
<td>321</td>
<td>351</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>017</td>
<td>048</td>
<td>077</td>
<td>108</td>
<td>138</td>
<td>169</td>
<td>199</td>
<td>230</td>
<td>261</td>
<td>291</td>
<td>322</td>
<td>352</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>018</td>
<td>049</td>
<td>078</td>
<td>109</td>
<td>139</td>
<td>170</td>
<td>200</td>
<td>231</td>
<td>262</td>
<td>292</td>
<td>323</td>
<td>353</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>019</td>
<td>050</td>
<td>079</td>
<td>110</td>
<td>140</td>
<td>171</td>
<td>201</td>
<td>232</td>
<td>263</td>
<td>293</td>
<td>324</td>
<td>354</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>020</td>
<td>051</td>
<td>080</td>
<td>111</td>
<td>141</td>
<td>172</td>
<td>202</td>
<td>233</td>
<td>264</td>
<td>294</td>
<td>325</td>
<td>355</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>021</td>
<td>052</td>
<td>081</td>
<td>112</td>
<td>142</td>
<td>173</td>
<td>203</td>
<td>234</td>
<td>265</td>
<td>295</td>
<td>326</td>
<td>356</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>022</td>
<td>053</td>
<td>082</td>
<td>113</td>
<td>143</td>
<td>174</td>
<td>204</td>
<td>235</td>
<td>266</td>
<td>296</td>
<td>327</td>
<td>357</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>023</td>
<td>054</td>
<td>083</td>
<td>114</td>
<td>144</td>
<td>175</td>
<td>205</td>
<td>236</td>
<td>267</td>
<td>297</td>
<td>328</td>
<td>358</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>024</td>
<td>055</td>
<td>084</td>
<td>115</td>
<td>145</td>
<td>176</td>
<td>206</td>
<td>237</td>
<td>268</td>
<td>298</td>
<td>329</td>
<td>359</td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>025</td>
<td>056</td>
<td>085</td>
<td>116</td>
<td>146</td>
<td>177</td>
<td>207</td>
<td>238</td>
<td>269</td>
<td>299</td>
<td>330</td>
<td>360</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>026</td>
<td>057</td>
<td>086</td>
<td>117</td>
<td>147</td>
<td>178</td>
<td>208</td>
<td>239</td>
<td>270</td>
<td>300</td>
<td>331</td>
<td>361</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>027</td>
<td>058</td>
<td>087</td>
<td>118</td>
<td>148</td>
<td>179</td>
<td>209</td>
<td>240</td>
<td>271</td>
<td>301</td>
<td>332</td>
<td>362</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>028</td>
<td>059</td>
<td>088</td>
<td>119</td>
<td>149</td>
<td>180</td>
<td>210</td>
<td>241</td>
<td>272</td>
<td>302</td>
<td>333</td>
<td>363</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>029</td>
<td>060</td>
<td>089</td>
<td>120</td>
<td>150</td>
<td>181</td>
<td>211</td>
<td>242</td>
<td>273</td>
<td>303</td>
<td>334</td>
<td>364</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>030</td>
<td></td>
<td>090</td>
<td>121</td>
<td>151</td>
<td>182</td>
<td>212</td>
<td>243</td>
<td>274</td>
<td>304</td>
<td>335</td>
<td>365</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td>031</td>
<td></td>
<td>091</td>
<td>152</td>
<td></td>
<td></td>
<td>213</td>
<td>244</td>
<td></td>
<td>305</td>
<td>366</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

Figure G–2. Julian date calendar for leap years only
Appendix H

MILSTRIP standard requisitioning and issue procedures document identifier codes

The codes DIC provided identify transactions relating to the MILSTRIP. These codes are taken from AR 725–50, which is the prescribing directive for their use. If a discrepancy is noted, AR 725–50 will take precedence. The following list of DICs (see table H–1) is not complete. These codes are provided for information purposes only. For a more detailed list, see AR 725–50.

Table H–1
Document identifier codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Document title</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>Request</td>
<td>For overseas shipment/with NSN (North Atlantic Treaty Organization (NATO)) stock number.</td>
</tr>
<tr>
<td>A02</td>
<td>Request</td>
<td>For overseas shipment/with part number.</td>
</tr>
<tr>
<td>A04</td>
<td>Request</td>
<td>For overseas shipment/with other.</td>
</tr>
<tr>
<td>A05</td>
<td>Request</td>
<td>For overseas shipment with/exception data.</td>
</tr>
<tr>
<td>A0</td>
<td>Request</td>
<td>For domestic shipment/with NSN and NATO stock numbers.</td>
</tr>
<tr>
<td>A0B</td>
<td>Request</td>
<td>For domestic shipment/with part number.</td>
</tr>
<tr>
<td>AC1</td>
<td>Cancellation Request</td>
<td>By requester.</td>
</tr>
<tr>
<td>AE1</td>
<td>Requester</td>
<td>Supply status</td>
</tr>
<tr>
<td>AF1</td>
<td>Follow-up By requester.</td>
<td>To requester.</td>
</tr>
<tr>
<td>AFC</td>
<td>Follow-up (request for improved EDS)</td>
<td>By requester.</td>
</tr>
<tr>
<td>AK1</td>
<td>Follow-up on a cancellation request</td>
<td>By requester.</td>
</tr>
<tr>
<td>AM1</td>
<td>Document Modifier</td>
<td>For overseas shipment/with NSN or NATO stock number.</td>
</tr>
<tr>
<td>AM2</td>
<td>Document Modifier</td>
<td>For overseas shipment/with part number.</td>
</tr>
<tr>
<td>AM4</td>
<td>Document Modifier</td>
<td>For overseas shipment/with other.</td>
</tr>
<tr>
<td>AM5</td>
<td>Document Modifier</td>
<td>For overseas shipment/with exception data.</td>
</tr>
<tr>
<td>AMA</td>
<td>Document Modifier</td>
<td>For overseas shipment/with NSN or NATO stock number.</td>
</tr>
<tr>
<td>AMB</td>
<td>Document Modifier</td>
<td>For domestic shipment/with part number.</td>
</tr>
<tr>
<td>AMD</td>
<td>Document Modifier</td>
<td>For domestic shipment/with other.</td>
</tr>
<tr>
<td>AME</td>
<td>Document Modifier</td>
<td>For domestic shipment/with exception data.</td>
</tr>
<tr>
<td>ASI</td>
<td>Shipment Status</td>
<td>To requester.</td>
</tr>
<tr>
<td>AT1</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For overseas shipment/with NSN or NATO stock number.</td>
</tr>
<tr>
<td>AT2</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For overseas shipment/with part number.</td>
</tr>
<tr>
<td>AT4</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For overseas shipment/with other than NSN or NATO stock number or part number.</td>
</tr>
<tr>
<td>AT5</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For overseas shipment/with exception data.</td>
</tr>
<tr>
<td>ATA</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For domestic shipment with NSN or NATO stock number.</td>
</tr>
<tr>
<td>ATB</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For overseas shipment with other than NSN or NATO stock number or part number.</td>
</tr>
<tr>
<td>ATE</td>
<td>Follow-up. Process as request if original request not received.</td>
<td>For domestic shipment with exception data.</td>
</tr>
<tr>
<td>AU1</td>
<td>Reply to cancellation request—shipment status.</td>
<td>To requester.</td>
</tr>
<tr>
<td>AV1</td>
<td>Notification of customer nonresponse to MOV request</td>
<td>To requisitioned (CC 30–5).</td>
</tr>
<tr>
<td>AV2</td>
<td>Notification of customer nonresponse to MOV request</td>
<td>To supplementary address (CC 45–50).</td>
</tr>
<tr>
<td>AV3</td>
<td>Notification of customer nonresponse to MOV request</td>
<td>To CC 54.</td>
</tr>
<tr>
<td>Document identifier codes—Continued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BAH</td>
<td>Demand Report Transaction</td>
<td>For transmitting all data to LCA or Central Demand Database (CDDB).</td>
</tr>
<tr>
<td>TM1</td>
<td>Request for transportation status</td>
<td>By requester</td>
</tr>
</tbody>
</table>
Appendix I
Sensitive Item Supply Management

I–1. Purpose
This appendix highlights requirements for the supply management of sensitive items and provides a consolidated reference for implementation of required physical security standards.

I–2. Definitions
a. Sensitive items are those items identified on the AMDF with a CIIC of 1–6, 8, 9, N, P, Q, R, NVDs, and navigation systems (for example, a global positioning system).
b. Sensitive items generally include the following types of equipment and materiel:
   (1) Arms, ammunition, and explosives.
   (2) Nonnuclear missiles and rockets in either a ready-to-fire configuration or in instances where components of the missiles and rockets are jointly stored.
   (3) CCIs. (CIIC 9 is used to identify CCIs.)
   (4) Precious metals, drugs, and other controlled substances designated as schedule I, II, III, IV, or V items in accordance with the Controlled Substance Act of 1970.
   (5) NVDs.
   (6) Items coded with CIIC Q, requiring limited access storage, and items coded with a CIIC of R, requiring storage in a vault or safe.

I–3. Supply management requirements
a. Basic policy and procedures. Basic policy and procedures for the requisitioning, accounting, stock control, issue, and disposal of property and equipment are outlined in AR 710–2, this pamphlet, and associated supply regulations. Additional controls required for sensitive items are outlined below.
b. Supporting documentation will be maintained in accordance with AR 25–400–2.
   (1) Property book. Property book files will include all documents which support entries to the accounting record(s) in the supporting document file, as well as documents for nonexpendable items not supporting entries to the property book. SN of end items should be written on supporting documents. In addition, to assist in identifying CCI in transit, and upon receipt at storage locations, the Remarks block of the turn-in documents will be marked “CCI” in large, bold letters.
   (2) Stock record account. Manual hard copy documents with signatures will be kept on file for receipt, issue, turn-in, and balance adjustments for sensitive items. Serial and registration numbers of end items will be included. In addition, to assist in identifying CCI in transit and upon receipt at storage locations, the Remarks block of the turn-in documents will be marked “CCI” in large, bold letters.
c. Inventories.
   (1) Property books. Sensitive items will be inventoried quarterly except for class V items. Class V items will be inventoried monthly. See AR 710–2 for special instructions concerning USAR, ARNG, and Army pre-positioned stock. Army pre-positioned stock inventories of weapons and ammunition will not be done by unit armormers nor by the same person two months in a row. Inventories of other sensitive items can be conducted by the HRH.
   (2) Stock record account. Sensitive items will be inventoried quarterly by SN. Ammunition will be inventoried by type, quantity, lot number, and SN for sensitive items in bulk storage is inventoried by type and quantity based on the outside markings on sealed containers. Ammunition and explosive items rigged or preconfigured for rapid deployment will be inventoried monthly and checked in accordance with AR 190–11.
   (3) Causative research. In all cases, causative research will be conducted to determine the reason for inventory discrepancies.
d. Adjustments and reporting.
   (1) Except for designated quantities of small arms ammunition and the authorized destruction of CCI devices, a FLIPL or an AR 15–6 investigation will be initiated when a sensitive item is lost, damaged, or destroyed. AR 190–11 outlines criteria for small arms ammunition adjustment actions. See AR 735–5, chapters 12 and 13.
   (2) AR 190–40 outlines the criteria and suspense for reporting serious incidents involving government property to HQDA.
   (3) Incidents of loss, tampering, or unauthorized access involving CCI will be reported as a COMSEC incident report in accordance with AR 380–40 and TB 380–41.
e. Asset reporting. In addition to reporting under the SIMS–X programs, several of the commodities identified as sensitive items require asset reporting to the USAMC central databases. These programs include the following:
f. Receipt or issue transaction.

(1) Pseudoreceipt transactions will not be processed on sensitive items.

(2) Discrepancies incident to receipt of materiel shipments will be adjusted or reported under the provisions of AR 735–5, AR 735–11–1, and/or AR 55–38. Additionally, discrepancies incident to shipment of CCI require investigation in accordance with DA Pam 25–380–2.

(3) A signature card will be filed at storage activities for each customer when the RO or PBO has delegated other persons to receive supplies. The authorized signature of the customer representative will be obtained for all issues of sensitive items.

Storage operations. Commanders are directly responsible for safeguarding all supplies under their control as denoted below.

(1) Ammunition will be stored and secured in accordance with DA Pam 385–64, AR 190–11, DOD 4195–R–1, host nation agreements, and/or and public law(s), whichever is more restrictive.

(2) Unclassified items to include CCI will be stored in accordance with AR 190–51.

(3) For controlled medical substances and other medically sensitive items, see AR 190–51.

(4) The AR 380 series prescribes security of classified items.

(5) For nuclear and chemical items, see AR 50–5, AR 50–6, and AR 190–54.

(6) Weapons and NVIs will be secured in accordance with AR 190–11 and AR 190–51. NVIs will be secured using the criteria for category IV items. When responsibility of custody of keys to an SSA arms storage facility is transferred, the individuals involved will conduct a physical count of the weapons therein. Results of the count will be recorded. This count does not replace the requirement to conduct a quarterly weapons inventory.

(7) For SSAs, a stock location system will be set up at each storage activity. Stock accounting systems will be designed to permit recording of multiple locations by condition of each stocked line.

(8) Ammunition storage system procedures and methods are contained in ATP 4–35.1 and DA Pam 385–64.

I–4. Physical security considerations

a. The policy and procedures for developing and maintaining a practical, economical, and effective security program are outlined in AR 190–13. Because commanders and supply managers are responsible for enforcing physical security standards for a variety of commodities, it is critical that an overall security program be developed for the unit or activity, in coordination with the local security officer, beginning with an assessment of the existing security threat. AR 190–13 outlines policy for conducting an assessment.

b. Physical security standards for the various types of sensitive items are outlined in the referenced listed in paragraph I–3g.
Glossary

Section I
Abbreviations

AAFA
Army aviation flight activity

AAL
Additional authorization list

AAR
administrative adjustment report

AASF
Army aviation support facility

AC
Active Component

ACCOR
Army Communications Security Central Office of Record

ACOM
Army command

ACWT
average customer wait time

ADP
automated data processing

AG
adjutant general

AIR
Aviation Into-Plane reimbursement

ALC
accounting legend code

ALW
allowance

AMC
U.S. Army Medical Command

AMDF
Army master data file

ANMCS
anticipated not mission capable supply

AO
approving officer

APSR
accountable property system of record

AR
Army regulation

ARC
accounting requirements code

ARNG
Army National Guard
ASCC  
Army service component command

ASTM  
American Society for Testing and Materials

ATP  
Army techniques publication

AVCRAD  
Aviation Classification Repair Activity Depot

AVFUEL  
aviation fuel

AWOL  
absent without leave

BIIL  
basic issue items list

BOI  
basis of issue

CAC  
common access card

CAGE  
commercial and government entity

CAM  
central asset management

CC  
card column

CCE  
commercial construction equipment

CCI  
controlled cryptographic item

CCISP  
Controlled Cryptographic Item Serialization Program

CIF  
central issue facility

CIIC  
controlled inventory item code

COEI  
component of end items

COMSEC  
communication security

CONUS  
continental United States

CRP  
central receiving point

CSDP  
Command Supply Discipline Program

CTA  
common table of allowances
DA
Department of the Army

DA Pam
Department of the Army Pamphlet

DCS
Deputy Chief of Staff

DIC
document identifier code

DISCOM
division support command

DLA
Defense Logistics Agency

DLA Energy
Defense Logistics Agency Energy

DLADS
Defense Logistics Agency Disposition Services

DOD
Department of Defense

DODAAC
Department of Defense Activity Address Code

DODSASP
DOD Small Arms Serialization Program

DPW
Department of Public Works

DRU
direct reporting unit

DS
direct support

DSN
defense switched network

EIC
dead item code

ERC
equipment readiness code

ESD
estimated ship date

ESR
equipment status report

FAD
force activity designation

FAO
finance and accounting office

FAR
Federal Acquisition Regulation

FEDLOG
Federal Logistics
FLIPL
financial liability investigation of property loss

FOB
forward operating base

FSC
Federal supply classification

FSG
Federal supply group

FWT
fair wear and tear

FY
fiscal year

GCSS–A
Global Combat Service Support–Army

GSA
General Services Administration

HAZMAT
hazardous material

HQDA
Headquarters, Department of the Army

HRH
hand receipt holder

IAR
inventory adjustment report

IFMS
Interagency Fleet Management System

IMPE
information management processing equipment

IMPL
initial mandatory parts list

INSCOM
U.S. Army Intelligence and Security Command

ISD
Installation Supply Division

JTA
joint table of allowances

LAR
logistics assistance representative

LCA
Logistic Control Activity

LCMC
life cycle management command

LIF
logistics intelligence file

LIN
line item number
LOGSA
logistics support activity

LRC
Logistics Readiness Center

MAL
master authorization list

MATDEV
materiel developer

MCN
management central number

MHE
materiel handling equipment

MILCON
military construction

MILSTRIP
military standard requisitioning and issue procedures

MOA
memorandum of agreement

MOGAS
motor gasoline

MOS
military occupational specialty

MOU
memorandum of understanding

MOV
materiel obligation validation

MPN
manufacturer’s part number

MQCSS
material quality control storage standards

MSC
major subordinate command

MSDS
material safety data sheet

MTOE
modification table of organization and equipment

MWO
modification work order

NCO
noncommissioned officer

NGB
National Guard Bureau

NGR
National Guard regulation

NICP
national inventory control point
NIIN
national item identification number

NMCS
not mission capable supply

NSA
National Security Agency

NSN
national stock number

NVD
night vision device

OCIE
organizational clothing and individual equipment

OCONUS
outside the continental United States

OMA
operation and maintenance, Army

ORF
operational readiness float

PBO
property book officer

PBUSE
property book and unit supply-enhanced

PCS
permanent change of station

PD
priority designator

PHRH
primary hand receipt holder

POL
petroleum, oil, and lubricants

PQDR
product quality deficiency report

QASAS
quality assurance specialist, ammunition surveillance

QSL
quality status list

RC
recoverability code

RDD
required delivery date

RDTE
research, development, test, and evaluation

RICC
reportable item control code

RO
responsible official
**ROTC**  
Reserve Officers’ Training Corps

**SAMS**  
Standard Army Maintenance System

**SASSO**  
small arms serialization surety officer

**SAVAR**  
Standard Army Validation and Reconciliation

**SB**  
supply bulletin

**SC**  
supply catalog

**SCR**  
senior command representative

**SEC**  
security

**SF**  
standard form

**SIMS–X**  
Selected Item Management Expanded

**SKO**  
sets, kits, and outfits

**SLAC**  
support list allowance card

**SLC**  
shelf-life code

**SLES**  
Shelf-Life Extension System

**SMSD**  
software management support department

**SN**  
serial number

**SOP**  
standard operating procedure

**SOS**  
source of supply

**SRM**  
sustainment, restoration, and modernization

**SSA**  
supply support activity

**SSSC**  
Self-Service Supply Center

**TAADS**  
The Army Authorization Documents System

**TACOM**  
U.S. Army Tank and Automotive Command
TB
technical bulletin

TDA
table of distribution and allowances

TDY
temporary duty

TM
technical manual

TMDE
test, measurement, and diagnostic equipment

TPF
total package fielding

TRC
type of requirement code

TSR
tank status report

UFC
uniform facilities criteria

UI
unit of issue

UIC
unit identification code

UMMIPS
Uniform Materiel Movement and Issue Priority System

UND
urgency of need designator

USACSLA
U.S. Army Communications Security Logistics Activity

USAISC
U.S. Army Information Systems Command

USAMMA
U.S. Army Medical Materiel Agency

USAPC
U.S. Army Petroleum Center

USAR
U.S. Army Reserve

USARC
U.S. Army Reserve Command

USPFO
U.S. Property and Fiscal Office

WAWF
Wide Area Workflow
Section II

Terms

Acceptable quality level (AQL)
The maximum percentage or proportion of variant units in a lot or batch that, for the purposes of acceptance sampling, can be considered satisfactory as a process average.

Accountability
Obligation to keep records of property, documents, or funds, such as identification data, gains, losses, due-ins, due-outs, and balances on hand or in use.

Accountable officer
Person officially appointed in writing to maintain a formal set of accounting records of property or funds. This person may or may not have physical possession of the property or funds. There are three types of supply accountable officers as defined below.

a. Transportation officer. Accountable for property entrusted to him or her for shipment.
b. Stock record officer. Accountable for supplies being held for issue from time of receipt until issued, shipped, or dropped from accountability.
c. Property book officer. Accountable for property upon receipt and until subsequently turned in, used (consumed) for authorized purposes, or dropped from accountability. (HRHs are not considered accountable officers.)

Approved item name
The official Federal Logistics Information System (FLIS) designation for an item of supply, which establishes a basic concept to which the item belongs, as listed in Defense Logistics Information Service Cataloging Handbook H6.

Average customer wait time
Average time, in days, developed at a supply support activity, required to satisfy customer demands, regardless of whether the demand was for a stocked or unstocked item or whether or not the demand was satisfied from stock on hand at the SSA.

Back order
That portion of requested stock not immediately available for issue and not passed to another SOS for action. Record of obligation to file the back order is known synonymously as a back order or due-out.

Characteristics code
A code used within the SLES used to alert personnel to item characteristics that require special attention and to establish the elements to be visually examined for the purpose of determining the serviceability of materiel. Inspection type code V indicates that only a visual inspection is required. Inspection type code L and V items will be visually inspected by way of the characteristics code prior to applicable and subsequent laboratory or machine testing.

Combat load
Supplies kept by units for use in combat (for other than ammunition). The quantity of each item of supply in a basic load is related to the number of days in combat the unit may be sustained without resupply.

Components
a. Components of end items. Items identified in technical publications (such as TMs) as part of an end item. (Items a troop installed or separately authorized, special tools, and test and support equipment are not components.)
b. Components of assemblages. Items identified in an SC component listing (CL) as a part of an SKO or other assemblage.

Condition code
(A)—usable for all services or agencies. (C)—usable only by those services or agencies listed in the Issue to column.
(H)—material is not usable (condemned) and must be disposed of in accordance with the existing regulations.

Contract number
Air Force retail stock is annotated by “AF Retail Stk” and the date of manufacture and results may only be used by the Air Force.

Controlled cryptographic items
Secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items which perform a critical COMSEC function. Items so designated are unclassified but controlled and will bear the designation “controlled cryptographic item” or “CCI.”
Controlled inventory items
Items with characteristics requiring special identification accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows:

a. Classified item. Materiel requiring a protection in the interest of national security.

b. Sensitive item. Materiel requiring a high degree of protection and control because of statutory requirements or regulations; high value, highly technical, or hazardous items; and small arms, ammunition, explosives, and demolition materiel. (See CIICs 1–6, 8, 9, N, P, Q, R, NVDs, and navigation systems (for example, a global positioning system) in the AMDF as explained by AR 708–1.)

c. Pilferable item. Materiel having ready resale value or civilian application to personal possession and, therefore, especially subject to theft. Examples are binoculars, projectors, cigarettes, pagers, handheld two-way radios, cameras, tapes, or recorders. (See CIIC codes in the AMDF as explained by AR 708–1)

Criticality code
A code which indicates when an item is technically critical by reason of tolerance, fit restrictions, nuclear hardness properties, or other characteristics which affects identification of the item.

Date manufactured
The date an item, materiel, or commodity was fabricated, processed, produced, or formed for use. For drugs, chemicals, and biological materials, the date of manufacture for products submitted to the Food and Drug Administration (FDA) for certification prior to release is the date of the official certification notice. For products manufactured under license of the Agricultural Research Service (ARS), the date of manufacture conforms to the definitions established by ARS. The date of manufacture will not be shown for medical items having expiration dates.

Durable item
An item of Army property coded with an ARC of D in the AMDF. Durable items do not require property book accountability after issue from the stock record account but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded D in the AMDF are considered durable items.

Note. This category consists of selected hand tools with a unit price greater than $5. (AR 710–2, DA Pam 710–2–1, AR 735–5).

Emergency requirement
An unexpected, serious occurrence or situation urgently requiring prompt action and immediate remedy. To qualify for an emergency requirement, the situation must support one of the following:

a. To save human lives or to relieve human sufferings.

b. To repair emergency equipment.

c. To support contingency operations when the operation is imminent (that is, declared simple alert) or is in progress.

Expendable items
Expendable property is property that is consumed in use or loses its identity in use. It includes items not consumed in use, with a unit cost of less than $300 and having a controlled item inventory code U or code 7 assigned. It is an item of Army property coded with an ARC of X in the AMDF contained on FEDLOG. See AR 735–5 for a description of various property items code expendable and the accounting requirements for expendable property.

First inspection month
A multiposition numeric field used within the SLES to identify the time (in months and computed from the date of manufacture, cure, assembly, or pack) when the first inspection of a type II shelf-life item is due. It will be derived from the NSN’s SLC and the inspection type code, and will be nine months less than the total shelf-life months for items requiring laboratory testing.

Hand receipt
A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.

Hand tools
Any hand-held devices either manually operated or power driven that are portable, lightweight, and small enough to be used by a craftsman in accomplishing his or her trade. They include such items as wrenches, screwdrivers, hammers, chisels, pliers, saws, impact wrenches, and such other small devices that are normally held in a tool box.
**Hazardous characteristic code**
A code that is used primarily for storage purposes to assure that incompatible hazards are not stored next to one another. The HCC visible in FLIS pertains to the latest formulation of this item. The user needs to be aware that additional information may reside in the Hazardous Material Information System (HMIS) for a different formulation of the same CAGE code or part number.

**HAZMAT indicator code**
A code used within the SLES that identifies an item of supply consisting of materiel that because of its quantity, concentration, or physical, chemical, or infectious characteristics may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or the material may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Codes are Y = yes, N = no, P = potential, and D = dangerous.

**Ink entry**
A legible entry made in indelible ink using a ballpoint, felt tip, or fountain pen.

**Inspection level code**
A two-position standardized code used within the SLES and selected from ASQ Z1.4. It determines the relationship between the lot or batch size and the sample size. The inspection level to be used for any peculiar requirements will be prescribed by the responsible authority. Three inspection levels, G1, G2, and G3, are given for general use. Four additional special levels, S1, S2, S3, and S4, are also available and may be used where relatively small sample sizes are necessary and large sampling risks can or must be tolerated. In the designation of inspection levels S1 through S4, care must be exercised to avoid acceptable quality levels (AQLs) inconsistent with these inspection levels.

**Inspection type code**
A one-position, standardized code used within the SLES to specify whether a visual examination (code V), certified laboratory testing (code L), restorative action (code R), machine testing (code M), or any combination of these, is necessary for accurate assessment of materiel serviceability at the end of its shelf-life period.

**Issue to**
Identifies who may use the condition code C material.

**Item type storage code**
A one-position alphabetic code that identifies the required item storage environment.

**Lab code**
A three-position, standardized code used within the SLES to specify name of a certified laboratory designated to perform shelf-life extension testing.

**Last test**
Month and year of the most recent test on the item (formatted as MMYYYY).

**Last update**
Date the record was created or last modified.

**Lot/Batch**
A definitive quantity of an item accumulated under conditions that are considered uniform for sampling purposes.

**Major Army command**
A command directly subordinate to, established by authority of, and specifically designated by HQDA. Army component commands of unified and specified commands are major ACOMs.

**National Stock Number (NSN)**
The 13-digit stock number that consists of the 4-digit FSC code and the 9-digit NIIN.

**Nonexpendable items**
An item of Army property coded with an ARC of N in the AMDP. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items, similar to items coded N in the AMDF are considered nonexpendable items. Note. This category consists of end items of equipment which are separately identified. It includes all class VII all items assigned a LIN in SB 700–20 other than officer furniture in FSC 7110, 7125 and 7195 with a unit cost of less than $300, and other selected class II, IV, and X end items. OCIE authorized by CTA 50–900 will be accounted for in the same manner as nonexpendable supplies regardless of the ARC reflected in AMDF.
Nonrecurring demand
Request made for a requirement known to be a one-time occurrence will be coded nonrecurring when demand is not to be considered in requisitioning objective computations.

Noun
A 32-character name. It may be a basic noun, or noun-phrase, followed by those modifiers necessary to differentiate between item concepts for items having the same basic noun. (Source: Based on DLAD 4155.37 definition for Item Name)

Operational load
A quantity of supplies (in a given supply class) kept by using units for use in peacetime operations, based on various authorizations.

Order ship time level
The quantity of stock intended to sustain normal operations during the interval between submission of replenishment requisition until stock receipt is posted to the account.

Organizational property
Property authorized to a unit or organization under an MTOE or deployable TDA authorization document and all CTA property which deploys with the unit.

Organizational property book
Record of property issued under an MTOE or a deployable TDA authorization document. CTA items of equipment that are mission-related to all TOE units Army-wide are considered organizational property.

Parent organization
May be either a TOE or TDA organization. For TOE, a numbered organization of battalion or equivalent level; or it may be a company, battery, troop, platoon, detachment, or team not an organic element of a battalion or other parent organization. For TDA, any TDA organization assigned a unique TDA number.

Parent unit identification code
The UIC specifically associated with a parent organization and from which other UICs may be derived. Designator of a parent UIC is AA; in the case of TDA augmentations to TOE organizations, 90 through 99.

Primary hand receipt
Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it.

Primary hand receipt holder
person who is hand-receipted property directly from the accountable officer.

Property
The terms Government property, Army property, and property include all property under DA control except property accounted for as owned by a nonappropriated fund activity. References to property of other U.S. Government agencies or of foreign governments clearly will be identified as such; for example, Air Force, State Department, or Republic of Korea property. All property issued by the United States to the ARNG remains the property of the United States, under section 710(A), title 32, United States Code.

Property book
A formally designated set of property records maintained under AR 71–2 to account for organizational and installation property in a using unit.

Property records and property account
General terms referring to any record of property. This includes not only formal SRAs maintained in item or monetary terms by accountable officers, but also organizational property books, installation property books, individual clothing and equipment records, or any other organized files of property records.

Recurring demand
A request made periodically or anticipated to be repetitive for materiel to be used immediately or for stock replenishment. Most demands are recurring. A demand is, therefore, considered recurring when doubt exists as to its nature.

Reinspection limit
A one-position numeric field used within the SLES to depict the number of reinspections, in addition to the first inspection, permitted as governed by item criticality and storage environment, for example, the number 1 indicates one reinspection, 2 indicates two reinspections, 0 indicates no reinspections, and the letter U indicates unlimited reinspections.
Reinspection months
A multiposition numeric field used within the SLES to identify the time (in months and computed from the date of the last inspection or test) when an item is scheduled for reinspection. Note. The actual reinspection or retest date will be derived from the last inspection or test date and the inspection type code, and will optimally be nine months less than the reinspection months for items requiring laboratory testing, and six months less than the reinspection months for items requiring visual inspections.

Remarks
Additional remarks on storage procedure not contained within the storage standard.

Reorder point
The point, expressed as a quantity of stock, at which time a stock replenishment requisition would be submitted to maintain a stockage objective. This consists of the sum of the safety level, order ship time (OST), and (if applicable) the repair cycle level.

Repair cycle level
Quantity of reparable-type items required for stockage, based on average monthly repair rate and repair cycle time.

Repair cycle time
A parameter, expressed as an average, used in calculation of repair cycle level of stock. The cycle begins on acceptance of a job by maintenance and ends when the formerly unserviceable asset is returned to stock in a serviceable condition.

Requisition
A supply request initiated by the SSA in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the SSA for submission to the next higher SOS.

Requisition objective
The requisition objective is the maximum quantity of an item authorized to be on hand and on order at any time.

Selected Item Management System–Expanded
System of centralized asset knowledge and control (vertical materiel management) of selected secondary items. The goal of SIMS–X is to improve the utilization of assets already in the supply system. The wholesale item manager is provided data of on-hand quantities and RO by all owning stock record accounts and six months less than the total shelf-life months for items requiring visual inspections.

Shelf–Life code
A one-position code, defined in DOD 4140.27–M and DOD 4100.39–M assigned to an NSN to identify the period of time beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action. Appendix F of DOD 4140.27–M provides a complete listing of SLCs cross-referencing to the period of allowed storage time expressed in months or quarters and years.

a. CODE 0 (ZERO)—NSN or NIIN is not a shelf-life item.
b. CODE ALPHA character (except code X)—TYPE I nonextendible item.
c. CODE NUMERIC Character (plus code X)—TYPE II extendible item.

Shelf–Life item type
An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to ensure that it will perform satisfactorily in service. All shelf-life items are classified as one of the following two types:

a. Type I—An individual item of supply, which is determined, through an evaluation of technical test data and/or actual experience, to be an item with a definite nonextendible period of shelf-life. One exception is type I medical shelf-life items (FSC 6505), which may be extended if they have been accepted into and passed testing for extension through the DOD/FDA Shelf-Life Extension Program (SLEP).
b. Type II—An individual item of supply having an assigned shelf-life time period that may be extended after completion of visual inspection or certified laboratory test, and/or restorative action.

Shelf–Life months
The total period of time in months beginning with the date of manufacture, cure, assembly, or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration, or disposal action (formatted as INSPECT/TEST DATE).
Shop stock list
A list of unit maintenance repair parts that are demand supported, non-demand supported, and specified initial stockage repair parts for newly introduced end items.

Small arms
Handguns; shoulder-fired weapons; light automatic weapons up to and including .50-caliber machine gun; multibarrel machine guns, such as the 7.62 millimeters M134; recoilless rifles up to and including 106 millimeters; mortars up to and including 81 millimeters rocket launchers, human-portable; grenade launchers, rifle and shoulder-fired; flamethrowers; and individually operated weapons that are portable or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft.

Source of supply code
SOS or routing identifier code, is a three-position, alphanumeric, standardized code that identifies the ICP responsible for the preparation, maintenance, and update of the specific storage standard. The SOS code is maintained in the FLIS NSN master record and utilizes the routing identifier codes contained in DOD 4000.25–1–S1, MILSTRIP routing identifier and distribution codes.

Specification
A document prepared to support acquisition that describes essential technical requirements for materiel and the criteria for determining whether those requirements are met.

Stock number
A number used to identify an item of supply. Types of numbers used are:
a. NSN or NATO stock number.
b. CAGE code.
c. Management control number.
d. DODAC.
e. Army commercial vehicle code.
f. MPN generated by AESIP
g. Any other identifying number when one of the types in paragraph a through f has not been assigned.

Subhand receipt
A hand receipt for property from a PHRH or a sub-HRH to a person subsequently given the property for care, use, safekeeping, or further issue. It does not transfer direct responsibility for the property to the sub-HRH, but it does transfer personal responsibility.

System furniture
An arrangement of modular components utilizing vertical space, which meets, prescribed functional workstation requirements. The components consist of work surfaces, storage units, power and communications outlets, and privacy panels that interconnect and are assembled into workstations of various sizes, configurations, and complexity. This does not include conventional office furniture, that is, freestanding units and partitions available from the Federal supply system. Systems furniture, as defined, is authorized by CTA 50–909.

Technical publications
A multiposition field used within the SLES which specifies applicable publications which outline additional procedures not identified in the storage standard coding structure, for example, military or Federal specification, technical order, SB, technical instruction, TM, maintenance instruction, supply instruction, and so forth.

Test due
Month and year of the next test date on the item (formatted as MMYYYY).