**Headquarters**
**Department of the Army**
**Washington, DC**
**1 July 2024**

***Department of the Army Pamphlet 710–2–2**

**Inventory Management**

# Supply Support Activity Supply System: Secondary Item and Retail Level Procedures

By Order of the Secretary of the Army:

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**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**Applicability.** This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It is also applicable to our foreign military sales customers, to other military Services and Department of Defense agencies, Department of Defense contractors, and any other organizations authorized to use Army-published material. This pamphlet applies during partial and full mobilization.

**Proponent and exception authority.** The proponent of this publication is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this publication 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 publication 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 their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-dcs-g-4.mbx.publications@mail.mil.

**Distribution.** This pamphlet is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes DA Pam 710–2–2, dated 30 September 1998.

# *SUMMARY of CHANGE*

DA PAM 710–2–2
Supply Support Activity Supply System: Secondary Item and Retail Level Procedures

This is an administrative revision, dated 21 November 2024—

- Corrects definitions for Supply Classes (table 4–1).
- Corrects bench stockage guidance to align with AR 710–2 (para 21–1).
- Updates references to communications security management which moved to AR 710–4 (throughout).
- Updates Requisition Wait Time with Planned Delivery Time (throughout).
- Corrects references (throughout).

This major revision, dated 1 July 2024—

- Changes the title to Supply Support Activity Supply System: Secondary Item and Retail Level Procedures (title page).
- Updates and adds procedural guidance for general instructions to an accountable property systems of record end user manual, Enterprise Systems Planning, Army Property System Record, Army Working Capital Fund, Operation Maintenance Appropriations, and Cataloging (chap 1).
- Adds strategic partners customer support (chap 3).
- Adds tactical and non-tactical supply support activities (chap 4).
- Adds accountable officer appointment memorandum (chap 4).
- Adds receive materiel and overdue deliveries procedures (chap 5).
- Adds depot level reparable, disposal procedures, and retention, installation supply support activity redistribution, retrograde, and disposal mission (chap 6).
- Updates procedures for receive, store, and issue (chap 7).
- Updates storage of materiel procedures (chap 8).
- Adds stockage determination division; common authorized stockage list implementation, and authorized stockage list review (chap 9).
- Updates how to process customer requests (chap 10).
- Updates inventories and adjustment procedures (chap 12).
- Updates Army audits and inspections (chap 16).
- Adds reconciliation and validation (chap 17).

- Adds Army Sustainment Command, theater sustainment command, expeditionary sustainment command, division sustainment brigade, base support battalion roles and functions, and related supply operations (chap 18).

- Adds reviewing and validating requisitions (chap 19).

- Adds shop stock list stockage criteria procedures (chap 20).

- Adds bench stock stockage criteria (chap 21).

- Moves stock control procedures, Standard Army Ammunition System Level 4, manual and automated procedures to DA Pam 700–16 (formerly chap 24).

- Moves all petroleum management to AR 703–2 (formerly chap 25).

- Adds theater supply support activities and theater supply support activities requirements (chaps 23 and 24).

- Updates Defense Reutilization and Marketing Office to Defense Logistics Agency Disposition Services (throughout).

- Replaces operational readiness float with repair cycle float (throughout).

- Updates Logistics Supply Activity with Logistics Data Analysis Center (throughout).

- Cancels DA Form 1297 (Stock Accounting Record Title Insert), DA Form1298 (Due Out Record), DA Form 4999 (Due In Record), DA Form 1300–2 (Computation Card), DA Form 1300–3 (Summary Accounting Transfer Record of Supply Item), DA Form 1300–4 (Reorder Point Record), DA Form 2000–3 (Installation Inventory Count Card), DA Form 3733–R (Self-Service Supply Center Account Card (LRA)), DA Form 3734–R (Customer Transaction Ledger Account (CTLA) (LRA)), DA Form 3735–R (Self-Service Supply Center Monthly Summary Journal and Statement of Operations (LRA)), DA Form 3736–R (Statement of Customer Accounts (LRA)), and DA Form 5289–R (Traveling Purchase Request (LRA)) (app A).

- Updates DA Form 272 (Register of Vouchers to Stock Record Account) and DA Form 444 (Inventory Adjustment Report (IAR)) (app A).

- Adds hard copy forms procedures (app B).

- Transfers DA Form 2415 (Ammunition Condition Report), DA Form 3020–R (Magazine Data Card), DA Form 3022–R (Army Depot Surveillance Card), DA Form 3151 (Ammunition Stores Slip) and DA Form 5203 (DoDIC Master/Lot Locator) to DA Pam 700–16 (throughout).

**Contents** (Listed by chapter and page number)

## Chapter 1
## Introduction

### 1–1. Purpose
This Department of the Army pamphlet (DA Pam) provides an overview of the Army Supply Support Activities secondary items and retail level operations, key procedures, and references. It is designed to provide inventory management and accountability procedural guidance to operate using a uniform enterprise supply system for support units below the wholesale level. This DA Pam describes the supply support process and procedures from an enterprise perspective. This pamphlet also sets procedures for managing modified table of organization and equipment (MTOE)/table of distribution and allowances (TDA) Army supply support activity (SSA).

### 1–2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at https://armypubs.army.mil/.

### 1–3. Associated publications
Policy associated with this pamphlet is found in AR 710–2.

### 1–4. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

### 1–5. Requesting clarification
*a.* Use the chain of command to request clarification of AR 710–2 or this pamphlet as follows—
(1) Use a memorandum to make a written request for clarification. Include in the letter the following:
(2) Page and paragraph number in question.
(3) Statement of the question and context requiring clarification.
(4) Name and contact information of the requestor.
*b.* Route the request through command channels using routine locally prescribed routing procedures. Each element in the chain of command receiving a clarification request will attempt to resolve the request prior to forwarding to the next echelon. If it cannot be answered, send the request to the next higher element. This will ensure that available expertise within the command is used, and requests are quickly answered at the lowest level possible.
*c.* 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 Gregg-Adams, Virginia 23801–2102 prior to sending clarification requests to Deputy Chief of Staff, G–4, Director of Supply (DALO–SPS), 500 Army Pentagon, Washington, DC 20310–0500.Only deviate from the procedures in this pamphlet with prior approval of the DCS, G–4. Requests 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. Include an opinion by the ACOM, ASCC, or DRU legal officer. Send all requests for deviation through command channels to DCS, G–4 (DALO–SPS), Washington, DC 20310–0500.

### 1–6. Requesting an accounting waiver
See Defense Finance and Accounting Services 37–1 to request a military property accounting waiver.

### 1–7. Reports of supply constraint (exempt from recurring management information requirements under Army Regulation 25–98)
See AR 725–50 for procedures on reporting a supply constraint.

### 1–8. Asset reporting
Asset reporting requirements are set forth in AR 710–3 and AR 710–2.

### 1–9. Storage of supplies
For storage operations policy and a list of controlling publications, see AR 710–2. A storage location (SLOC) 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. Detailed procedural guidance is covered in chapter 8 of this pamphlet.

### 1–10. Filing
All documents created per this pamphlet are filed and disposed of in accordance with AR 25–400–2 and this regulation.

### 1–11. General instructions for using pamphlet
*a.* This pamphlet provides instructions to implement secondary item accountability policy at the retail level in all accountable property systems of record (APSRs). See AR 710–2 for APSR compliance.

*b.* For the purposes of this pamphlet, the term “hard copy form procedures” throughout all procedural instructions includes all paper and separate electronic form transactions which are not performed in an APSR. Hard copy form procedures will only be used when specified in this pamphlet.

*c.* The respective APSR end user manual (EUM) will describe specific transactions and procedures to implement the procedures in this pamphlet. Some APSR transactions, terminology, and processes may differ from legacy practices based on hard copy paper and electronic forms. All designated and approved APSRs follow secondary item accountability policies at the retail level published in AR 710–2 and meet compliance requirements before software changes are implemented. Organizations will use the assigned approved APSR for all processes and comply with the APSR EUM when procedures differ from this pamphlet.

*d.* The terms materiel and material are distinctive. "Materiel” refers to all items necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purpose. “Material” refers to property that may be consumed or expended during the performance of a contract, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end-item. The general term “materiel manager” collectively refers materiel managers control end-to-end supply support through the monitoring and managing of receipts, storage, and issue of all supply classes.

*e.* This pamphlet provides specific procedures for inventory management for secondary items at the retail level SSAs. The mission of the SSA is to issue, receive, store, and turn-in using an APSR.

*f.* The term “execution managers” refers to support operations office in the combat sustainment support battalion (CSSB), division sustainment support battalion (DSSB) and brigade support battalion (BSB).

*g.* Appendix B provides procedures on how to temporarily use hard copy forms during system outages or austere missions where APSR support is unavailable. All hard copy transactions performed under these conditions must be entered in the APSR within three working days once access is restored. Manual supply procedures will only be used in the event of an automated systems outage or austere mission challenge. All manual documentation created during the outage must be maintained and entered the APSR upon system recovery.

*h.* Some procedures may require limited use of hard copy forms and procedures described in appendix B of this pamphlet when a specific function does not exist in the APSR.

*i.* Do not duplicate processes performed in the APSR with additional hard copy forms. Do not use hard copy procedures solely for convenience, preference, or to circumvent auditable records and controls in an APSR.

### 1–12. Additional resources
*a.* For policy on the use of the Army Working Capital fund (AWCF), and Operation and Maintenance, Army (OMA), see AR 710–2.

*b.* For catalog data policy, see AR 710–2, as well as AR 708–1, DA Pam 708–1, DA Pam 708–2 and DA Pam 708–3.

*c.* For guidance on Department of Defense Activity Address Codes (DoDAACs), Uniform materiel movement and issue priority system (UMMIPS), and type address codes, see AR 710–2 and AR 725–50.

*d.* For DoDAAC portability policy, See AR 710–2.

## Chapter 2
## Supply Support Activity Performance Standards

### 2–1. Supply performance standards

Per AR 710–2, performance standards are management tools used to assess the effectiveness of supply performance. Table 2–1 below shows the SSA performance goals and standards. The Army standard will be used to measure performance.

*a. The performance objectives, frequency of reviews.* Performance standards and manual or automated management tools will be computed to arrive at performance objectives.

*b. Demand satisfaction or net availability.* This process is the percentage of all valid demands for authorized stockage list (ASL) items that were filled to a level of at least 90 percent. It is a function of ASL depth (measuring the quantities stocked for any given ASL line) and SSA management processing requirements within established guidelines. The following is a formula for normal ASL demand satisfaction. Valid ASL demands filled, divided by total valid ASL demands, times 100, equals the percentage of demand satisfaction. (performance objective 90-percent satisfaction rate).

*c. Zero balance(s) with dues-out.* This balance indicates the ASL lines at zero balance with dues-out (DO) as a percentage of the total number of ASL lines. It does not necessarily reflect performance of the supply activity but may indicate a condition within the overall supply system. The formula for zero balance with DO is: ASL zero balance lines with DO, divided by total ASL lines, times 100, equals the percentage of zero balance(s) with DO (performance objective 8 percent).

*d. Authorized stockage list mobility index.* This standard applies to MTOE/TDA and/or all component (COMPO) SSAs and their subordinate elements. Modern ASLs are determined using more complex methodologies that place emphasis on maintenance significant parts (MSP).

*e. Inventory accuracy.* This process represents the fraction of ASL lines having no substantial difference between the dollar value of inventory and the dollar value of the stock record balance. A substantial difference is an overage or shortage with an extended line value greater than $1000. The formula for inventory accuracy is—total lines without substantial difference, divided by total lines inventoried, times 100, equals the percentage of inventory accuracy (performance objective 95 percent).

*f. Inventory adjustment rate.* Total dollar value of inventory adjustments (both gains and losses) during the fiscal year should be within the established objective (performance objective both gains and losses below 5 percent of the total annual dollar value).

*g. Location survey.* This index indicates how well the inventory storage type and bin records compare with actual physical location of assets. The process will validate location records by comparison of computer files to locations and by comparison of locations to computer files. It is expressed as the percentage of all inventory storage type and bins surveyed that were correct. The formula for storage type and bin accuracy is—number of correct locations, divided by the total storage types and bins surveyed, times 100, equals location accuracy (performance objective 98 percent for general supplies).

*h. Receipt processing time.* This processing is the time frame expressed in hours from the time supplies arrived at the SSA to posting of receipts to the stock record account (SRA). This processing applies to all supplies received by the SSA except for those supplies received without documentation or requiring item identification where research must be conducted (performance objective within 1 day).

*i. Request processing time.* The time the customer's material request is processed in an APSR to the time the requisition was processed for issue or passed by the SSA to higher supply source. Rejections are not included. This process applies to all customer requests regardless of priority (performance objective within 1 day).

*j. Disposition of excess indicator.* The SSA ensures appropriate disposition action per AR 710–2 and chapter 14 of this pamphlet. Material that is excess will be redistributed to the designated turn-in point within 10 days after the material return determination is made.

*k. Department of the Army-approved performance objectives for direct support system/air lines of communications.* DA-approved performance objectives for direct support system (DSS)/air lines of communications (ALOCs) are found in performance evaluation products published by the U.S. Army Materiel

Command (AMC) Logistics Data Analysis Center (LDAC). SSA performance against those objectives is monitored according to the general provisions of this section per AR 725–50.

*l. Demand accommodation.* Demand accommodation is the percentage of all valid demands received that match the item on the ASL (manual or automated management tool).

*m. Fill rate.* Fill rate measures the performance of an SSA to satisfy a request from a supported customer. It is expressed as a percentage of the SSA's demand accommodation multiplied by demand satisfaction (performance objective is equal to or greater than 35 percent).

*n. Readiness driver accommodation.* Standard demand accommodation calculation applied to Maintenance Significant Parts (Readiness Drivers) only.

*o. Readiness driver satisfaction.* Standard demand satisfaction calculation applied to MSPs (Readiness Drivers) only.

*p. Readiness driver fill rate.* Percentage of total ASL lines that are applied to MSPs (Readiness Drivers) only. (performance objective equal to or greater than 60 percent).

*q. Planned delivery time.* Planned delivery time (PDT) is a process in an APSR critical core Army and directly influences the correct functioning of materiel requirements planning (MRP) and Forecasting as well as other critical management tools. A tool used to calculate order to receipt time by individual material within each MRP area.

## 2–2. Customer wait time segments and objectives

*a.* Per AR 710–2, the Army currently measures how customer wait time (CWT) is distributed among five segments of the order fulfillment process; monitoring and managing supply availability throughout the supply chain can decrease CWT to shorter lengths thereby enabling readiness for Army equipment. To reduce CWT and minimize the layering of stock in support of specific consumer requirements (replenishment or end-use), requisitioner will process requisitions directly to the supporting intermediate or wholesale echelon, as applicable. Normally, no more than one intermediate supply activity will be included in the requisitioning channel for a customer. The five segments:

(1) Parked purchasing requisitions — Fund verification process for facilitating shared responsibility 'between execution managers and the supporting logistics and resource managers to achieve readiness improvements and to understand what readiness actually costs. Parked purchasing requisitions (funded by OMA in an APSR) are reviewed in an APSR by execution managers and/or resource managers. The execution managers and resource managers use an APSR to review parked purchasing requisitions and the funds verification process per the Accountable Property System of Record EUM. The standard for review is within 1 day. Funds management is defined in AR 710–2.

(2) Release Strategy (RS)—A commander's designated materiel manager and execution manager(s) manages the release strategy. A dollar amount threshold is set in the release strategy for proper review of the requisition by the commander to ensure the unit has funds to cover the requirement. Once a requisition clears the funds verification process, it proceeds to the release strategy (RS), where the requisition will interrogate the RS to see if it meets any of the conditions established in the release strategy before going to the SSA to check for availability of stock. The standard for requisition review is within 1 day.

(3) Outbound delivery (OBD)—Time between requisition being released by unit and stock becoming available at purchase request (PR), purchase order (PO), inbound delivery (IBD), post goods receipt (PGR), and so forth. There is no current DA goal for OBD. The OBD segment is influence by many different levels in the supply chain process.

(4) Post goods issue (PGI)-SSA putting item into unit customer's bin so that available for pickup by unit. The DA goal for issuing material is within 1 day.

(5) PGR- Item picked up at SSA by unit and receipted in an APSR by unit. The DA goal for PGR in an APSR is within 1 day.

(6) Supply performance objectives and standards and table 2–1 and table 2–2.

*b.* CWT DA goal is measured at the organizational level. CWT Days descriptions are defined per the APSR EUM.

**Table 2–1**
**Modification table of organization and equipment/table of distribution and allowances/All components supply support activity performance standards**

| MEASURE | DA Goal | Management Level |
|---|---|---|

**Table 2–1**
**Modification table of organization and equipment/table of distribution and allowances/All components supply support activity performance standards—Continued**

| | | |
|---|---|---|
| Zero balance(s) w/DO | 8% | 8% |
| Inventory accuracy | 100% | 95% |
| Receipt processing | 1 day | 2 days |
| Request processing | 1 day | 2 days |
| Issue processing | 1 day | 2 days |
| Bin survey | 98% | 98% |
| Inventory adjustment rate | 5% of requisitioning objective (RO) dollar value | 5% of RO dollar value |
| **Fill Rate** | | |
| All Fill Rate | 35% | 35% |
| MSP Fill Rate | 60% | 60% |

**Table 2–2**
**Customer wait time segments**

| CWT | DA Goal | Management level |
|---|---|---|
| Continental United States (CONUS) | 10 days | 10 days |
| Outside the continental United States (OCONUS) | 15 days | 15 days |
| Army National Guard (ARNG) CWT | 20 days | 20 days |
| ZPARK (Parked Purchasing requisition) | 1 day | 2 days |
| Release Strategy | 1 day | 2 days |
| OBD | N/A | N/A |
| PGI | 1 day | 2 days |
| PGR | 1 day | 2 days |

## Chapter 3
## Strategic Partners Customer Support

### 3–1. Use Defense Logistics Agency Supply Services
Defense Logistics Agency (DLA) serves mission needs by providing regional coordination and support through customer service representatives and liaison officers. National account managers, customer account managers, and customer service representatives are part of a process designed to deliver uninterrupted commodity-based support to DLA's customers. DLA's customer assistance personnel synchronize supply pipeline activities from the national level to the tactical customer by being available 24 hours per day to assist with identifying problems, determining responsibility, and problem resolution**.** The DLA Customer Assistance Handbook provides contact information and resolution alternatives. The DLA Customer Assistance Handbook is marked FOR OFFICIAL USE ONLY and is not open to the public. Only DLA customers with a need-to-know will be granted access to the handbook, either on-line or in hard copy by contacting the handbook editor by accessing the DLA website at https://www.dla.mil.

### 3–2. Use Defense Logistics Agency Disposition Services
See AR 710–2 for policy and responsibilities. To requisition excess inventory, disposal of excess Department of Defense (DoD) personal property, foreign excess personal property, scrap, hazardous waste, and demilitarization (DEMIL). See procedural guidance at https://www.dla.mil.

### 3–3. Use of Federal Mall
ACOMs/ASCCs, DRUs, U.S. Army Reserve (USAR), and Army National Guard (ARNG) can use DLA resources at https://www.dla.mil for initial/immediate resolution of inquiries such as requisitions or backorder status and on-hand stock availability, customers are encouraged to use self-service tools and Federal Mall (FedMall) to satisfy their basic questions as well as to enter requisitions/supply access requests. Per 725–50, FedMall (formally known as electronic mall) is an e-commerce ordering system for the DoD, federal, state, and authorized local agencies to search for and acquire products from government reserves and commercial sources. The Army policy for requisitioning material using the FedMall platform, see AR 725–50. Via FedMall, customers have access to millions of individual items of supply, from centrally managed DoD and General Service Administration assets to commercial off-the-shelf products. FedMall also provides access to requisitions, research, and tracking tools for DLA inventory. If DLA’s Self-Help Resources do not provide the information required, customers should contact the DLA Customer Interaction Center at https://www.dla.mil.

### 3–4. Status codes
Status codes are used to inform recipients of the status of requisitions/asset reports and related transactions per AR 725–50. DLA handbook for status codes can be found at https://today.dla.mil.

### 3–5. Supply status
Supply status is a notice of a supply decision made by the supply source or created by the Defense Automated Addressing System, to tell the requisitioned or designated activity of action taken or to be taken on a requisition. The supply status may be received as follows:

*a.* Exception supply status. See AR 725–50 for guidance.

*b.* Supply status explanations can be found at https://www.dla.mil.

### 3–6. Shipment status
*a.* Shipment status is advice of an actual shipment date. Normally the SSA does not generate a shipment status card except for materiel shipped to DLA–DS. The APSR will automatically create the AS3 image. Shipment status can be found here: https://www.dla.mil.

*b.* A supply source may combine supply and shipment status. When this happens, a status may be received as follows per AR 725–50.

### 3–7. Processing supply status received
When supply status is received, the SSA can explain status or rejection codes. For the explanation of status and rejection codes can be found here: https://www.dla.mil.

## Chapter 4
## Tactical and Non-Tactical Supply Support Activities

### Section I

### General Information

#### 4–1. Customer assistance

*a. Stock control responsibilities.* The stock control section is the key to making sure the methods in this chapter work. When the customer needs help preparing or submitting requests and related documents, provide it. Do not send documents back to the customer without first trying to get the information to process them.

*b. External standard operating procedure.* Each SSA will develop and provide to all its customers a standard operating procedure (SOP) that outlines the SSA's operations and the procedures to be followed. At a minimum, a typical external SOP should cover how to get supplies, how to turn in parts, hours of operation, Logistics Information System (LIS) interfaces, and safety.

*c. Internal standard operating procedure.* At a minimum, an internal SOP should cover the SSA internal operations and align with APSR EUM. This will support cross leveling between SSA personnel.

*d. Commander authentication.* The ACOMs/ASCC, DRUs, USAR, and ARNG unit commander and approving authority should sign the approved copy of the external SOP.

#### 4–2. Maintain supply support

*a.* Army supply support is a function of logistics. Logistics is one of the four elements of sustainment. Supply support operations include the basic functions of request, receipt, storage, issue and retrograde of classes of supplies, also known as commodities.

(1) Materiel managers execute supply support by way of the Army distribution management process. Central to supply and storage is the provision of materiel to the Soldier on the battlefield. The terms inventory management, materiel control, materiel management, and supply chain management are similar as evidenced by the formal definition of each term in military literature. Inventory management is the phase of military logistics that includes managing, cataloging, requirements determinations, procurement, distribution, overhaul, and disposal of materiel.

(2) Supply support is the process of providing all items necessary to equip, maintain, and sustain an operational force. In military terms, supply support can be defined as the receipt, storage, safeguarding, turn-in and issue of the various commodities referred to as classes of supply. The supply classes are the ten categories into which supplies are grouped to facilitate supply management and planning. The ten classes of supply are shown in table 4–1 of this pamphlet.

(3) In addition, SSAs network with sources of supply (SOSs) through phone calls, emails, and liaison offices to ensure the timely distribution of their supplies per AR 725–50.

*b.* For detailed transactional guidance for tactical and non-tactical SSA retail level operations, reference the designated APSR EUM, per paragraph 1–11 of this pamphlet.

#### 4–3. Installation supply support activity support

*a.* Per AR 710–2, the Army decided to execute an ASL reduction at all installation supply support activities (ISSAs) to the maximum extent possible and execute mission sets critical to Army readiness. AMC has stopped the replenishing of ASLs in an APSR at the ISSAs as directed. ACOM/ASCC/DRU, U.S. Army Reserve Command (USARC), and ARNG commands should submit ISSA ASL exception requests directly to the Installation Logistics Baseline Services in coordination with AMC.

*b.* The retention, redistribution, retrograde and disposal (R3D) support is critical to the ISSA mission per paragraph 6–3 of this pamphlet.

#### 4–4. Warehouse operations

*a.* The SSA is the lowest level in the Army retail supply support system. SSAs typically operate 24 hours per day to provide supply support services during contingency operations. SSAs internal and external SOP provides prompt service to its supported units. SOPs contain valuable information that is particularly useful to commanders, customers, supply officers, and production control officers.

*b.* SSA personnel and anyone conducting business with the SSA must become familiar with the SOPs. An efficient and effective SOP covers the following functions:

(1) Establishing and maintaining records, such as ASL, inventory, material control, accounting, and supply reports.

(2) Reviewing and verifying quantities received against bills of lading, contracts, PRs, and shipping documents.

(3) Unloading and storing incoming supplies and equipment.

(4) Maintaining stock locator system and administering document control procedures.

(5) Processing requests and turn-in documents.

(6) Preparing, annotating, and distributing shipping documents.

(7) Operating materials handling equipment.

(8) Customer service information.

(9) Hours of operation.

*c.* The warehouse management module within the enterprise refers to the warehousing function. SLOC procedures and materials are managed using the inventory management and warehouse management modules. These two modules integrate to create an automated environment that displays the location of stock and quantities in each storage type at every SLOC. Materiel managers use the materiel management module to provide oversight to enforce supply discipline using financial controls.

*d.* If the SSA is disconnected from the APSR, SSAs must follow the instructions for disconnected warehouse management solution (DWMS). For detailed transactional guidance for DWMS, reference the designated APSR EUM per paragraph 1–11 of this pamphlet.

**4–5. Critical functions apply to all supply support activities, regardless of size or the class of supply being issued: Stock control is critical to effective supply support activity operations**

*a.* The receiving section processes the receipts and moves the new stock to storage, issue, or shipping sections.

*b.* The storage section–

(1) Pulls customer issues and items and places them in the customer bin or at the shipping section.

(2) Manages the ASL, which includes inventories and location maintenance.

(3) Restocks serviceable turn-in items.

*c.* The issue section issues materiel to the supported units.

*d.* The shipping section packs and crates materiel and coordinates transportation for shipment.

*e.* The turn-in section receives serviceable and unserviceable turn-in items from supported unit.

**4–6. Materiel funded in supply system using a plant structure**

*a.* An APSR uses the concept of “plants” to manage materiel stocked by the SSA, the property book, maintenance activity, and the unit. In this instance, a plant does not refer to a physical location; instead, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materiel planning. There are two plants in an APSR, and each distinguishes how the materiel is funded.

*b.* Plant 2001 consists of the SSA supply business area.

*c.* Plant 2000 consists of the following supply business areas:

(1) The property book business area is used for formal accounting for nonexpendable and durable unit property.

(2) The unit supply business area is used to maintain and administer records for all classes of supply maintained within a given unit.

(3) The maintenance activity business activity is used to maintain and administer unit equipment and all class of supply authorized.

**4–7. Materiel requirements planning**

*a.* MRP policy and responsibilities are contained in AR 710–2.

*b.* SSAs are expected to run MRP function according to their replenishment supply plan to determine requirements for materials.

**4–8. Type unit code**

*a.* Maintenance, property book, tactical SSA, unit supply, installation SSAs, and medical operations are assigned a type unit code (TUC) that restricts which classes of supplies can be ordered by the functional activities. The intent of these restrictions is to enforce supply discipline in an automated fashion.

*b.* The TUC codes are—

(1) 910-Unit Maintenance.

(2) 915-Aviation Maintenance.

(3) 920-Property Book.

(4) 930-Tactical SSA.

(5) 940-Medical Operations.

(6) 950-Unit Supply.

(7) 960-Installation Fixed-based SSA.

**4–9. Using logistical codes**

For detailed transactional processes and the steps to using logistical codes, reference the designated APSR EUM per paragraph 1–11 of this pamphlet.

**4–10. Deploying to an undeveloped area**

*a.* Per AR 710–2, every SSA must adapt to changing locations. It is important to note that every deployment is different, and every site is different. When deployed, the SSA will issue supplies to the supported unit from either a developed or an undeveloped location. A developed location will have an infrastructure (roads, buildings) and an undeveloped location will lack that infrastructure. Consider safety, security and natural terrain while planning the SSA field layout.

*b.* The following steps will assist with establishing an SSA:

(1) Send someone with the advance party to conduct a site survey and assess the potential of the selected space to establish the supply point for an undeveloped area.

(2) Identify hazards that can result in injury, illness, or death of personnel. A hazard can lead to damage, loss, or destruction of equipment and other assets. Hazards can also result in degradation of capabilities or mission failure.

(3) It is also important to know the potential site’s dimensions to establish approximate locations for the stock.

(4) Enterprise technology requires establishing satellite communications as soon as possible when moving into a new undeveloped site.

(5) Use access control points to secure the SSA from unauthorized access while maximizing vehicular traffic flow.

(6) In a fixed SSA role, rations are transported forward from a subsistence platoon in bulk on 20 or 40-foot international standards organization containers and on leased or contracted refrigerated containers or semitrailers (per Army Techniques Publication (ATP) 4–41 Army Field Feeding and Class I).

(7) In its deployable SSA role, a subsistence platoon builds loads in the multi temperature refrigerated container system and on container roll-in/roll-off platforms for distribution to its customers (per ATP 4–41).

(8) Safety– To provide a safe working environment for SSA workers and customers, personnel are expected to be adequately trained and aware of the hazards associated with their tasks and environment.

(9) Security– Use access control points. The purpose of access control points is to secure the SSA from unauthorized access while maximizing vehicular traffic flow. This access control point should consist of guard personnel capable of controlling access.

(10) Knowledge of the terrain is critical to planning. If possible, send someone with the advance party to conduct a site survey and assess the potential of the selected space to establish the supply point. Identify hazards that can result in injury, illness, or death of personnel.

(11) Communication– Enterprise system technology requires establishing satellite communications as soon as possible when moving into a new undeveloped site. The very small aperture terminal, referred to as very small aperture terminal, is a satellite communications system that allows SSAs to connect with its SOSs, other SSAs and higher headquarters via the secure file transfer protocol. SSA key players must know the sustainment automation support management office point of contact to ensure that satellite communication capability maintained.

(12) Storage layout– Each supply point is a SLOC. The SLOC is the warehouse where materiel is received and issued. The storage layout plan of an SSA impacts customer service. A well planned,

organized, and disciplined storage layout reduces the number of times an item is handled, which ultimately enhances customer service. A poor storage layout can slow the process leading to less responsive customer service.

### 4–11. Deploying to a developed area

*a.* When assuming responsibility for an established SSA in a mature and developed theater the priority is to review applicable enterprise system management reports to determine stock status.

*b.* Perform a wall-to-wall inventory with the departing accountable officer (AO). See chapter 13 of this pamphlet.

*c.* Ask questions about scheduled reporting times and types for this SSA. It is of utmost importance that work schedules are maintained during the transition.

*d.* Review the customer DoDAAC list to identify how many customers the SSA supports.

*e.* In a well-developed, mature theater the SSAs may be staffed with contractors. As the theater begins to mature, the SSA may be tasked to identify specific support requirements or to determine which services may be performed by contractors.

*f.* Once nominated and approved by the supporting contracting officer, the commander must ensure that the contracting officer representatives receive theater specific contracting officer representative training.

## Section II

## Stock Control Administration

### 4–12. Army stock record accounting system

AR 710–2 defines the Army stock record accounting system.

### 4–13. Authority of stock record account

*a.* AR 710–4, the document authorizing and organizing an organization also authorizes an SRA as part of the mission (if one is to be authorized at all). The MTOE, TDA, and commander mission statement therefore is the authority.

*b.* Mission-support SRAs supporting special development, maintenance, manufacturing, production, renovation, research, or testing missions must be authorized by the ACOM/ASCC/DRU commander or Chief, National Guard Bureau (CNGB) per AR 710–4.

### 4–14. Stock record account serial numbers

*a.* AR 710–4 requires that a serial number be assigned to each SRA; this number will permit the SRA's identification and prevent the establishment of unauthorized SRAs.

(1) DoDAAC assigned under AR 725–50 is the SRA serial number.

(2) The commander appointing an SSA AO/SRO will request the assignment of a DoDAAC through channels when the following occurs:

*(a)* A new account is established.

*(b)* If a serial number has not been assigned to an existing account.

*(c)* The SSA AO/SRO requests cancellation of the serial number when the account is closed.

*(d)* Serial numbers pertain to the SRA; they do not pertain to the officer keeping the account.

*b.* Per AR 710–4, procedures for the establishment of a communications security (COMSEC) account and assignment of a special COMSEC account number are contained in AR 380–40, and TB 380–41.

### 4–15. Stock record officers, accountable officers

*a.* The SRA is operated by an AO. The SSA AO/SRO to include the ARNG COMPO will be appointed in writing under AR 710–4. The appointment memorandum is an auditable document (see fig 4–1).

*b.* Per AR 710–4, COMSEC accounts and accountability set forth in AR 380–40, and TB 380–41.

### 4–16. Change of stock record officers, accountable officers

Accountability of stocks will be transferred from an outgoing to an incoming SSA AO/SRO per AR 710–4 which contains procedures for required certificates of transfer for the outgoing AO/SRO and incoming AO/SRO. The statement of transfer of accountability is required when a transfer of SRA occurs, and no

shipment is involved. The statement of transfer of accountability is an auditable document and the procedures are contained in AR 710–4 (see chap 4).

**4–17. Stock record account file**

*a.* Stock records and files set up under this pamphlet will be directed in AR 25–400–2. The stock record file can be handled in the designated APSR. A hardcopy can be exported and printed if internet communication is interrupted.

*b.* SSA AOs/SROs will establish and maintain the following files with the essential elements listed:

(1) Transaction history files will be maintained to record activity in the SSA and to provide an audit trail. They will be retained for 24 months.

*(a)* Hard copy documents, with signatures, will be maintained for receipt, issue, turn-in, and balance adjustment transactions for items identified in Army Enterprise Material Master (AEMM) by controlled inventory item code (CIIC) of "1–6," "8," "9," "N," (firearms) "P," "Q," "R," "$," or "Y" (night vision devices and Global Positioning System (GPS)) and all items requiring property book accountability (electronically scanned microfiche or microfilm images will satisfy this requirement).

*(b)* Automated transaction history files will be maintained in a computer machine-readable form such as magnetic tape, disk, or a compact disk-read only memory.

(2) The automated file will be used to record the following transactions processed by the SSA including those supporting hard copy documents in paragraph 4–17(1)*(a)* above:

*(a)* Receipts.

*(b)* Adjustments, both increases and decreases.

*(c)* Issues.

*(d)* Turn-ins.

*(e)* Stockage code changes.

*(f)* Stockage level changes.

(3) Per AR 710–4, COMSEC accounts will maintain formal accountability for COMSEC items using the records prescribed in AR 380–40 and TB 380–41.

(4) Hard copy documents, with signatures, are further covered in paragraph 5–14 of this pamphlet.

**4–18. Use of stock accounting record forms**

*a.* Manual supply procedures will only be used in the event of an automated systems outage or austere mission challenge where automation is not available. All manual documentation created during the outage or austere mission challenge must be entered in the automated system once available.

*b.* The Army Medical Logistics Command manages medical supplies per AR 40–3, AR 40–61, TC–8–260, and TC 8–26. The medical operations use DA Form 1296 (Stock Accounting Record) to manage the SRA for medical supplies. The use of DA Form 1296 is covered in paragraph B–8 of this pamphlet.

*c.* DA Form 272 (Register of Vouchers to Stock Record Account) and DA Form 444 (Inventory Adjustment Report (IAR)) will only be used for certain manual procedures and system outage.

**4–19. Manual supply accountability**

SSAs operating in combat areas have to be prepared to conduct, standalone or manual supply accountability procedures. Under strenuous combat situations, internet enabled automated programs may lose connection to the greater enterprise system. Even without external system visibility an SSA can maintain internal integrity and update the information to the system once communications are reestablished. It is essential to combat elements that logistics operations continue, without derogation of accountability or lose of sustainment to supported units.

*a.* Standalone computer procedures. SSAs must establish SOP procedures and be prepared to track stock using a standalone computer running a spreadsheet database. Once connectivity is reestablished, this data can be uploaded to the enterprise system.

*b.* Manual journal supply procedures. SSAs must establish SOP procedures and be prepared to track stock using handwritten journals and ledgers. Once connectivity is reestablished, this paper documentation can be uploaded to the enterprise system, restoring full asset visibility.

**4–20. Disposition of stock records**

Stock records and files set up under this pamphlet will be disposed of as directed in AR 25–400–2.

### 4–21. Wartime modifications

*a.* The accounting records and files will continue to be kept in a wartime/contingency environment per AR 25–400–2. Vouchers supporting entries to the SRA do not have to be kept after posting.

*b.* Except for real-time systems, the post-post method of making issues will be primarily employed. Summary accounting techniques may be employed. Minimum identification of the customer unit's representative (that is, markings on vehicles or personal recognition) is all that is required before making issues. Signature cards are not required.

*c.* Inventories will be conducted as the situation allows. However, only the cyclic method will be employed. Wall to-wall inventories are not allowed. Discrepancies must be recorded but not reported, except incident reports on shortages of controlled cryptographic item (CCI), which will be submitted per AR 380–5, AR 740–26, and TB 380–41, respectively.

*d.* Requests for cancellations and follow-ups will be processed as submitted. Reconciliation and validation of customer dues-out are not required.

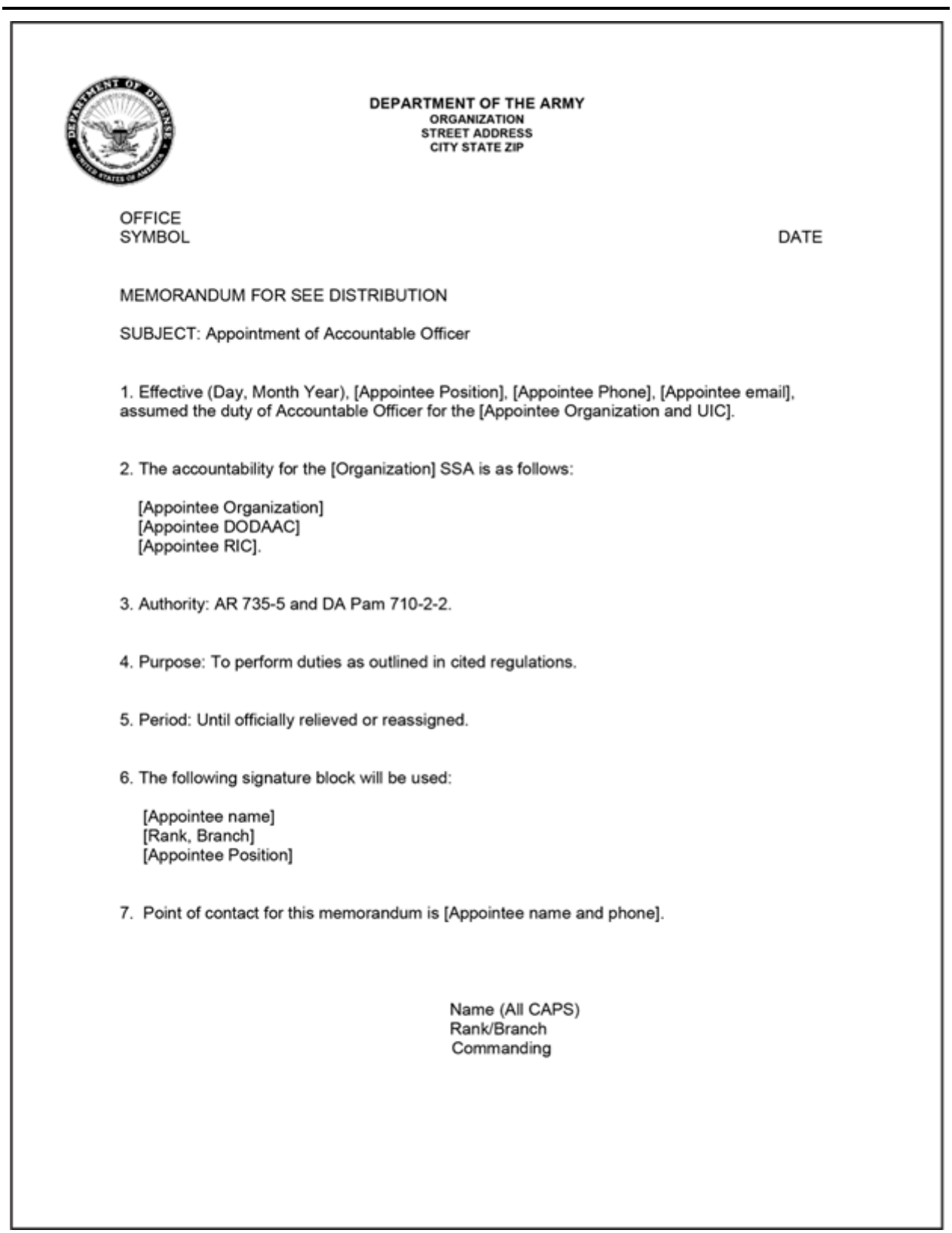
*e.* Customer returns will be accepted in an as-is condition.

*f.* Retrograde of unserviceable and excess items will be made rapidly to avoid abandonment or destruction on movement of the SSA.

*g.* SSA will turn in excess assets to a theater sustainment command (TSC) SSA. All other serviceable or unserviceable repairable excess will be sent to a theater collection and classification center. This center will be responsible for theater distribution to include return of unserviceable excess to CONUS, if appropriate.

**Table 4–1**
**Supply classes**

| Classes | References |
|---|---|
| Class I– Perishable and semi-perishable subsistence items. Rations that are packaged as individual or group meals, and gratuitous health and welfare items. | AR 30–22, ATP 4–41, and ATP 4–42 |
| Class II– Clothing, individual equipment, tentage, tool sets and tool kits, hand tools, administrative, and housekeeping supplies, and equipment. This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts). | AR 700–84, CTA 50–900, CTA 50–970 |
| Class III– Petroleum, oils, and lubricants, petroleum and solid fuels, including bulk and packaged fuels, lubricating oils and lubricants, petroleum specialty products; solid fuels, coal, and related products. | AR 703–2 and ATP 4–43 |
| Class IV– Construction and Barrier Material. The Class IV supply category includes fortification materiel, obstacle and barrier material, and construction material for base development and general engineering. | DoDD 5101.12E DoD Executive Agent for Class IV, Construction and Barrier Materiel |
| Class V– Ammunition, of all types (including chemical, radiological, and special weapons) bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items. | AR 190–11, AR 700–20, AR 700–28, AR 5–13, DA Pam 700–16, and DA Pam 742–1 |
| Class VI– Personal demand items packaged as health and comfort packs. | AR 710–4, Army Techniques Publication ATP 4–41, and ATP 4–42 |
| Class VII– Major items: A final combination of end products which is ready for its intended use (principal item) (for example, launchers, tanks, mobile machine shops, vehicles). | AR 710–1, supply bulletin (SB) 700–20 appropriate authorization documents |
| Class VIII– Medical materiel, including medical peculiar repair parts. | AR 40–61 and CTA 8–100 |
| Class IX– Repair parts and components, including kits, assemblies, and subassemblies, repairable and non-repairable, required for maintenance support of all equipment. | AR 710–1, DA Pam 708–2, DA Pam 710–2–2, appropriate TMs |
| Class X– Materiel to support nonmilitary programs, such as, agricultural, and economic development, not included in Classes 1 through 9. | CTA 50–909 |



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE
SYMBOL

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Accountable Officer

1. Effective (Day, Month Year), [Appointee Position], [Appointee Phone], [Appointee email], assumed the duty of Accountable Officer for the [Appointee Organization and UIC].

2. The accountability for the [Organization] SSA is as follows:

[Appointee Organization]
[Appointee DODAAC]
[Appointee RIC].

3. Authority: AR 735-5 and DA Pam 710-2-2.

4. Purpose: To perform duties as outlined in cited regulations.

5. Period: Until officially relieved or reassigned.

6. The following signature block will be used:

[Appointee name]
[Rank, Branch]
[Appointee Position]

7. Point of contact for this memorandum is [Appointee name and phone].

Name (All CAPS)
Rank/Branch
Commanding

**Figure 4–1. Format for the appointment of stock record officer (accountable officer)**

## Chapter 5
## Receipts from Supply Sources

### Section I

### Receipt Materiel

**5–1. Receiving**

*a.* Policy and responsibilities covered in AR 710–2. The detailed procedural guidance for receiving and processing materiel in the supply system, reference the APSR EUM per paragraph 1–11 of this pamphlet.

*b.* The SSA takes delivery of materiel through:

(1) Army post office mail, United States Postal Service.

(2) Commercial transportation sources.

(3) Military transportation sources.

(4) Materiel from customer direct on behalf of supported units for items purchased as local purchase.

**5–2. Use automatic identification technology**

Use automatic identification technology (AIT) such as handheld terminals (HHTs) as a primary method in all logistics processes and procedures, wherever possible. Acknowledge receipts electronically whenever possible, either through an AIT to an automated system or through direct customer input to an automated system.

*a.* HHT AIT screen.

*b.* Portal AIT screen.

**5–3. Times for processing materiel receipts**

*a.* Materiel receipts are supplies that are received from higher supply sources, other SSAs, or directly from civilian sources. Receipt and shipping documents normally accompany the supplies. Materiel receipts will be process as appropriate per the APSR EUM.

(1) Customer units receiving supplies directly from sources other than their supporting SSA will furnish the supporting SSA with receipt documents within 3 days of receipt.

(2) The stock control will provide a copy of these documents to the servicing Finance and Accounting Office (FAO) within 3 workdays from date documents were received.

(3) For local purchase and lease equipment, receipt documents will also be provided to the contracting officer as required.

*b.* The times for processing Military Standard Requisitioning and Issue Procedures (MILSTRIP) receipts are:

(1) Priority designator (PD) 01–08 receipts must be processed by the receiving section within 1 day from the time the supplies are received. Process these receipts on a 7-day workweek, 24-hour workday basis.

(2) PD 09–15 receipts must be processed by the receiving section within 2 workdays from the date supplies are received. Process these receipts on a regular workweek, regular-shift workday basis.

*c.* Non-MILSTRIP receipts. Receipts of supplies from non-MILSTRIP sources may not have a PD. These receipts will be processed by the receiving section within 2 workdays from the date the supplies are received. Base this on a regular workweek, regular shift workday. When a Non-MILSTRIP receipt has been assigned a PD, process it under an above.

*d.* Supplies without receipt and shipping documents. Supplies are sometimes received without receipt and shipping documents. (See para 16–1 of this pamphlet) These receipts must be processed by the receiving section within 5 workdays from the time they are received. Base this on a regular workweek, regular-shift workday.

**5–4. Receiving activities**

*a.* When the SSA received materiel, receipts should be processed in an APSR using an APSR AIT HHT device (if applicable) no later than 5 business days from date materiel received.

*b.* Make associated assets visible from the point of inspection and acceptance within 24 hours of recording receipts (holidays and weekends excepted).

*c.* Notify the local accounting and finance office of the item receipt within 24-hours.

*d.* Notify the SSA AO of recording receipts, when applicable.

*e.* Provide materiel receipt acknowledgement (MRA) for receipt of all shipments of materiel, whether requisitioned (pulled) or pushed to them, from any supply source, for example, issues from stock; direct or prime vendor deliveries; or issues from DLA DS. Materiel title transfer and customer billing is not predicated on processing of the MRA transaction.

*f.* Perform acceptance for materiel that is shipped directly from commercial sources where the contract specifies destination acceptance.

*g.* Receiving section who accept government material and contractors performing on behalf of DoD must be trained with PACK–1A, Military Preservation and Packaging for Storage and Shipment, DoD wood packaging materials (WPM), and shelf-life training.

**5–5. Receiving inbound materiel**

Receipt and shipping documents normally accompany inbound materiel regardless of commodity. SSAs accept custody and accountability for the materiel after reviewing the receipt documentation along with a physical inventory. Shipping documents list the quantity of supplies shipped, the item order, and ship dates. On receipt of material, the SSA receiving section decides whether a spot check or an inspection (up to 100 percent) is necessary. The extent of the inspection will depend primarily on the tactical situation and depend on the source of the materiel, its type, and its general appearance on arrival. Local conditions, quality history of like commodities, desired quality level, and command directives will also be factors.

**5–6. Processing materiel receipts**

*a.* SSA personnel should strive for velocity when processing receipts to increase readiness. SSAs receiving materiel from any government SLOC or commercial source, take the following steps prior to acknowledging receipt of the materiel.

*b.* SSA personnel will only break down depot level packages to the order of unit of measure or unit of issue (UI) unless there is evidence of tampering of the package.

*c.* There is no requirement for SSA personnel to open shipments for dedicated orders that arrive under the unit's DoDAAC. The SSA personnel will accept and scan the shipment on behalf of their supported unit from the carrier, post office, direct vendor delivery (DVD) or otherwise and cross-dock the shipment in the unit's bin directly to the customer reducing handling and storage time.

*d.* For non-dedicated orders that arrive under the SSA's DoDAAC, the SSA personnel will break down the shipment according to the soft-pegging processing logic and materiel release order (MRO) quantities and place the correct quantities in the appropriate bin for their customer unit, and they will store any remaining quantities as part of their ASL.

*e.* Step by step procedures upon receiving materiel:

(1) Verify the DoDAAC and unit identification code (UIC) on the receipt document.

(2) Verify the item description on the receipt document and the data plate (if applicable) matches the paperwork.

(3) Verify the registration and serial numbers.

(4) Bring discrepancies to the attention of the storage supervisor (according to ACOM/ASCC/DRU/, USAR and ARNG SSA local SOP) prior to signing the receipt documents.

(5) As required, count all items to ensure the quantity received reflects the receipt documents.

(6) Verify UI.

(7) Visually check the condition of the item to verify serviceability.

(8) Check end items for completeness using the current technical manual or supply catalog to identify components.

(9) Make a list of all shortages or overages and itemize damages.

(10) Report discrepancies if seals are broken or if the inspection reveals shortages or damage.

(11) When receiving materiel through commercial carriers inspect all cartons for damage and note on carrier's bill of lading.

(12) If there are no discrepancies, the SSA personnel signs and dates the receipt documentation (if applicable per para 5–11).

*f.* Reference APSR EUM for processing receipts in the supply system.

**5–7. Supply sources**

*a.* Supply sources will provide timely status information for each requisition, follow-up, reinstated requisition, requisition modifier document, requisition cancellation, redistribution order, passing order, referral order, and MRO processed.

(1) The status of an order will be visible from the time of requisition to the time of customer receipt of the materiel.

(2) Order tracking and status will be simplified using a standard, single, requisition document number.

*b.* Supply sources will assign a shipment transportation control number (TCN) to all shipments, regardless of origin or destination, that is linked to the requisition to simplify order tracking once one or more shipments are made to satisfy a requisition. As shipments move through the transportation node and undergo consolidation or deconsolidation actions, transportation personnel or systems will not change the integrity of the TCN-to-requisition relationship documented in the supply shipment status. To facilitate customer follow-up with commercial carriers, supply sources using Defense Logistics Management Standards will also provide carrier identification and the carrier tracking number.

**5–8. Receipts from sources of material**

*a.* Per AR 710–2, SSAs will be receiving supplies and will be equipped with AIT devices such as HHTs that will be capable of capturing data through automated information system (AIS) and accuracy will be maximized. SSAs will receive supplies using AIT HHT devices (if applicable).

(1) Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) for receiving supplies as prescribed in AR 725–50 is mandatory. Per AR 710–4, detailed procedures for processing receipts of classified COMSEC equipment and material by COMSEC accounts are contained in AR 380–40 and TB 380–41.

(2) Receipt documentation will be sent to the stock control activity within one day (PD 01–08) and two days (PD 09–15) after receipt of the items.

(3) Receipts from total package fielding (TPF) will—

*(a)* Per AR 710–2, TPF is governed by AR 770–2 and DA Pam 770–2. The detailed procedural guidance references the APSR EUM per paragraph 1–11 of this pamphlet.

*(b)* A special feature of TPF is the customer documentation and provided by the fielding command for each item of material to be handed off. (See appendix C, DA Pam 700–142).

*(c)* When materiel fielding team (MFT) is present, the MFT will take copies of documentation for Class 9 items to the SSA. The SSA will physically inventory and PGR into an APSR. Stockage level will be adjusted with MRP type P for provisional items.

*(d)* When material is received without documentation, the receiving personnel will make documents needed to process the receipt to the SRA.

*(e)* Discrepancy's incident to receipt of materiel will be adjusted in an APSR and reported in accordance with current regulations or policies. Per AR 710–4, discrepancy's incident to shipment of classified COMSEC equipment and CCI require investigation and submission of incident reports set forth in TB 380–41.

*b.* Receipts from customer returns (see chap 6 of this pamphlet) are handled as described below—

(1) Returns from the customer play a major role in support of the Army supply system. Both serviceable and unserviceable repairable items are used to meet current requirements. SSA turn-in personnel will make sure the return has been processed in an APSR and inbound to the SSA. SRA will reflect line entries for all returns, both serviceable and unserviceable.

(2) Material turned in as serviceable or unserviceable will be identified by material number, item description, and quantity. SSA turn-in personnel will provide technical assistance to customer personnel in the identification, tagging, and packaging of items.

(3) Per AR 710–4, the serial number of CCI end items, tracking assets by serial number-aviation designated items, small arms, and accounting legend code (ALC–1) COMSEC will always be entered on the turn-in documents. For all CCI, the turn-in document and package will be clearly annotated "CCI."

(4) Assemblies, subassemblies, and line replaceable units will be identified with a material number, nomenclature, and end item application at time of turn-in to the SSA. Assistance in the identification of these items will be furnished by the AMC logistics assistance representatives. Normally these individuals have duty positions in division and corps areas (see AR 700–4).

(5) Customer units may turn in end items with COMPO or basic issue item (BII) shortages. The customer unit is required to attach a shortage list signed by either the customer's unit commander or property

book officer (PBO) to the turn-in document. This shortage list must accompany the turn-in documentation through supply channels to the receiver of the item. The document number of adjustment transactions per AR 735–5 will be recorded on the shortage list adjacent to COMPO shortages that are either nonexpendable or recoverable. Expendable and durable BII will be picked up on the SRA for unserviceable end items not being turned in to the national level.

(6) Material turned in to an SSA as" found on installation" (FOI) will be inspected and brought to record into an APSR under the proper batch code. See chapter 6 of this pamphlet for FOI procedural guidance.

(7) Property book items turned in will be technically inspected prior to turn-in. Certain items may require only a visual inspection. Shelf-life items, items with desiccant, electrostatic discharge sensitive (ESDS) items, and hazardous material (HAZMAT) require inspections of their packaging to ensure the serviceability was not compromised. The more complex items may require formal technical inspection (TI) by qualified maintenance personnel.

(8) Non-property book items do not require a TI before turn-in.

(9) The unserviceable turn-in process at unit level will create transaction for the SSA to receipt. If the SSA allows the transaction to bypass receipt at the SSA and enters statement to make to take DLA–DS as "SCRAP." The inbound transaction needs reversed, and unit uses the DLA–DS receipt document to update balances on hand. The SSA AO signs the statement or delegates to subordinate supervisors, in writing, authority to sign the statement. See chapter 3 of this pamphlet for DLA–DS procedural guidance.

(10) SSAs will maintain accountability on the SRA for empty Government-owned containers costing $200 or more. Classify empty reusable Government-owned containers with the proper condition code.

*(a) Combination number.* A combination material number identifying the container and its contents may be assigned if both the container and contents are assigned a material number. The combination material number will be used only if the contents remain in the container.

1. The batch code on the SRA will be the batch code of the item in the container.

2. Containers will not accompany condemned contents to the property disposal office. The container (serviceable or unserviceable) will be retained and accounted for on the SRA.

*(b) Excess.* Report excess government-owned containers to the national item manager in compliance with the material returns program, AR 725–50. It is envisioned that as total asset visibility (TAV) is fully implemented, it will contain the necessary information for national item management, but until then, reports must continue to be submitted.

*(c) Return containers qualifying for automatic return (AR 710–1).*

*(d) Redistribute Government-owned containers to ensure maximum reuse.*

(11) Returned Government-owned reusable containers under $300 do not require SRA.

*(a)* Containers will not accompany condemned contents to the property disposal office. The container will be retained and used at the SSA.

*(b)* Reusable containers will not be discarded prior to the completion of their useful life. When containers have deteriorated to the point that contents could become damaged, the deteriorated parts will be discarded according to local guidelines, and any usable material such as cushioning will be saved for reuse.

(12) All Government-owned refillable containers such as cylinders, carboys, and liquid petroleum gas containers are accountable.

*(a)* Records of receipt, issue, transfer, or loss of containers will identify containers by type.

*(b)* Containers will be turned in when requesting refills. If empty containers are not furnished, justification must be given.

*c.* Receipts of replenishment and nonstock items from the national depots are handled as follows:

(1) Receipt processing for these items takes two types of documents and each document has a specific purpose. The first document shows shipment receiving and is used for in-transit visibility of a shipment and for reporting receipt of that shipment by the SSA to the LDAC. The second document is a line-item receipt and is used to post the detailed items to the SRA.

(2) Upon receipt of the shipment at the OCONUS SSA, the document identifier code (DIC) TK6/TK9 document will be completed or prepared to indicate the date of arrival at the SSA. If a new document is prepared to document the shipment receipts, it is not necessary to complete the dates of point of debarkation receipt and shipment; only the SSA receipt date need be completed.

(3) Shipments to CONUS SSAs will, as an objective, be from the national shipper directly to the SSA. When this is not possible, shipments will be directed to the installation central receiving point (CRP). After receipting for the shipment, CRP will deliver material to the SSA.

*d.* Receipt of material from vendors or contractors is as follows:

(1) Receipt processing for these items takes two types of documentation. Each document has a specific purpose. The first document is the procurement delivery document that is used to pay the vendor, and the second document is used for property accountability.

(2) A receipt from vendor can come from central or local procurements. A procurement delivery document should always accompany each shipment.

(3) AOs received notification that clearly indicate that the shipment is in response to an Army purchase card buy will be segregated from the other material and the addressee is notified to pick up the item within 5 workdays.

*e.* Receipts resulting from cross leveling will be processed as prescribed in b above.

**5–9. Processing direct support system receipts**

*a.* AR 59–3 defines policy and responsibilities and its purpose for DSS and ALOC. DSS requisitions are prepared and processed per AR 725–50.

*b.* In CONUS, SSAs receive DSS shipments from the installation logistics readiness center (LRC) CRP. Overseas, SSAs receive DSS shipments of supplies from the distribution drop point. A transportation shipping document listing the number of packages or multipack containers is received with the DSS shipment.

(1) Check the packages or containers received against this transportation shipping document.

(2) Enter discrepancies on the transportation shipping document.

(3) Document the discrepancy.

(4) Date and sign the transportation shipping document and return it to the carrier.

*c.* A DD Form 1348–1A (Issue Release/Receipt Document) or DD Form 1348–2 (Issue Release/Receipt Document with Address Label) should be received with each package or container. If a supply source combines shipments into one container, a DD Form 1348–1A or DD Form 1348–2 should be with each document number in the shipment. Check incoming shipments for these documents.

(1) If the DD Form 1348–1A or DD Form 1348–2 is missing, the receiving section clerk will create a manual 1348–1A or DD Form 1348–2 and forward that document to the stock control section. Receiving section personnel will continue to process the supplies.

(2) If a DD Form 1348–1A or DD Form 1348–2 for an item is missing, another one will be made. Data on the TCN document will be used to make this DD Form 1348–1A or DD Form 1348–2.

(3) When shipments are received, and no documentation comes with the shipment, process under this pamphlet.

*d.* Check supplies received against the DD Form 1348–1A or DD Form 1348–2.

(1) Verify the stock number, quantity, condition of the item, and serial/registration number (when applicable).

(2) For weapon receipts, visually match the serial number on the weapon to the serial number on the receipt document and follow procedures in AR 710–4.

(3) Record any discrepancy on the applicable DD Form 1348–1A or DD Form 1348–2.

(4) Document the discrepancy.

(5) If the document number is for the SSA, the receipt is ASL. These supplies are for storage. Before sending the supplies and a copy of DD Form 1348–1A or DD Form 1348–2 to the storage section, receiving section personnel will verify the SLOC data on DD Form 1348–1A or DD Form 1348–2 (cc 46–50) against the location.

(6) When the location matches, send the supplies and a copy of the DD Form 1348–1A or DD Form 1348–2 to the storage section.

**5–10. Processing non-direct supply system receipts**

*a. Military standard requisitioning and issue procedures.* Process non-DSS MILSTRIP receipts.

*b. Non-military standard requisitioning and issue procedures.* Receipts from commercial sources. Supplies received from commercial sources should come with a commercial invoice, a DD Form 250 (Materiel Inspection and Receiving Report), or DD Form 1155 (Order for Supplies or Services/ Request for Quotations). These documents may or may not have enough data to process the receipt. If the receipt document has enough data to process the receipt, prepare a DD Form 1348–1A. If the receipt document does not have enough data to make a DD Form 1348–1A, contact the stock control section for the data required to prepare a DD Form 1348–1A. When the DD Form 1348–1A is prepared, use the method in paragraph 5–9 to process these receipts. Send the commercial invoice (DD Form 250 or DD Form 1155) to

the stock control section. Stock control personnel will forward a signed copy of local purchase receipt documents to the supporting FAO.

**5–11. Receiving supplies**

*a.* The receipt documents will be posted to the applicable stock record via APSR.

*b.* A clearing entry will be made to an open PO.

*c.* Receipt of non-ASL passing actions does not require detailed accountability.

(1) Unfilled requirements will be immediately released to the customer.

(2) Receipt documents may be used to release non-ASL items received at the SSA.

(3) A clearing entry will be made to an PO.

(4) A clearing entry will be made to an open stock transport order (STO).

(5) Receipt of shipments for ASL passing actions will be handled as non-ASL items of *b* above.

*d.* Assets not picked up by the customer after 2 notifications or within 5 days of notification of availability will be reported to their supporting command unless other arrangements have been made. ACOM/ASCC/DRU, USARC, and ARNG provides additional guidance on supply discipline on what process the SSA would use when customer is not adhering to guidance.

(1) ACOM/ASCC/DRU. USARC and ARNG provides additional guidance on what process the SSA would use when customer misses 2 notifications within 5 days and no arrangements to hold made.

(2) SSA should not conduct a FOI since this will leaves the unit action open.

(3) SSA will not cancel the unit funded orders.

(4) SSA will report customers to their support materiel management for assistance to resolve with unit chain of command.

(5) When the SSA is responsible for transportation or the break bulk point ship-to-point, SSA in coordination with transportation support, will deliver to the unit remote location, unit assets will not be returned to SSA stock.

(6) SSA can’t reverse and delete the unit order since invoices are involved. If the unit order remains open it will just continue delivering the stock over and over.

*e.* Procedures will be developed to ensure controls are applied that prevent the release of passing action receipts when the demand has already been satisfied (for example, early receipt of a replenishment requisition; turn-ins by another activity and the subsequent issue of this material). These receipts will be picked up and accounted for as an asset of the SSA.

*f.* SSAs will establish customer relations and will designate an area and an APSR Army workstation for customers to PGR material daily using an APSR workstation and/or AIT HHT device if applicable by close of business on the date the delivery was received by the unit. Units and SSAs will post an individual goods receipt for all APSR requisitions/ inbound deliveries received.

(1) When a unit is picking up equipment or secondary items from the SSA, the unit will post the goods receipt in an APSR workstation and/or using an AIT HHT device if applicable at the time of pick up per AR 710–2.

(2) When a unit receives direct deliveries of secondary items from SSA or wholesale shipments, the unit will post the goods receipts in an APSR using an AIT HHT device if applicable.

(3) ACOM/ASCC/DRU, USARC, and ARNG local commanders may authorize a delay in goods receipt not to exceed close of business on the next duty day given the appropriate safeguards are in place.

(4) A goods receipt posted in an APSR and/or AIT HHT device if applicable is sufficient evidence for the physical receipt of expendable and durable supplies, which means SSAs, and units are not required to retain a paper copy of the DD Form 1348–1A. Paper copies with signature are still required for controlled inventory code of "1–6," "8," "9," "N," "P," "Q," "R," "$," or "Y," (night vision devices and GPS and all items requiring property accountability).

(5) Inventory accounted for in an APSR will be PGI from an APSR prior to releasing for pick-up, shipment, return, consumption, or disposal.

(6) The AO at the SSA will use a 5 percent dollar value of ASL allowance as a non-punitive threshold and tool for managing the SSAs operational discrepancies relating to storage (wrong part, shortages, and overages) and issuing of parts to customer units.

(7) Receipts (wrong part, shortages, overages) will be managed using proof of delivery and processed as a supply discrepancy report (SDR). SDR procedures are covered in this pamphlet.

### 5–12. Misrouted shipments

*a.* Sometimes supplies are received at one SSA but should have been shipped to another SSA.

*b.* When this happens, follow step by step procedures:

(1) Check the documents received with the supplies.

(2) Determine the SSA to which the supplies should have been sent.

(3) Document the discrepancy.

(4) Send the supplies and the documents to the shipping section with instructions to reship to the correct SSA.

### 5–13. Undocumented receipts

*a.* Supplies sometimes arrive at the SSA without documentation. Do not process these supplies until they are identified and receipt documents (Issue Release/Receipt Document (DD Form 1348–1A) or Issue Release Receipt Document with Address Label (DD Form 1348–2)) are prepared. For identification purposes, get as much of the following information about the item as possible:

(1) Material number.

(2) Nomenclature.

(3) UI.

(4) Quantity.

(5) Document number.

(6) Source of supply.

(7) Batch code.

(8) TCN.

*b.* Check with stock control section personnel. They may have an advance copy of the receipt document or other information to help identify the item. If so, use it to prepare a DD Form 1348–1A or DD Form 1348–2A and process the receipt.

*c.* If no information is available at the stock control section, check the package or container in which the item was received. Prepare a DD Form 1348–1A or DD Form1348–2 from these package markings. Process the receipt to the storage section per the APSR EUM.

### 5–14. Documenting discrepancies

*a.* Discrepancies noted during the process of receiving supplies must be reviewed by the SSA AO/RO or a designated representative. When the discrepancy has been verified, explain it on the receipt document.

(1) Report shipping type (item) discrepancies, packaging discrepancies, and discrepancies in parcel post shipments on a SF 364 (SDR), under AR 735–5. See DLM 4000.25 V2 for a preparation of a SDR and SDRs should be submitted electronically using WebSDR.URL: https://portal.daas.dla.mil.

(2) Report transportation-type discrepancies in shipments on DD form 361 (Transportation Discrepancy Report (TDR)). See TDR instructions to complete DD Form 361 TDR at https://www.ustranscom.mil.

*b.* Per AR 710–4, shortages of CCI will require an incident report set forth in AR 380–40 and AR 740–26.

## Section II

## Overdue Deliveries

### 5–15. Processing overdue deliveries

*a.* AR 710–2 defines policy and responsibilities. The overdue process is essential and required because overdue deliveries to include unit dedicated orders could prevent customers' requests from going to national if stock is at zero balance in an SSA.

*b.* Steps to research overdue deliveries:

(1) Review the PO status and late delivery report to manage overdue deliveries.

(2) An IBD is considered overdue when the calendar days elapsed since the IBD creation is greater than the respective SSA materiel level PDT for the IBD-to-goods receipt calendar days' segment, after the segmented PDT is multiplied by a buffering factor of 1.5 for inbound deliveries in CONUS and 1.8 for OCONUS.

(3) In instances where PDT does not exist, defaults of 30 calendar days for CONUS and 90 calendar days for OCONUS will be used to make an overdue determination.

(4) Overdue IBDs will be researched using available in-transit visibility shipment tracing tools before taking action to resolve. The extended value, unit price times quantity, of the overdue IBD is less than $500 research is not required, except when PDT is unavailable or the IBD is for a nonexpendable, classified, or sensitive item.

(5) Then, if individual items have not arrived, discrepancies will be reported in an APSR with a proof of delivery. By creating a proof of delivery for an overdue delivery and completing a SF 364 SDR (see para 5–14) communicate to national that there was a discrepancy in the quantity received. See APSR EUM on how to create a proof of delivery for an overdue delivery.

### 5–16. Overdue deliveries transactions

*a.* Overdue deliveries transactions will be employed per the APSR EUM, except for the following:

(1) Items identified on AEMM by CIIC of "1–6," "8," "9," "N," "P," (firearms) "Q," "R," "$," or "Y" (night vision devices and navigation systems (GPS)).

(2) Nonexpendable items with an accounting requirements code (ARC) of "N."

(3) When overdue deliveries are processed, the vendor is informed how the SSA, or unit wants to resolve the discrepancy.

(4) Outstanding document numbers will not be submitted with a proof of delivery unless the following criteria are met:

*(a)* There is an outstanding IBD.

*(b)* Advanced shipment notification/IBD received but receipt has not been posted.

*(c)* PDT has elapsed for the material from the source of supply to the customer.

*(d)* The required number of follow-ups to the customer has been made, customer indicates non-receipt, and transportation follow-up indicates receipt by the CRP servicing the customer (CONUS) or the consignee (OCONUS).

*b.* The deliveries are flagged as overdue one day after the PDT ends; at this time, follow-ups should be carried out. Initiation of the proof of delivery transaction to close the record will be within 45 days from posting of the original shipment status.

### 5–17. Goods receipt processing

*a.* A routine goods receipt resolve overdue IBDs when physically located during research. Proof of delivery to communicate non-receipt will be used when the IBD is research. When research outcomes are inconclusive, or when research is not required. The purpose of the proof of delivery is to close or reduce the PO by the non-receipt quantity and to communicate a non-receipt discrepant MRA transaction to SOS. A proof of delivery will not be used when the research outcome is favorable for an IBD to still be in route to the SSA, such as when an item shipped surface that historically shipped air for over the ocean movement. Moreover, a proof of delivery does not replace discrepancy reporting required by references. Initiate SSA level research when the materiel management research outcome is favorable for an IBD to be at the SSA location; and resolve overdue inbound deliveries with proof of delivery as required.

*b.* The SSA will research overdue IBD required by materiel manager:

(1) Resolve or respond to materiel manager within three workdays.

(2) Resolve located overdue inbound deliveries with good receipts.

(3) Respond to materiel management when an overdue IBD cannot be located so that a proof of delivery can be processed within the eight total workdays allowed.

*c.* Overdue inbound deliveries will be resolved within 8 workdays of becoming overdue when researched is required and three workdays when research is not required. Level I materiel managers or designated level will research overdue inbound deliveries as required.

## Chapter 6
## Overage Reparable/Recoverable Reporting, Receiving and Processing Turn-Ins

### 6–1. Turn-in

*a.* AR 710–2 discusses polices for Army redistribution, depot level reparable (DLR), retrograde, and disposal. ACOM/ASCC/DRU USAR, ARNG commands and SSAs play a fundamental role in the R3D of

materiel. The standard for turn-in is ten workdays (30 days for Reserve Components). The turn-in section accepts turn-ins of unit excess and unserviceable items from supported units. As units turn-in materiel, storage clerks input the item data into the enterprise system, which provides distribution instructions. Most of the time units correctly pack, ship, and document turn-in of excess or unserviceable items. Sometimes, however, turn-in items are unidentifiable because the items are not in original packaging, paperwork is lost or customers improperly turn-in the item, for example leaving an item at the doorstep. The turn-in section must process all turn-ins for accountability and visibility purposes. The detailed procedural guidance for turn-in processing in the supply system, reference the APSR EUM per paragraph 1–11 in this pamphlet.

*b.* The following categories of property are turned in to the SSA that would normally issue them:

(1) All serviceable excess items.

(2) All suspended or unserviceable nonexpendable items.

(3) All suspended or unserviceable durable or expendable items with RCs of A, D, F, H, K, L, O, or Z.

(4) Scrap. Materiel having no value except for basic material content.

*c.* The unserviceable turn-in process at unit level will create transaction for the SSA to receipt. If the SSA allows the transaction to bypass receipt at the SSA and enters statement to make to take DLA–DS as "SCRAP". The inbound transaction needs reversed, and unit uses the DLA–DS receipt document to update balances on hand. The SSA AO signs the statement or delegates to subordinate supervisors, in writing, authority to sign the statement.

*d.* All ARNG units and activities turn in unserviceable durable or expendable items with RCs of O or Z that are not actually consumed in use, as directed by the U.S. Property and Fiscal Office (USPFO).

*e.* All ARNG intermediate direct support units/activities turn-in unserviceable/unreparable, durable and expendable items with RCs of F or H that are not actually consumed in use, as directed by the USPFO.

*f.* Per AR 710–4, all COMSEC equipment items and unclassified CCI are specifically prohibited from disposal through DLA–DS channels. Unserviceable/uneconomically reparable items must be evacuated through supply channels to the Commander, Tobyhanna Army Depot (TYAD), Tobyhanna, PA set forth in AR 380–40, AR 710–4, and TB 380–41.

*g.* For detailed procedural guidance for turn-in processing in the supply system, reference the APSR EUM per paragraph 1–11 of this pamphlet.

### 6–2. Turn-in material to installation supply support activity

Upon receiving customer unit turn-in, tactical and non-tactical SSAs will process materiel using an APSR and expedite the return of unserviceable DLR carcasses to the ISSA. Turn-in personnel who accept government material and contractors performing on behalf of DoD must be trained with PACK–1A, Military Preservation and Packaging for Storage and Shipment, DoD WPM, and shelf-life training. The standard for processing and distributing the carcasses to the ISSA is within 2 days for Active Component, CONUS based SSAs (30 days' Reserve Component or OCONUS bases SSAs). Additional days are authorized only when access to the ISSA is temporary unavailable. The ISSA commanders can approve additional days per local guidance.

### 6–3. Installation supply support activity redistribution

The ISSA provides R3D support to the Army per AR 710–2.

*a.* ISSAs will process and expedite all shipments of unserviceable DLR material back to maintenance depots upon receipt of disposition.

*b.* The standards for the ISSA to distribute shipments off to the installation transportation office is within 5 days and not to exceed 30 days when customs and agricultural inspection preparations are required. Materiel protection will be consistent with AR 700–15 on protecting retrograde cargo or returned materiel.

*c.* The automatic return DLRs coded R or N will have a transportation priority "one" that corresponds with transit times within 35 days for CONUS and within 49 days for OCONUS.

*d.* The automatic return code C, S, M will have transportation priority "two" with the same transit times as code E or N. Code R and nom-automatic return will have transportation priority "three" with transit times within 35 days CONUS and within 90 days OCONUS.

### 6–4. Customer turn-in to supply support activity

Turn-in in all excess serviceable and unserviceable (reparable/non-reparable) recoverable secondary items to their SSA.

*a. Serviceable turn-in.* The turn-in processing time (TPT) standard for excess serviceable to the SSA is within 3 days of discovery.

*b. Unserviceable turn-in.* The TPT standard for turn-in for unserviceable is within 3 days of removal from equipment (or discovery/completion of testing when applicable). Once the unserviceable is removed from the equipment and a serviceable replacement is received, combined removal and TPT standard is within 30 days of serviceable receipt.

*c. Unserviceable turn-in for work orders.* The maintenance execution managers will ensure all maintenance and supply actions involving DLR replacement are properly recorded (consumed and unserviceable carcass returned) to work orders in an APSR. The sequence isn't relevant. If maintenance execution managers remove the unserviceable DLR carcass prior to its replacement being available for consumption, then the carcass must be returned to the work order and immediately processed for return to the supply system through the SSA. The maintainers must ensure the return of unserviceable DLR carcass to their corresponding work orders must be expedited through a supply system and then to a SSA for turn-in. The standard for returning carcasses to work orders followed by return to the SSA for turn-in is within two days and (30 days for Reserve Components) from the receipt of the carcasses from the maintainer. The combined turn-in standards for a carcass return to work orders and a turn-in of the unserviceable is within 10 days (30 days for Reserve Component) to the SSA.

### 6–5. Found-on-installation items

Material turned in to an SSA as FOI will be inspected and brought to record into an APSR under the proper batch code. The organization finding FOI items will turn them in to the SSA that would normally issue them. An individual finding these items normally will turn them in to unit supply; however, an individual may turn items in directly to the SSA. In either case, the SSA will accept these supplies as is with no paperwork. SSAs will not give credit vouchers for these supplies. However, the item will be brought into an APSR following the step-by-step procedures:

*a.* The SSA AO will use procedural guidance per the APSR EUM to process items in APSR. The SSA AO will document, and process items found on the installation by using these procedures.

(1) Prepare DD Form 1348–1A or DD Form 1348–2. In the Additional Data block 27 of the DD Form 1348–1A or DD Form 1348–2 annotate "FOI." If the item is reportable item control code (RICC) 2 (and 3 in the USAR), add the line item number (LIN), RICC, and SSA unit identification code (UIC) to the Additional Data block 27 of the DD Form 1348–1A or DD Form 1348–2.

(2) After accounting for the materiel, the SSA AO/ stock record officer (SRO) may issue the materiel to the customer, provided the conditions of b below are met.

*b.* Items found on the installation will be issued to a customer unit on a free-issue basis when all three of the following conditions are met:

(1) Supplies were turned in by that customer unit.

(2) At the same time, supplies are requested for issue by that customer unit on a request document.

(3) Supplies requested for issue are within that customer unit's authorized allowance.

*c.* All ARNG SSA AO/SROs will use the following procedures to process FOI items:

(1) The AO/SRO will receive notification from customer units of FOI items by means of a DA Form 2765–1 (Request for Issue or Turn-in) marked, "FOI: Property Book Posting not required except for the conditions outlined in (d) below." The customer will not move the item without the approval or direction of the AO/SRO or the USPFO.

(2) The SSA AO/SRO or USPFO will determine if the item can be—

*(a)* Retained by the unit under *b* above.

*(b)* Absorbed into the SRA stocks.

*(c)* Reported as excess to the CNGB for disposition. Once disposition instructions are issued, disposition of the item will be directed.

*d.* Per AR 710–4, discovery of COMSEC materiel, to include CCI, which is not on accountable records, will immediately (same day) be reported as a COMSEC incident as specified in AR 740–26 and TB 380–41 as applicable.

**6–6. Manage depot level reparable reporting**

*a.* AR 710–2 covers policies and responsibilities. An overage recoverable/reparables report can be executed at any time via APSR to gather near real time information. Reference the APSR EUM to initiate the overage recoverable/reparable report.

*b.* ACOM/ASCC/DRU USAR, ARNG ensure step by step procedures:

(1) Monitor DLRs to ensure that they clear their unmatched reparable items within ten duty days of issue of the serviceable item.

(2) Use an APSR capability to alert for reporting purposes. Carcasses are overdue for using unit return to the SSA after more than 10 days (30 days Reserve Components) have elapsed since SSA issue (or shipment/receipt from national). The intent of this review is to ensure all overdue carcasses on the APSR overaged recoverable/reparable report are traceable to pending maintenance or maintainer/shop clerk return actions.

(3) Process reparable turn-ins in a timely manner. See paragraph 6–7*b* of this pamphlet for standard timeline.

(4) Process reparable turn-ins in a timely manner. See paragraph 6–4 of this pamphlet for TPT standard.

(5) All maintenance and supply actions involving DLR replacement are properly recorded (consumed and unserviceable carcass returned) to work orders in an APSR. The sequence isn't relevant. If maintainers remove the unserviceable DLR carcass prior to its replacement being available for consumption, then the carcass must be returned to the work order and immediately processed for return to the supply system through the SSA.

(6) Maintenance activities don't requisition DLR replacements as initial issue. See paragraph 6–8 of this pamphlet for further guidance.

(7) Maintenance activities post unserviceable DLR carcass removal from the equipment or after completion of testing when applicable. See paragraph 6–7*b* for standard turn-in.

*c.* AMC ensures national-level item managers are pre-positioning automatic return disposition in an APSR to the maximum extent possible. DLRs, not qualifying for automatic return will also not trigger automatic disposition for shipment to the return, maintenance depot. The standard for national-level managers to provide this manual disposition is within 3 days. Additional days, not to exceed 30 days are authorized under extenuating circumstances.

*d.* U.S. Army Sustainment Command (ASC) Supply Chain Operations Directorate (SCOD), TSC, and Expeditionary Sustainment Command (ESC) material and execution managers is expected to monitor and manage Overage Recoverable/Reparable materials due to be turned-in to a SSA per the APSR EUM. The procedures are:

(1) Review issue and turn-in performance for reparable items at the DoDAAC/UIC, installation or command level, to support daily performance tracking and/or review and analysis requirements.

(2) Conduct at a minimum quarterly review with execution managers to reconcile and obtain the status of overdue repair parts using an APSR Overage Reparable Report per the APSR EUM.

(3) Support operations (ASC SCOD, TSC and ESC). Procedures will be performed by sustainment command support operations having direct support relationships to the units and activities performing sustainment maintenance activities. The ASC SCOD provides the reparable item management support to the installation level operations across CONUS (U.S. Army Training and Doctrine Command activities) as well as to those tactical units whose supporting ESC has deployed. ASC SCOD ensure ISSAs expedite the shipment of unserviceable DLR carcasses back to maintenance depots upon receipt of disposition.

*e.* Support battalion support operations procedures—

(1) Monitor the support maintenance company's performance for the prompt return of unserviceable or excess serviceable reparable items to the supporting SSA. They also ensure the SSA posts reparable item turn-in transactions within two duty days of turn-in.

(2) For those reparable item requests for issue that will not generate a materiel return to the supply system (lost or destroyed item) they will send the applicable commander's statement to the supporting ASCC/TSC/ESC or ASC SCOD support operations for posting to the reparable management information systems. For lost and destroyed items will be submitted per 735–5.

(3) Monitor the turn-in performance for their supported units and activities and alert them to those items that are not matched before they age and have an adverse impact on unit operating funds without adding additional reporting or communication requirements to the support maintenance company or support battalion workload.

## 6–7. Reparable item management

*a.* Reparable item management is a critical supply and funds process that requires direct attention at all levels per AR 710–2. There is no LIS other than the designated APSR used for managing reparables below the AMC level.

*b.* The standard for turn-in is ten workdays (30 days for reserves) per AR 710–2.

*c.* The execution managers S4, support operations officer (SPO), unit commander, maintenance team can run as needed to manage reparable and recoverable without regard for credit within the APSR. Use APSR report to track reparable/recoverable with or without credit. See APSR EUM for transactional processes.

## 6–8. Maintain Disposal of Materiel

*a.* SSAs are expected to prevent unauthorized transactions per AR 710–2. SSAs will stop using disposal transactions to resolve overaged transfers. SSAs will eliminate to the maximum extent possible unauthorized disposal transactions against secondary items in an APSR. SSAs follow steps not-

(1) Use unauthorized disposal transactions in an APSR to dispose of serviceable secondary items, unserviceable secondary items when the level of maintenance is authorized to make the disposal/ condemnation final determination is above field-level maintenance. The secondary items with a recoverability of A, D, H, K, or L and a SOS equal to a service (Army Air Force, Navy, or Marine) managed inventory control point (ICP) is above field-level maintenance disposal/condemnation authorization.

(2) Use unauthorized transactions to drop inventory from the accountable record with a disposal transaction in lieu of using a physical inventory loss transaction or transaction reversal.

(3) Change the condition (batch) code of a serviceable item to an unserviceable condition code for the purpose of using unauthorized disposal transaction or triggering an APSR internal logic to generate a disposal transaction. which drops inventory from the Accountable record in lieu of using a physical inventory loss transaction or transaction reversal.

(4) If offline disposal disposition is necessary and authorized by a wholesale item manager of the AMC, the stock control section of the end users will execute the offline disposition instructions using the unauthorized transaction via APSR. They will maintain a digital copy of the offline disposition instructions for five years. Offline disposition is by exception only. To prevent needed material from being transferred to the DLA DS, the “two-person-rule” applies. Specifically, transfer to disposal will be reviewed and approved by the local item manager and the next higher level of management (supervisor) before release to DLA DS. This review will ensure that requirements have not changed since the request for disposition instructions was sent. The reviewers will also try to find the reasons for the excess position to identify and correct deficiencies that may contribute to the generation of excess. Disposal of non-recoverable expendable items in condition codes F, G, or H do not require this review.

*b.* Local item managers will challenge only Army National Inventory Control Point (NICP) commodity managers at least once on disposition instructions that appear to be in error for DLA DS transfer of serviceable material.

*c.* See AR 40–61 and 40–5 for disposal of medical waste.

*d.* Transactional procedural guidance will be per the APSR EUM.

## 6–9. Managed initial issue

The maintenance activities will not requisition DLR replacements as initial issue and will receive all serviceable DLRs through requisition from the supply system into an APSR. The secondary items will be maintained as on hand inventory until consumed to a work order or returned to the supply system. The receiving standard is within 2 days from IBD for stock transport order (STO); same as actual delivery day dedicated and/or direct shipment POs. If the location of the DLR is being replaced is unknown at the time of requisition, the lost or damaged DLRs do not justify requisitions for initial issue. All maintenance activities and supply actions involving DLR replacement are properly annotated to work orders in an APSR. The secondary items received as serviceable (not initial issue) and are in unit stock and can’t be traced to pending maintenance actions will be deleted from reporting. The deletion will support items with no maintenance requirement and no excess turn-in under serviceable or unserviceable condition. Units can submit the proper documentation to clear their carcass from reporting. To support deletion, the ACOM/ASCC/DRU, USARC, and ARNG local policy should be followed. If negligence or willful misconduct is suspected, units will follow the guidance found in AR 735–5 for immediate action. Justifications will retain on file for 2 years.

## Chapter 7
## Issuing Materiel

### 7–1. Issues
Supplies are issued by an SSA in response to a valid request for issue from a customer unit. AR 710–2 defines policy and responsibilities for issuing materiel. The designated APSR EUM and its AIT HHT devices will be used to issue materiel in the designated APSR per paragraph 1–11 of this pamphlet.

### 7–2. Issue supplies
*a.* The SSA will ensure the correct supplies are issued on time effectively and efficiently for the supported units to receive supplies on time, in the quantity requested, and in usable condition. The number of times a unit will pick up supplies during a week depends on the distance the unit has to travel and how often it can arrange for transportation. Some nearby units will pick up supplies two or three times a day. Other units will pick up supplies once a week. Units should follow their ACOM/ASCC/DRU/, USAR and ARNG SSA local SOP if applicable.

*b.* The SSA must:

(1) Post customer assistance procedures and other pertinent SSA operation information.
(2) Maintain supported unit signature cards.
(3) Pick and place supplies in the correct customer bin at the pickup point.
(4) Process, protect, and store supplies held in the issue section until customers pick them up.
(5) They are shipped.
(6) Maintain the customer notification log.
(7) Consolidate and pack supplies destined for other SSAs.
(8) Make sure all issue documents are completed correctly and sent to the stock control section.
(9) Daily.
(10) Maintain issue documents at the issue section for 2 years (a year of active record keeping and another year of inactive).
(11) Make inquiries in response to questions from customers.

### 7–3. Processing the materiel
Material that is cross docked and PGI produces material release orders that are visible and ready for PGR by units. The designated APSR EUM will be used for transactional processing to issue materiel in the designated APSR per paragraph 1–11 of this pamphlet.

### 7–4. Times for processing materiel release order
The time for processing MROs depends on the PD of the request. The time begins when the MRO is received from the stock control section.

*a.* Process PD 01 through 08 MROs within 1 day from the time they are received. Process these MROs on a 7-day workweek, 24-hour workday basis.

*b.* Process PD 09–15 MROs within 2 workdays from the date they are received. Process these MROs on a regular workweek, regular shift workday basis.

### 7–5. Stock selection methods
Selection of stock for issue should include issue of the oldest date of pack first unless specific individual requirements are for more current dates of pack. Issue the oldest materiel in storage first, except where issue of newer stocks is justified by special requirements. Exceptions to the first-in-first-out policy for shelf-life materiel in accordance with DoDM 4140.27, Volume 1. Do not issue items with failed humidity indicators or compromised packaging of Electrostatic discharge items. When selecting stock for issue, the condition of an item may have changed, or an item may have been improperly identified. These are reasons for adjustments to the SRA. (See chapter 12.) If the MRO is for an item that needs adjustment action, see chapter 12 of this pamphlet for processing adjustments.

### 7–6. Customer notification
The SSA AO notifies customers when materiel is available for issue. Customer units will be notified promptly when supplies requested on a PD 01–03 or not mission capable supply (NMCS) are available

for issue. SSAs will establish customer relations and will designate an area and an APSR Army workstation for customers to post good receipt material daily per AR 710–2. If applicable, customers will bring their AIT HHT device to the SSA to pick-up materiel and process receipt in the units APSR. For customer pick-up of assets, see paragraph 5–11 of this pamphlet. To maintain accountability of Army secondary items and property, SSAs will ensure customer units are using an authorized military vehicle to pick up material. For exceptions, SSAs customers will follow ACOM/ASCC/DRU/, USAR and ARNG local SOPs.

### 7–7. Customer identification

Personnel of each issue point must keep a file of current assumption of command order or PBO appointment for each customer unit. File current copies of DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies) for each customer unit. Storage activities will use this file to verify authority and identity of each person picking up supplies. Valid identification is a U.S. Government identification card or other card with picture and signature. This verification will be made before the supplies are issued. The signature of the customer representative will be obtained for items with CIIC of 1–9, $, N, P, Q, R, or Y (night vision devices and GPS) and all items requiring property book accountability. SSAs will keep an electronic or manual file copy of the current assumption of command and/or PBO appointment memorandum and a copy DA Form 1687 for each customer. The authorized signature of the customer representative will be obtained for all material available for issue.

## Chapter 8
## Store Materiel

### 8–1. General

*a.* AR 710–2 defines policy and responsibilities for storage operations.

*b.* Storage includes warehouse management, receiving, storing, issuing, securing, inventory management, and accounting form materiel.

*c.* Storage refers to any location used by a unit supply room or a supply point (all supply classes).

### 8–2. Storage operations

SSA storage section works several functions to manage the warehouse. The storage section functions are to perform warehouse tasks that includes bin transferring and put-away materiel. An SSA is a SLOC within the enterprise. SSAs stock hundreds or even thousands of products to meet the needs of supported units. Storage space is the most critical and basic resource of any SSA. The amount of storage space available is often limited; therefore, SSAs must make the best use of all available space. See APSR EUM for transactional and procedural guidance.

### 8–3. Storage type

*a.* Plant 2001 has a warehouse management functionality that allows for further segregation of stock into storage type and bin. The storage type is a specific storage area that is consistent with the stored materiel. Store materiel in specific places to ensure that the items can be located quickly and easily for pick and return to storage. A storage type is simply an address for each item of stock that is stored in the SLOC. Storage type refers to where the materiel is in a warehouse. All supply points are not the same and a single SSA may or may not use all the following storage types.

*b.* Storage types:

(1) Pallet storage.
(2) Shelf storage.
(3) Rack storage.
(4) Yard open storage.
(5) Drawer/Cabinet storage.
(6) HAZMAT storage.
(7) Container storage.
(8) Van storage.
(9) Physical security storage.

*c.* The detailed procedural guidance for managing storage types, reference the APSR EUM per paragraph 1–11 of this pamphlet.

### 8–4. Bin type
A bin is the actual physical location within a storage type where materiel resides. Bin refers to pallet storage, shelf storage, rack storage, yard open storage, drawer/cabinet storage, HAZMAT storage, container storage, van storage, and physical security unit. The amount of space given an item will depend on the size of the package and the quantity of the item to be stored. When bins run the same direction as the ends of the warehouse, receive items at one end of the warehouse and issue those items at the other end. SSAs are expected to be 100% mobile storing their ASL stocks in the adequate containers. The amount of storage space available is often limited; therefore, SSAs must make the best use of all available space. The warehouse is where materiel is picked or returned to storage bins. Since SSAs are subject to deployment they are mobile in nature as needed. As a result of this mobility, use of the term warehouse does not always refer to a stationary building in a developed area.

### 8–5. Maintain materiel in storage
Stock control is the process of maintaining inventory data on the quantity, location, and condition of supplies. Personnel who select or accept government material and contractors performing on behalf of DoD must be trained with PACK–1A, Military Preservation and Packaging for Storage and Shipment, DoD WPM, and shelf-life training. Great care must be taken to account for all supplies. SSA stocks must be stored in a systematic manner to be located quickly and easily for issue. The method of storage depends on the material being stored. Each item must have a storage type that follows storage safety procedures and must be in accordance with enterprise stock control measures. To ensure the true condition of items is known, cared for, and accurately documented, care of supplies in storage (COSIS) inspections should be periodically completed. The COSIS inspections must monitor expiration dates and rotate stock to prevent deterioration of shelf- life or waste of perishable items, inspect stock with humidity indicators for proper humidity tolerances, ensure ESDS item's packaging is not compromised, ensure proper segregation of HAZMAT, and visually inspect items stored outdoors for signs of deterioration such as corrosion. Monitor expiration dates and rotate stock to prevent deterioration of shelf-life or waste of perishable items. Improper storage of environmentally sensitive items such as items with desiccant, ESDS items, shelf- life items, HAZMAT, and items stored outdoors, may lead to the loss of these items, which amounts to a waste of Army resources. Unserviceable reparable items must be sustained with full preservation/packaging/storage to prevent any further item degradation. Issue the oldest stock first. This is referred to as the first in, first out rule.

### 8–6. Safeguarding supplies in storage
See AR 710–2 for regulations that governs storage of materiel.

## Chapter 9
## Sustain Stockage Determination

### Section I

### General

### 9–1. General information
AR 710–2, chapter 7, covers policies and responsibilities for Army stockage determination.

### 9–2. Selective stockage
Selective stockage is one of the basic elements of the Army retail stock control system. This chapter prescribes standard stockage for all SRAs. Logistics concepts portraying the supply support structure of the Army in the field are not addressed in this chapter. Stockage of items at an SSA is specified by this chapter, except war reserves and operational project stocks which are governed by AR 710–1.

*a.* Selective stockage is based on consumption/demand to keep the inventory closely matched to customers' needs. The Army's selective stockage plan balances customer unit or SSA mission requirements with SSA ability. This plan is best expressed by the principle "select and stock fast moving items forward and slower moving items in the rear."

*b.* Consumption/demand cannot forecast all the Army's requirements. Some items must be stocked based on projected need regardless of consumption. Examples of items needed but not stocked based on consumption include those needed as follows:

(1) For war.

(2) For repair of newly fielded end items.

(3) Because of unacceptable order and shipping time.

(4) For emergencies.

(5) For special requirements.

(6) To sustain operational readiness.

*c.* Per AR 710–4, COMSEC reporting is covered in AR 380–40, and TB 380–41.

*d.* CCI repair parts will be managed by and recorded on automated SRAs to ensure unique item tracking in the logistics integrated database reporting is completed. Manual SRAs will not be utilized to manage CCI. The National Security Agency requires central visibility of CCI COMPOs by quantity.

*e.* To reflect the most recent 24-month period and, as an objective for automation, a 24-month period will be maintained and be stratified to the end item code (EIC). Items selected for stockage will make up the ASL. Consumption history will be maintained for each MTOE/TDA/All COMPOs by SLOC for all classes of supplies that each SLOC supports. Essentiality is a primary consideration when determining the range of items for the ASL. The essentiality code (EC) for each material number can be found in the AEMM. The repair parts selected for stockage will be restricted to ECs "C," "D," "E," and "J."

**9–3. Establishment of customer support authorized stockage lists**

Initial ASLs of newly activated SSAs are created by using any combination of the following methods:

*a. Comparison.* An initial ASL for any class of supply may be created by using consumption/demand data obtained from a similar SSA supporting like customer units or missions. Customer base for Army prepositioned stocks (APS) SSA is the APS unit only.

*b. Computation.*

(1) An initial ASL for any class of supply (except class 9) may be created by using authorization documents and the supported troop density.

(2) An initial ASL for class 9 supplies may be created by using equipment density lists and technical manuals.

(3) The authorized to forecast (ATF) process is the Army mandatory method for determining stockage for ASLs using automated forecasts.

*c. Request.* An initial ASL for class 9 supplies may be requested from the wholesale level by memorandum.

(1) When the comparison method is not feasible, a unit may request an initial recommended ASL from ASC Stockage Determination Division (SDD). This service is designed for the consolidation of units or a unit undergoing a change in mission and is not to be used for new equipment fielding. Send the request to ASC SDD, Redstone Arsenal, AL 35898–7466. The request must contain the following:

*(a)* UIC of the requesting unit.

*(b)* Level of maintenance, field, and sustainment.

*(c)* Days of supply (DOS) cannot exceed 30 days for medical operations (see AR 40–61).

*(d)* End item material number. For aircraft, helicopters, and generators with multi-application engines, furnish both the end item material number and the engine material number. For power units, furnish the end item material number, the engine material number, and the truck/trailer material number.

*(e)* LIN for each end item.

*(f)* Quantity on hand.

*(g)* Point of Contact (name, rank, and telephone number).

(2) Send request for medical equipment ASL data to: Commander, U.S. Army Medical Materiel Agency, Frederick, MD 21702–5001. The request must contain the data in c (1) above. (This does not apply to initial provisioning to support newly fielded end items.) Per AR 710–4, COMSEC equipment, policy and procedures are set forth in AR 380–40, and TB 380–41.

(3) Compute stockage quantities, using the equipment density or troops to be supported and the applicable TM or authorization document.

(4) Use consumption/demand history data of a unit that uses similar equipment, then modify per mission requirements as necessary.

(5) Request ASL data (common) from ASC SDD.

*(a)* See AR 40–61 for Class VIII repair parts.
*(b)* See AR 190–11 for COMSEC.
(6) Stockage level reduction because of mobility constraints is authorized when the unit mission requires movement. The benefits of improving mobility must be balanced against the reduced supply performance and consequent impact on readiness.
*(a)* Stocks with ECs other than “A” and “C” will be stored in fixed locations. They may be left behind during mobilization or training. Stocks with ECs “A” and “C” are the last candidates for mobility constraints. SSAs with a common authorized stockage list (CASL) is expected to be 100% mobile per their capability.
*(b)* The extent of any constraint will be a function of the extent by which ASL weight or cube exceeds the vehicle capacity (authorized by MTOE) to move the ASL.

**9–4. Material requirements planning type codes**
Per AR 710–2, each item on the ASL will be assigned a MRP type code, which will be recorded on the SRA. For Plant 2001, see APSR EUM for listing and definitions of MRP type codes.

**9–5. Maintain stockage levels**
Per AR 710–2, each ASL item must have a safety stock level and/or forecasted requisitioning objective (RO) that will be maintained in the system of record. Any material on hand that is beyond established retention levels for any stock items is known as excess and must be considered for retrograde.
*a.* The implementation of enhanced ASL management through Inventory Readiness Optimizer with Constraints will ensure the optimal balance between performance, cost, and mobility, while still providing readiness effective COMPO and end item repair stockage recommendations.
*b.* ASL lines that meet the consumption support stockage criteria will be coded with a (MRP Type Code) of “VV” even if the RO quantity is manually changed. Consumption is computed over a 24-month control period. MRP type "ZM" will be restricted to those lines that do not meet the stockage criteria. "ZM" lines are restricted to a 5 percent threshold of the ASL (MRP type "ZM" divided by MRP type "VV.")
*c.* The DOS method may be used by SSAs without a customer support mission to compute the RO for all demand supported items maintained on their ASL. DOS stockage levels for medical operations, see AR 40–61. Shop stocks that are not configured to a common shop stock list (CSSL), use the DOS method. The DOS method will also be used by non-automated accounts when computing stockage of items critically short, seasonal, highly perishable, or that have a shelf-life of less than 1 year. A DOS RO will be computed at least annually or when the balance on hand equals zero. For medical SRAs see AR 40–61. For automated systems, see the system technical procedures manual.
(1) The computed RO will consist of an operating level (OL), PDT level, and a safety level (SL). The reorder point (ROP) will be the sum of the PDT level and SL.
(2) The control period for computing the RO will be a minimum of 360 days for both order ship time (OST) and demand data. The quantity demanded will be the total recurring quantity demanded during the 360-day (12-month) period being reviewed. Do not count the month in which the computation is being made.
(3) The OL will be 15 days in CONUS and 30 days in OCONUS. The SL will be 5 days in CONUS and 15 days OCONUS, for Classes 2, 3 (packaged), 4 and 9. For Class 9 (ALOC) items, the SL will be 5 days in OCONUS. For AMC CONUS activities a 15-day SL is authorized.
*d.* For PDT, see paragraph 2–1 of this pamphlet.
*e.* ASL retention levels is the total quantity allowed (meaning not excess) = RO + retention level high (RLH). When exceeded, the excess qty is inventory on hand greater than RO + retention level low (RLL) (retention limit (RL) low).
*f.* There is no restriction on the number of lines for deployment ASLs. Unit mobility capability and mission requirements will determine the deployment ASL size. Materiel identified as a MSP, or diagnostic mandatory parts list line will be considered first when developing deployment ASLs.

**9–6. Reserve Components authorized stockage list criteria**
*a.* ARNG and USAR non-divisional ASL requirements for D to D–60 units will be computed by ASC SDD. TSC/ESC slices of each theater’s requirements will be computed based on the density of mission profile development list equipment in D to D–60 units contained in each time-phased force deployment list. Parts to meet the requirement for D to D–30 deploying MTOE/TDA/All COMPOs SSAs will be

prepositioned in the theater and parts to meet requirements for D–31 to D–60 deploying MTOE/TDA/All COMPOs SSAs will be stored in CONUS depot assets for shipment to the theater by push package after mobilization. Where sufficient information is available from current operations plans as to support relationships, an ASL will be computed for the MTOE/TDA/All COMPOs SSA.

*b.* A copy of the ASL will be provided to the MTOE/TDA/All COMPOs SSA for planning purposes. A database reflecting the theater ASL requirements computed by ASC SDD will be provided to each theater with a combat ASL model to enable each theater to reconfigure non-divisional MTOE/TDA SSA stockage based on support relationships after mobilization. The ASLs will be issued from the theater assets to the MTOE/TDA SSA as they arrive in the theater. AMC will retain responsibility for computing Reserve Component non-divisional ASLs to support units not assigned to a specific theater, such as Rapid Deployment Force units. Issues of stock to support these units will be made from CONUS depot assets.

*c.* The headquarters responsible for the management of the supply operations will appoint a review board to assist in the management of the ASL. The primary function of the board will be to review and approve additions, deletions, quantity, and increases to the ASL. The review board will use the principles of stockage selection and parameters outlined in this section to discharge its responsibility. The review board will meet annually, at a minimum, but more frequently were directed by local commanders. Minutes of each ASL will be approved and signed by the commander or their designated representative.

### 9–7. Lot size plus safety stock

The lot size plus safety stock (RO) is the maximum quantity of materiel to be maintained on-hand and on order to sustain current operations and core war reserves. It consists of the sum of stocks represented by the OL, SL, repair cycle, if applicable, the order ship time level (OSTL), and authorized additive levels.

*a.* OL. The quantities of materiel or operating stocks required to sustain operations in the interval between replenishment shipments.

*b.* OSTL. The quantities of materiel required to sustain operations during the interval between the initiation of a replenishment requisition and receipt of the requisitioned materiel.

*c.* Safety level. The quantity of materiel required to be on hand to permit continued operation in the event of a minor interruption of normal replenishment or a fluctuation in demand.

(1) As a buffer against backorders caused by fluctuations in demand over lead times, repair cycle times, attrition rates, and in other variables. Those stocks should decrease as fluctuations in demand decrease. It is a safety factor intended to be used while replenishment requisitions are still due in.

(2) Materiel managers will calculate the retail SL computation to protect against being out of stock. In their calculations, materiel managers will find the level that minimizes the total variable cost of achieving a specified performance goal or maximizes performance of the item, subject to budgetary constraints. Materiel managers will calculate variable costs of the item as the cost-to-order, the cost-to-hold the inventory, and an implied shortage cost of not achieving a specified performance goal of the item.

### 9–8. Retention level

The retention level as designated by the AMC. The ASC SDD should maintain RLH/RLL parameters within an APSR. RLH and retention level low (RLL) determine both the amount of total stock to retain and the economic retrograde quantity. The RLH and RLL are not applicable to any SSA where the AMC calculates an RLH and RLL outside the system to deliberately manage excesses.

### 9–9. Reorder point

Reorder point (ROP) will be used to determine when an order should be placed to replenish the stock for an item. Demand-based items may be requisitioned or locally procured when the assets on hand and on order are equal to or less than the ROP. The point when an item’s inventory position (for example, on-hand stock plus stock due in minus stock due out) reaches or breaches, and this reach or breach event triggers an order to replenish stock. Materiel managers will calculate the ROP for a demand-based consumable item as the sum of the item’s OSTL, SL, and any applicable non-demand-based levels.

## Section II

## Maintain Authorized Stockage List

### 9–10. Use of authorized stockage list

*a.* The ASL is controlled but flexible. It shows items that are proven, by experience, to be sufficiently active at an SSA to warrant stockage. It also contains other items with a projected need.

*b.* The ASL is the SSA's authority to stock the item. Only those items qualifying for stockage under the criteria in this chapter can be on an ASL. Items on the ASL are referred to as ASL items; items not on the ASL are referred to as nonstockage list items.

*c.* ASL stockage for class 9 is restricted to essentiality code (EC) C, D, E, and J items. Items with an EC of "G" may be stocked. Item ECs are shown in the AEMM. ECs is managed by the AMC Life Cycle Management Commands (LCMCs) per AR 708–1. If the EC in the AEMM is suspected to be in error, submit request for review of EC to LCMC.

### 9–11. Authorized stockage list constraints

*a.* Constraints limit the range or depth of an ASL. They prevent an ASL from conforming to the stockage plan in this chapter. Two types of constraints may be applied to an ASL. No other constraint of ASL is authorized.

*b.* Reductions in stockage levels may be necessary when the stored in fixed locations and left at home station during mobilization or field training.

(1) The extent of the mobility constraint is defined by the amount of ASL weight or cube that exceeds the vehicular capacity authorized by a MTOE to move the ASL.

(2) A report of supply constraint will be submitted when a fiscal constraint that was not previously reported is applied per AR 725–50.

### 9–12. Authorized to forecast process

To prevent the stockage of non-demand-supported items the enterprise system uses the ATF process, which is a perpetual stockage review, to maintain a balance between the consumption and ASL. The ATF process automates and simplifies the review process using item consumption. However, there is a need for human intervention, especially in a situation where PDT is difficult to calculate. Therefore, SSAs rely on regularly scheduled ASL review boards to review consumption/demand history to determine which items to add, delete, increase quantity, decrease quantity, turn-in, retrograde and/or lateral transfer.

## Section III

## Maintain Standard and Common Authorized Stockage Review Process

### 9–13. Standard authorized stockage list review process

*a.* See AR 710–2, chapter 7 for ASL policy and responsibilities.

*b.* ASL reviews are conducted annually for both consumption (to include SS and non-consumption supported ASL). ASC SDD use the APSR cost band data file for forecasted models per the APSR EUM.

*c.* Steps include:

(1) SSA due or scheduled for an ASL review receives its consumption history files through the ASC SDD.

(2) In a standard ASL review, each SSA will identify consumption needs based off the supported unit requirements. The standard ASL review will use 24 months of consumption data.

(3) Coordinate all ATF with safety stock recommendations and provide executable feedback to the team within 20 days of receiving the recommendations are coordinated through the regional AMC installation supply representative (ISR) as designated by the AMC for concurrence prior to the recommendations going effective.

(4) The ISR must participate in the new ASL review process from end to end. The only significant variation is the addition of the AMC representative as a member of the ASL review board. The AMC representative will provide input from the national manager's perspective and will negotiate ASL changes. An ATF review and analysis board will be conducted at least once a year.

(5) Upon receipt of the consumption history files, the SSA AO coordinates with members of their ASL review board to schedule the meeting.

(6) The board analyzes the ASC SDD add, delete, increase, decrease recommendations. ASL review boards tend to be more familiar, due to daily activities, with the ASL causing them to make recommendations in addition to those offered by the ASC SDD.

(7) The commander who appointed the SSA AO or their designated representative approves the board's recommendations and communicates the recommendations through the review board minutes.

(8) The results of the review board are sent back to the ASC SDD via memorandum. The results should be sent within 20 days of receiving recommendations.

(9) The recommendations should be coordinate through regional AMC ISR. The ISR must participate in the ASL review process from end to end.

### 9–14. Common authorized stockage review process

*a. General.* Per AR 710–2, for CASL, ASL review is similar SSAs such as armored brigade combat teams (ABCTs), infantry brigade combat teams, Stryker brigade combat teams, combat aviation brigade, division sustainment brigade (DSB), and the Patriot SSAs. For CASL ASL review, any models that are non-forecasted (for example, CASL, several USPFO sites and other unique scenarios) utilize system analysis developed by Rand and executed by ASC SDD. The review will use 24 months' demand analysis and the SSAs will have within 20 working days from the time the review is received to return it to ASC SDD. Minimally, the ASC SDD team will ensure PDT is updated prior to initiating an ASL review and within six months of completing the last ASL review. The ASC SDD team will ensure readiness drivers are reflected as MSP on a quarterly basis. If the overall readiness driver fill rate for a SSA falls below the DA Goal for three consecutive months, then ACOMs/ASCC, DRUs. UASR, and ARNG commands must coordinate with SDD as designated by the AMC for an ASL assessment and out-of-cycle ASL review determination.

*b. Common authorized stockage list implementation requirements* :

(1) CASL demand planning will apply to ARNG BCTs when mobilized.

(2) All ABCT SSAs have a CASL, however, the BCTs have different variants of equipment.

(3) CASL is expected to be stored 100% mobile and deployable storage configurations. If SSAs have storage constraints, then the commander of that SSA will make decisions on what to store in a mobile state for forward movement based on their mission.

### 9–15. Request variant common authorized stockage list

*S*SAs may have differences in supported equipment, DCS, G–4 (DALO–SPS) will authorize a variant CASL for this situation. If approved, this condition will no longer be managed as an exception. If a variant of the CASL is not authorized and equipment differences apply, then ACOMs/ASCC, DRUs. UASR, and ARNG commands may request a legacy "single stock point" demand planning in coordination with AMC and DCS,G–4 (DALO–SPS) if the demands used are isolated for the equipment differences. All commands may request exceptions to the CASL that do not fit in the category of equipment differences. The request must route through DCS, G–4 (DALO–SPS) for authorization prior to AMC can authorize funding. ACOMs/ASCC, DRUs. UASR, and ARNG commands will not augment the CASL without prior coordination regardless of if the number of lines are below the regulatory authorized five percent of demand supported lines.

## Chapter 10
## Processing Customer Requests

### 10–1. General

This chapter gives methods for processing requests for supplies and other documents related to requests.

### 10–2. Time frames

Process requests on time. Use the UMMIPS standards given in AR 725–50.

### 10–3. Types of supply purchase requests

A request as a supply request initiated by a supported unit. Customers may send requests through automated means via APSR. Customer request supplies or that request or provide information regarding

earlier supply requests. These different documents can be identified by the DIC. DICs are explained in AR 725–50.

**10–4. Submit customer purchase requisition**

*a.* Defined in AR 710–2, a requisition is a supply request initiated by the supply point in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the supply point for submission to the next higher source of supply. SSAs will receive and process purchase requisitions (PRs) and stock transport orders (STOs) from customers within an APSR. Material will be made available within 24 hours if on stock, otherwise requests will be forwarded to national. Supplies will not be issued to individuals who are not authorized by DA Form 1687. It is the customer responsibility to pick up parts/supplies within five days of notification per paragraph 5–11 of this pamphlet.

*b.* Purchase requisition from supported units or maintenance activities will be submitted in the formats prescribed by AR 725–50 and AR 710–4. The unit document number will not be changed by the SSA. The unit's STO will either be filled, backordered, rejected, or passed to the higher supply source.

*c.* The material is fully ordered (from the SSA or National) when the purchase requisition passes the pre-purchase capability and is converted into an STO or PO.

*d.* SSA AOs will ensure that authorized local SOSs, such as cannibalization points (CPs), local purchase, and DLA/DS are considered during attempts to satisfy requirements through their local policy, especially those urgently needed, before passing actions.

*e.* Supply document processing procedures will be based on the policies in this regulation and use the formats in AR 725–50. The objective of automated supply systems is to achieve one cycle per workday. The daily process will reject—

*f.* Requests for recoverable/reparable material numbers will automatically generate a return purchase requisition that will be required to be returned to the SSA.

*g.* System-generated initial issue requests that are recoverable/reparable for material will not automatically generate a return purchase requisition. Initial issue request is not required to be returned.

*h.* The SSAs will issue stock down to zero balance to satisfy all customer requests. If stock is not on hand, SSA PO will be sent to National regardless of PD using a priority equal to the customer request.

*i.* The customer will review supply and shipment status updates in an APSR received from the next higher supply source.

*j.* Automatic follow-up transactions received will be processed per paragraph 10–13 in this pamphlet.

*k.* Supply activities that receive requisitions/STO and cannot meet the customer's required delivery date (RDD) will forward the requirement to the next higher echelon of supply.

**10–5. Requisitioning**

The requisitioners process:

*a.* Submit requisitions electronically, either through a service supply system or through direct customer input to a source-of-supply system per AR 725–50. The communication of requisitions and related documents by other means is authorized only in exceptional circumstances.

*b.* Use a demand code to identify a requisition as a recurring demand, a non-recurring demand, a non-recurring demand for special program requirements, or a no-demand.

*c.* Not abuse PDs to expedite the transportation of routine replenishment shipments.

**10–6. Requisition priority**

Customers of the supply system will determine and communicate the relative precedence of their individual materiel requirements by entering on their requisitions: per AR 725–50, PD who are determined by the force or activity designator assigned to the customer and the customer's applicable urgency of need designator (UND).

**10–7. Not mission capable supply**

NMCS requests. An NMCS condition exists when equipment is deadline for parts. These parts are needed for immediate installation on or repair of primary weapons and equipment. The decision is made to use NMCS by the customer, not the SSA. However, certain information on NMCS requests must be compatible or the request will be rejected by higher supply sources. When parts are needed for a high priority job, supply requests may be hand carried to the technical supply section for immediate issue. The shop supervisor should be notified if required parts are not immediately available from the technical

supply. NMCS/anticipated not mission capable supply (ANMCS) requisitions will be prepared with special coding in the required delivery date (RDD) field when the following conditions exist/are anticipated to occur; equipment deadline for parts, aircraft out of commission for parts, engine out of commission for parts, and ships capability impaired for parts. The commanding officer of the requisitioning activity will either personally approve, or delegate in writing to specific personnel the authority to approve, all NMCS requisitions.

**10–8. Temporary loan**

*a.* A request for nonexpendable supplies by temporary loan must include a copy of the customer's approval under AR 700–131.

*b.* The request will be processed per the APSR EUM.

*c.* File a copy of the request and the approval in a temporary loan suspense file.

*d.* Use DFAS 37–1 for financial processing of temporary loans of stock fund-owned items.

**10–9. Requests for part-numbered items**

Requests for standard and non-standard material requisitioning refer to AR 710–2and AR 725–50. For standard and non-standard material cataloging refer to DA Pam 708–1 and DA Pam 708–2.

**10–10. Submit customer walk-up orders**

The designated APSR EUM will be used to manage walk-up orders in the designated APSR per paragraph 1–11 of this pamphlet. SSAs can accept manual requests for critical requirements to support combat fleet. Customers can request material from an SSA. For a disruption to the digital world, the manual requests will be submitted on a DA Form 2765–1. See table B–1 of this pamphlet. Normally, manual requests bypass the requisition control process for funding verification. SSAs will ensure supply discipline is emphasized when processing manual requests. Local policy will be followed when submitting manual request to the SSA.

**10–11. Submit modification request from customer**

*a.* Requests for modification on a PO may be submitted from automated customers. Once the PO has a "BA" status, a modification will not be submitted.

*b.* Below are the data elements in which an APSR system will allow to be modified:

(1) Fund code.

(2) Priority.

(3) RDD.

(4) Project code.

(5) Advice code.

**10–12. Cancellation requests from the customer**

When the material is no longer needed, SSAs can accept customers automated requests for cancellation within an APSR. Once processed, SSAs should issue a cancelled status to the customer PO within an APSR. If the PO have a BA status, then the cancellation requests may not be submitted. BA status indicated a release for shipment. See DA Pam 725–50, supply status information can be found at https://www.dla.mil.

**10–13. Processing follow-up requests from customers**

*a.* Customers submit follow-up for the following: to get information on earlier requests; to request a better estimated shipment date; or to request tracer action on a past-due shipment.

(1) Requests for follow-up requests will be accepted from an APSR out to wholesale.

(2) Status will be provided to customers on all open requests through automated means via APSR.

*b.* DICs information can be found at https://www.dla.mil.

## Chapter 11
## Acquisition

### 11–1. Purpose
This chapter tells a tactical and non-tactical SSA how to acquire supplies. It governs how tactical and non-tactical SSAs prepare and process supply documents that are sent to supply sources.

### 11–2. Military standard requisitioning and issue procedures and their related documents
*a.* MILSTRIP, as prescribed in AR 725–50, is mandatory for use between all tactical and non-tactical SSAs, installations, and USPFOs supporting field level and sustainment level must use MILSTRIP to permit these supported SSAs to comply with AR 725–50. Tactical and non-tactical SSAs will use the following MILSTRIP documents:

*b.* Three types of supply documents that a tactical and non-tactical SSA can prepare and send to a supply source are listed below.

(1) MILSTRIP and MILSTRAP documents governed by AR 725–50.

(2) Non-military standard documents.

### 11–3. Document numbers
Supply documents sent to a supply source must be assigned a document number. Document numbers are constructed using AR 725–50.

*a.* The document number becomes the voucher number when the document is vouchered in an SRA.

*b.* Per AR 710–4, the only exception to the use of DoDAACs is for COMSEC accounts which use the COMSEC account number to construct their document numbers per AR 380–40 and TB 380–41.

*c.* Document serial numbers 0001 through 9999 will be assigned by the SSA AO/SRO. The SSA AO/SRO will not duplicate assignments of document serial numbers for the same Julian date.

### 11–4. Acquiring supplies
A tactical and non-tactical SSA can use five methods to obtain items from a supply source. These methods are MILSTRIP requisitioning, local purchase, cannibalization, DLA Transaction Services. (Note: Fabrication may be considered based on the circumstances of the request.) The initial method to be used depends on the commodity, the situation, or the cataloging status of the needed item. All supplies will be acquired through the following:

*a.* Two commodities are specially managed. Their acquisition is controlled by the managing agency. Therefore, all tactical and non-tactical SSAs will use the procedures shown below.

(1) AR 210–130, to obtain laundry and dry-cleaning equipment and supplies.

(2) AR 700–81, to obtain dogs.

*b.* Three commodities must be obtained by local purchase. They are listed below.

(1) Awards (including trophies).

(2) Postage stamps.

(3) Toll tickets and tokens.

*c.* Three situations require the local purchase of cataloged and non-cataloged supplies. These situations occur when—

(1) Routine purchases are made using a U.S. Government credit card.

(2) Emergency purchases of supplies including repair parts are made, using a U.S. Government credit card, for roadside repair of commercial vehicles per AR 710–4.

(3) HQDA specifically directs the local purchase of an item under special overseas programs; an example is a program for Buy U.S. Here contract items.

*(a)* Cataloged items will be acquired per AR 710–4.

*(b)* Non-cataloged items will be obtained by automatic local purchase per paragraph 11–5 of this pamphlet. See APSR EUM for procedures using a credit card.

*(c)* Units will follow requisitioning procedures for non-cataloged items in paragraph 10–9 of this pamphlet.

### 11–5. Local purchase support
*a.* See AR 710–2 and DoDM 4140.01, Volume 3 for additional guidance.

*b.* Customer requests for local purchase items must be submitted per AR 710–4.

*c.* The local purchase method of acquiring supplies may be used provided the requirements of AR 710–2 are met.

*d.* Consider selecting local purchase of materiel and supplies as a support alternative at the retail level if it is cost effective for specific items or logical groupings of items.

*e.* Establish access to a common repository of potential commercial sources for each retail supply activity to support materiel support requirements. Consider common repositories of potential commercial sources such as General Services Administration (GSA) Advantage, FedMall, and other online system.

*f.* Use purchasing tools such as government credit cards, GSA schedules, and in place or corporate contracts to help minimize local purchase administrative costs.

**11–6. Direct vendor delivery requisitions**

*a.* Per AR 725–50, DVD requisitions that are part numbered items will be submitted to the Defense Supply Center Columbus and will contain one of the project codes listed below:

(1) JZO for commercial vehicles or tactical vehicles of a commercial design.

(2) JZC for commercial construction equipment.

(3) JZM for commercial material handling equipment.

*b.* Stockage of DVD parts in the shop stock list (SSL), ASL, and shop stock are authorized.

*c.* Stockage will be limited to 30 DOS plus average PDT.

**11–7. Communication security materiel management**

Find detailed policy and procedural guidance for COMSEC reporting and accountability, see AR 190–11, AR 380–40, AR 700–139, AR 710–4, AR 740–26, and TB 380–41.

**11–8. Cannibalization**

AR 710–2 covers policy and responsibilities. Cannibalization is a supply source of opportunity. Cannibalization support is provided by a CP. CPs are a supply source. They provide cannibalization support to authorized customers. Personnel at the CP will prepare a list of items available for cannibalization. This list will be updated each quarter and copies will be provided to authorized customers. Processing customers' requests.

*a.* CP customers may be either an SSA or an authorized customer unit acting as an agent of the SSA. SSAs and their authorized agents will provide a DA Form 1687 to the CP. The SSA SRO will sign these forms.

*b.* Customers request material numbers from the CP on DA Form 2765–1.

*c.* CPs are set up to provide—

(1) Supply source for difficult to obtain repair parts, components, and assemblies. They will also reinforce ASLs by serving as an economic source of items stocked by ASLs.

(2) SOS for high priority requirements when delivery cannot be made by the RDD.

(3) SOS for items not stocked in the supply system.

(4) Items put into the CPs will be only those items for which the tactical and non-tactical SSA received disposition instructions from the NICP, reflecting instructions to turn in Defense Logistics Agency–Disposition Services (DLA–DS). Any removal actions directed by virtue of a strip list will be accomplished prior to customers' continuing cannibalization. Pre-disassembly in support of the ASL will be allowed to the extent approved by the command setting up the CP.

(5) Items put into CPs must contain repair parts, components, or assemblies that are applicable to end items being supported. Customers of a CP will be furnished a listing (at least quarterly) of items available for cannibalization.

(6) Storage of items held for cannibalization at other than the CP is not authorized. These items will not be reissued or loaned. All items that have been held for cannibalization will be transferred to DLA–DS when cannibalization actions are complete.

## Chapter 12
## Inventory Planning, Preparing, Reporting

### 12–1. General
Per AR 710–2, see policy and responsibilities. ACOM/ASCC/DRUs, USARC, and ARNG SSAs should maintain a minimum 95 percent physical inventory accuracy rate. ACOM/ASCC/DRUs, USARC, and ARNG SSA AOs must ensure that physical inventory methods used do not decrease security measures, increase security risks, or increase the length of time or frequency of exposure to hazardous conditions and environments for materiel.

### 12–2. Planning inventory
When planning inventory count(s), ACOM/ASCC/DRUs. USARC, and ARNG SSAs step by step procedures.

*a.* Provide and post written inventory plans that detail how and when all 100% of materiel will be inventoried and must be approved by the SSA AO and be made available for review during evaluations and inspections, or by audit personnel as required if they are inventory movements throughout the year.

*b.* Documented plans and documentation to meet the 100% inventory count requirement. No exceptions.

*c.* Complete annual inventory requirements around critical training or deployment.

*d.* Stock control clerk will validate inventory counts.

*e.* Verify performance of inventory counts, specifically timeliness, accuracy, and approval of adjustments; verify the stock control clerk completed 100 percent of inventory on hand; and verify review by a second-level reviewer.

*f.* Document results by memorandum, which must be retained, readily available (for audit purposes), and signed by the AO.

*g.* Complete a 100 percent inventory count annually. Sites with inadequate resourcing must obtain a waiver from DCS, G–4 (DALO–SPS) to be excluded from completing a 100 percent count. With inadequate resourcing must obtain a waiver from DCS, G–4 (DALO–SPS) to be excluded from completing a 100 percent count. The waiver must identify why the SSA cannot count 100 percent of on-hand inventory and the actions being taken to mitigate the associated risk. This waiver will be retained for the duration of the fiscal year in which it applies.

*h.* To support resourcing constraints, implement controls to ensure that clerks, recorders, and the AOs' roles do not overlap. Segregation of duties (SOD) will be monitored and documented during the fiscal year. SOD must be maintained throughout the duration of the inventory count process.

*i.* Blind counts are used to assess the integrity of the automated inventory systems. Blind counts will be performed for both wall-to-wall and cyclical counts. Emphasize physical inventory taken by personnel performing a hands-on count of inventory will not have access to the quantities currently shown in the APSR.

### 12–3. Establish scheduling for physical inventory and location survey
*a.* When scheduling a physical inventory and a location survey, ACOM/ASCC/DRUs. USARC, and ARNG SSAs.

*b.* Location surveys will be performed on all sensitive and classified category items (pilferable, radioactive, and so forth). A verification of the recorded location data with the physical location of the assets. Location surveys must be performed on a perpetual basis. Post a schedule at the SSA for all location surveys.

*c.* Cycle count of all assets each fiscal year. Cycle count strategies include zero-count triggers, count by exception, and maintenance touches as well as other strategies so long as 100 percent of all unconsumed DoD assets are physically counted in accordance with this chapter. per the APSR EUM, the cycle count physical inventory indicator controls the frequency of physical inventory cycle counts.

*d.* Inventories will be conducted as—

(1) Closed Wall-to-Wall (Annually). The counting of all assets of an account during a given period. All resourced, SSAs, and prepositioned stock sites are required to perform a 100 percent physical inventory of required materials annually. All SSAs to include APS sites will use the annual wall-to-wall count type as their preferred inventory count method. SSAs to include APS sites will select one day as close to the end of the fiscal year for their inventory.

(2) Open or Cyclic (Monthly). The counting of some selected assets of an account during a prescribed period will only be used when a site cannot feasibly conduct a wall-to-wall count. Cyclic counts will occur over a 12-month period, with 10 percent of inventory being counted each month by plan. This count includes inventory that is dispersed throughout multiple on-site SLOCs. Cyclic counts primarily focus on sensitive and high-dollar inventory.

*e.* Special inventories will be conducted when—

(1) A negative on hand balance is recorded.

(2) A short pick occurs.

(3) A location survey finds an item in an unrecorded location or in an incorrect storage type and bin.

(4) There is evidence of forced or unauthorized entry.

(5) Directed by the commander or SSA AO.

*f.* Activities conducting a Wall-to-Wall inventory will not take more than 5 workdays to complete the count. The commander may selectively approve additional count days. For APS, wall-to-wall inventory may take longer than 5 workdays. The approving authority is the commander who appointed the APS AO. In the ARNG and USAR, 10 workdays are allowed to complete the count. A 10-day extension may be approved by the State Adjutant General/Major USARC. Commanders will monitor time frames of other inventories (cyclic or special) to make sure operations are not unduly disrupted.

*g.* Classified items, 100 percent physical count required per AR 710–2.

*h.* Sensitive and pilferable items, 100 percent physical count required per AR 710–2.

*i.* If Items identified in the AEMM by CIIC of "1–6," "8," "9," "N," (firearms) "P," "Q," "R," "C," or "Y" (night vision devices and GPS) will be inventoried quarterly, by serial number when applicable. Those items in bulk storage will be inventoried by type and quantity based on the outside count markings on sealed containers.

**12–4. Preparing inventory**

*a.* The designated APSR EUM and its AIT HHT devices will be used to prepare inventory in the designated APSR per paragraph 1–11 of this pamphlet.

*b.* The tactical and non-tactical SSA notifies units at least five working days prior to the inventory with instructions regarding operations during that time. Typically, until the inventory is complete no or minimal transactions will be done on the LIS and no receipts will be processed. ACOM/ASCC/DRU, USAR and ARNG local SOP and guidance from the SSA AO will dictate the limited supported provided to customers during the planned inventory.

(1) Before beginning an inventory, it is recommended to conduct a location survey to make sure all data has been posted to the records and that all supplies are in the correct locations per the APSR EUM.

(2) Location survey conducted per the SSA warehouse SOP. See AR 710–2 for location survey accuracy rate.

(3) It is necessary to set aside a block of time to execute inventories. The general timeline for a 10 percent inventory is approximately six hours.

**12–5. Performing an inventory**

*a.* The designated APSR EUM and its AIT devices will be used to perform inventory in the designated APSR per paragraph 1–11 of this pamphlet.

*b.* Materiel managers will provide personnel performing physical counts with tools to perform the count, including the part number (PN), description, condition, location, number of requisite counts, and so forth.

*c.* Perform inventories in a systematic and thorough manner. Otherwise, undiscovered posting errors and operational gains and losses will be compounded. Inventories correct these mistakes by bringing the SRA into line with the true stock position. Inventories will be conducted in a manner that ensures each item is verified at least annually.

*d.* For the book-to-floor counts, 100% of material number on-hand at the beginning of fiscal year will be counted at least once during the year. A warehouse management system generated list of materials to be counted compared to what is on hand. The physical inventory wall-to-wall count schedule occurs annually.

*e.* For the floor-to-book counts, a random sample of locations will be counted each month. At a minimum, 10 locations per month per plant/SLOC must be completed. Storage activity accountable personnel selection of, at minimum, 10 locations from the floor per month compared against the warehouse management record count. This includes comparison regarding the accuracy of their location, quantity, and

condition code in the warehouse management system (book). The results from the performed count will be documented. The selection of the materials should cover all locations within the storage activity throughout the year.

*f.* Select locations with a preference for those with higher quantities and higher turnover.

*g.* Results of inventories will be recorded on the SRA within 3 workdays after completion of the inventory. Stock accounting procedural publications will have instructions for correcting incorrect stock record postings. Other errors on the stock record will be corrected by the inventory and adjustment guidance in this regulation. Only PD 01–03 and NMCS transactions must be processed during an inventory. Materiel managers:

(1) Maintain quantitative balance records by individual SLOC.

(2) Provide the capability to detect theft or diversion of materiel with physical inventory system maintenance of those records.

(3) Find the cause of variances, enabling corrective management action.

**12–6. Conducting physical inventory count**

*a.* The designated APSR EUM and its AIT HHT devices will be used for conducting and posting an inventory count in the designated APSR per paragraph 1–11 of this pamphlet. The SSA will conduct physical inventories using AIT HHT capabilities provided in support of an APSR. If you are using an AIT HHT, you do not need to print the counts sheets.

*b.* Per paragraph 13–2 of this pamphlet, inventory counts will be conducted blind (for example, without access to warehouse management system quantities) and in two personnel count teams (if feasible) per the APSR EUM. Commanders will ensure that there is appropriate SOD between entering of count quantities and correction of inventory records. Accountable officers (AOs) are independent of the operational environment and may not supervise personnel responsible for performing physical inventory actions such as receipts, stows, picks, or warehouse actions. When adequate SOD is not practical or cost-effective, materiel managers will establish other local risk mitigating controls to the maximum extent possible, such as increased supervision or two-member count teams.

*c.* If AIT HHT devices are not available, physical inventory counts will be recorded on an APSR count sheet and then entered directly into an APSR enabled device immediately following the inventory per the APSR EUM. The stock is physically counted by count teams under direction of the tactical and non-tactical SSA designated representative per the APSR EUM. The tactical and non-tactical SSA designated representative assigned by the accountable officer, assigns personnel to the count teams, and distributes and controls the count sheets per the APSR EUM.

*d.* Material that is to be received, stored, or issued must have a Plant Data/Stor.1 view of the Material Master Record in an APSR. The Plant Data/Stor.1 view contains parameters for physical inventorying the material.

**12–7. Accepting counts and recounts**

The SSA AO and materiel managers will verify performance of inventory counts, specifically timeliness, accuracy, and approval of adjustments; verify the stock control clerk completed 100 percent of inventory on hand; and verify review by a second-level reviewer. The accountable officer should document results by memorandum, which must be retained, readily available (for audit purposes), and signed by the AO.

*a.* The designated APSR EUM and its AIT HHT devices (if applicable) will be used for accepting counts and recounts in the designated APSR per paragraph 1–11 of this pamphlet.

*b.* The accountable officer will resolve differences between counted quantity and recorded quantity, if possible. The SRO must review all DA Forms 2407 (Maintenance Request) to account for the following:

(1) Items sent to maintenance for repair.

(2) Items not returned by maintenance for material numbers under inventory.

*c.* The accountable officers accepts the first count when—

(1) Counted quantity and recorded quantity agree.

(2) Adjustment value is $1,000 or less and the item's CIIC is other than 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or the item is a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104.

*d.* If adjustment is greater than $1,000 or has a CIIC of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R or the item is a night vision device with an CIIC Y, including LIN L40063, LIN N04456, N0459, N04596, N04730,

N04732, Y03104, the item must be recounted by a count team other than the one that made the previous count. Record each recount in an AIT HHT device (if applicable).

*e.* The accountable officer accepts a recount when—

(1) Counted quantity agrees with recorded quantity.

(2) Adjustment value is $1,000 or less and the items CIIC is other than 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R, or the item is a night vision device with a CIIC of Y, including LIN L40063, N04456, N04593, N04596, N04730, N04732, Y03104.

(3) Any two counts agree.

*f.* If the recount adjustment is greater than $1,000 or has a CIIC of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R or the item is a night vision device with an CIIC Y, including LIN L40063, LIN N04456, N0459, N04596, N04730, N04732, Y03104, follow procedures in this pamphlet.

### 12–8. Inventory discrepancies

*a.* Per AR 710–2, chapter 6, the results of inventories will be recorded on the SRA immediately after completion of the inventory. Use designated APSR to document the asset physical accountability results. Stock accounting procedural publications will have instructions for correcting incorrect stock record postings.

*b.* Inventory adjustment reporting and approval policy is contained in AR 735–5.

*c.* AR 735–5 covers the guidance for inventory discrepancies.

(1) Discrepancies that have an extended line-item value of $1,000 or less will not be reported for inventory adjustment approval per AR 735–5. In these cases, the adjustment will be posted to the accountable record and the value of the adjustment will be included in DA Form 444 (see para 12–9). Whenever discrepancies can be attributed to negligence, or there is evidence that negligence may be involved, the discrepancy will be adjusted under the provisions of AR 735–5.

(2) All discrepancies (not covered above) in stock record balances found during inventories will be adjusted and reported on a generated DA Form 444 IAR in APSR.

*d.* Per AR 710–4, all classified COMSEC equipment and COMPOs assigned ALC 1 or 2 must be physically inventoried at least semiannually, and the inventory results reconciled with the Army Communications Security Central Office of Record set forth in AR 380–40, AR 740–26, and TB 380–41.

(1) Per AR 710–4, all COMSEC equipment will have AIT device affixed (2D bar, radio frequency identification (RFID) tag, and so forth) in AR 380–40.

(2) Per AR 710–4, all other COMSEC equipment and COMPOs must be physically inventoried at least annually. See AR 740–26 for further guidance. Also, an inventory of all COMSEC equipment is conducted upon change of custodian. See procedures in TB 380–41.

(3) Per AR 710–4, inventory discrepancies of COMSEC equipment require an investigation and submission of an insecurity report per TB 380–41. Verified losses of controlled items (CIIC 1 through 6 and 8) will be adjusted per AR 735–5. Additionally, losses of classified COMSEC material and CCI require the submission of an incident report per AR 740–26 and TB 380–41 respectively.

(4) Per AR 710–4, all excess and unserviceable classified cryptographic equipment and COMPOs will be transferred by the COMSEC account manager directly to TYAD through Communications Security Material Control System channels. Disposal through channels other than COMSEC channels is prohibited.

*e.* The approving authority is the first commander in the grade of lieutenant colonel or a civilian director of logistics or director of public works equivalent unless approval authority is retained at higher level with the command per 735–5.

### 12–9. Causative research

*a.* Causative research is an internal investigation done by the SRO/AO to find what caused a specific inventory adjustment. Per AR 735–5, causative research, which is part of the inventory process, will be conducted and documented on the generated DA Form 444 via APSR when discrepancies result in adjustments over $1,000 in an extended line-item value.

(1) Causative research will be accomplished at the direction of the SSA SRO/AO.

(2) Causative research will be completed within 30 calendar days following completion of the inventory.

(3) DA Form 444 will be prepared and forward to the approving authority per AR 735–5.

(4) The research ends when the cause of variance has been determined or no specific causes can be identified. The SRO/AO and the approving authority will decide if action under AR 15–6 and AR 735–5 is required.

*b.* Causative research will be conducted for inventory discrepancies of the following categories:

(1) Items identified in the AEMM with a CIIC of 1 through 6, 8,9, N, (firearms) P, Q, R, $, or Y (night vision devices and GPS).

(2) When the SRO/AO suspects negligence was the cause.

(3) When directed by the approving authority.

(4) When negligence is determined to be the cause, or for adjustment which no cause could be found, the IAR will be supported by action taken under AR 15–6 and AR 735–5.

(5) The results of causative research will be recorded on the generated DA Form 444 via APSR. Final approval of causative research results rests with the approving authority.

**12–10. Adjustments**

*a.* Adjustments resulting from inventory will be reported to the appropriate APSR. An adjustment is any change to the recorded balance that is not the result of any of the following: a receipt (chap 6); issue (chap 8); turn in (chap 7); storage (chap 9), or shipment (chap 16).

(1) The adjustments resulting from inventory will be reported in an APSR. The administrative adjustments reasons are contained per the APSR EUM.

(2) Adjustments that can only be the result of an inventory are defined and their reasons per the APSR EUM.

*b.* Per AR 710–4, special inventory, reporting and adjustment procedures for classified COMSEC equipment and keying materiel are contained in AR 380–40, and TB 380–41

*c.* A generated IAR, DA Form 444 via APSR is used as the document recording the administrative adjustments per AR 735–5. See AR 710–2, chapter 6 for additional guidance for administrative IARs.

**12–11. Submit inventory reporting**

*a.* Per AR 710–2, ACOM/ASCC/DRU/USARC, ARNG and field operating agencies will continue to implement mechanisms to ensure that all locations with inventory have been counted and reflected in the APSR as part of this 100 percent annual requirement within the retail level SSAs.

*b.* Retain documentation with supporting evidence recording completion of counts and corrections to inventory accountability and accounting records.

*c.* If the inventory is inaccessible, the owning major subordinate command (MSC) is not required to perform a physical inventory that may impact operations. Assets should be inventoried as soon as they become available for inventory and prior to becoming inaccessible. Inaccessible assets are defined as those assets that are in the following categories: currently afloat in either a prepositioned or deployed vessel, housed in a sealed container (for example, lead-sealed shipping container), while in transit to a destination where the cargo will be off loaded.

*d.* Report the monthly status update of their completed inventory.

*e.* Reporting format:

(1) Report inventory assets at the UIC, Plant, SLOC levels as applicable.

(2) Consolidate (combine all lines for the reporting retail sites), then report at the MSC level.

(3) For the report, add number of unique lines per SLOC, for example, do not consolidate same national stock numbers (NSNs) across various storage sites/routing identifier codes (RICs) instead count those as separate lines.

(4) Report the number of lines inventoried, consolidated at the MSC level.

(5) Report the number of lines that the inventory held in the APSR matched the physical count of the inventory.

(6) Report lines as accurate if ASL lines having no substantial difference between the dollar value of inventory and the dollar value of the stock record balance. A substantial difference is an overage or shortage with an extended line value greater than $1,000. The formula for inventory accuracy is—total lines without substantial difference, divided by total lines inventoried, times 100, equals the percentage of inventory accuracy.

(7) Report corrective plans required for a MSC that is failing to meet the 95% inventory accuracy standard. This 95% standard applies across a command’s entire AWCF inventory. If individual RICs/units within standard a command fail to achieve the Army standard of 95% inventory accuracy, their headquarters will ensure an appropriate corrective action plan is in place, but it does not have to be reported to DA level. DCS, G–4 (DALO–SPS) will concern itself only with an entire MSC not achieving an aggregate 95 percent inventory accuracy across its MSC.

(8) Provide the point of contact name and phone number reporting the inventory.

## Chapter 13
## Manage Reparables

### 13–1. General

*a.* See AR 710–2 for DLR policy. This chapter applies to supply and maintenance activities that manage reparable assets (MR D, H, K and L). Reparable are part of the SSA's ASL, accounted for on stock records and, when applicable, included in asset reports under AR 710–3. Customers turn-in unserviceable reparables to the SSA and request serviceable replacements. Supply support activities receive, store, and issue these assets from a specific reparable exchange activity.

*b.* Per AR 710–4, CCI COMPOs or other hardware items which perform a critical function are unclassified but controlled and will be designated as CCI. Documentation concerning these items must be clearly marked with the identifier of CCI when transactions are made. Designated CCI end items must be accounted for by serial number.

*c.* Per AR 710–4, classified COMSEC materiel will be managed as specified in this paragraph by COMSEC accounts. All turn-ins and issues will be through COMSEC supply channels. Maintain formal accountability as outlined in AR 380–40 and TB 380–41.

*d.* Upon receipt of a customer requisition for a reparable; the customer must provide reason with authorized documentation—

(1) A reparable is turned in by a customer within 10 working days from SSA receipt (30 days for USAR).

(2) A reparable is not turned in by a customer:

(3) Prepare a work order for the reparable within 3 workdays of receipt. Based upon need, assign the applicable UND to the work order. This UND will be A, B, or C as necessary to ensure serviceable stock availability.

*e.* Items turned in that appear to be unserviceable because of other than fair wear and tear must be accompanied by appropriate documents per AR 735–5 (damaged property).

*f.* Process requests for issue through standard online requisitioning procedures. However, subject to stock availability, issue of serviceable for unserviceable reparables may be authorized as an immediate over-the-counter issue.

### 13–2. Reporting reparables

*a.* The following is a list of uses for an APSR credit status report. The commander, commander's designated representative, maintenance manager, or maintenance supervisor should monitor, verify, and manage reparables, which are due for turn-in, using the SSA's weekly credit status report.

(1) The accountable officer should ensure all reparable turn-ins are processed in a timely manner and can distribute a weekly credit status report to their SPOs if needed.

(2) Commander's designated representative, S–4, and SPOs can track, validate, monitor, and report expected credits by age and by unit with the credit status report.

(3) The sustainment brigade, ASC, TSC, and ESC uses the credit status report to monitor, manage, and report on reparable management turn-in compliance for each force element supported by the command.

(4) The Directorate of Resource Management, Deputy of Chief of Staff (G–8), and the commander's designated representative can track the expected reparable management turn-in credit status, perform prior year reutilizations, and create cost driver reports several financial management reports.

(5) SSA AOs and SPOs manage overage reparables using the overage reparable and recoverable management report per the APSR EUM.

*b.* The designated APSR has reengineered unserviceable reparables tracking by replacing the overage reparable list with an overage reparables process. An overage reparables report can be executed at any time to gather near real time information. Execution managers, materiel managers and leaders should define the criteria for the red, green, and amber traffic lights that will alert them to reparables status. Materiel managers and leaders can choose to list reparables status by SSA or by the supported units of the SSA.

### 13–3. Stockage criteria

*a.* The SSA AO and maintenance shop officer jointly select field level repair items based on consumption history and maintenance data. Reparables may be selected for stockage if they—

(1) Are authorized for removal or replacement at support maintenance level or lower per technical publications.

(2) Are authorized for repair at the field level and the maintenance unit is authorized the personnel and tools to do the repair.

*b.* The RO will be the sum of the following:

(1) Repair cycle level (RCL) is based upon average annual repairs accomplished.

(2) OL requirements will be based upon average annual washouts only using economic order quantity techniques.

(3) OSTL requirements will be based on the average OST for washout replenishment only.

(4) Stockage level quantity will be 5 DOS based upon average washouts only.

(5) After computing the above increments, compute the ROP as the sum of the RCL, OST level, and SL. Compute the RO as the sum of the ROP and the OL.

### 13–4. Records and computations–Use stock record procedures

For stockage level computations, see chapter 9 of this pamphlet.

### 13–5. Inventory

See chapter 12 of this pamphlet for inventory procedures.

## Chapter 14
## Disposition

### 14–1. Purpose

This chapter governs the retention of stocks greater than the SL and the reporting and disposition of all excess stock. Excess stock is stock on hand, plus due-in, minus due-out, that is greater than the authorized RL.

### 14–2. Using excess stock

ACOM/ASCC/DRU/, USAR, and ARNG SSA commander will make the maximum use of excess stock.

### 14–3. Selected commodities

Disposition of the commodities are regulated as specified. All SSAs will use the following:

*a.* AR 25–30 to manage disposition of automatic data processing equipment.

*b.* AR 58–1 to manage disposition of administrative use motor vehicles.

*c.* AR 700–138 or TB 43–0002–3 to manage disposition of items in Aircraft, Fixed and Rotary Wing.

*d.* AR 25–38 and DA Pam 25–38 to manage disposition of printing, binding, and related equipment.

*e.* DoDM 4160.21, Volume 3 to manage reutilization and disposition of precious metals and precious metal-bearing scrap.

*f.* Per AR 710–4, see AR 380–40 and TB 380–41 to manage COMSEC materiel.

*g.* AR 740–26 to manage unclassified CCI.

### 14–4. Reporting and turn-in of excess classified communications security materiel

Reporting and turn-in of excess classified COMSEC materiel and CCI management is set forth in AR 710–4, AR 380–40, AR 700–139, and TB 380–41.

### 14–5. Retention

The RL is the maximum amount of stock authorized to be on hand in an amount equal to or greater than the SL. The amount of stock that can be retained is called the retention quantity. This quantity may vary, so long as it, plus the SL quantity are not greater than the RL. If this limit is exceeded, the SSA must take disposition action. Request disposition of excess stocks within 10 days after excess determination. Refer to APSR EUM for excess determination.

**14–6. Automatic return items list program**

*a.* Per AR 710–2 defines automatic return item (ARI). AR 710–1 contains additional policy and procedural guidance for the ARI program.

*b.* SSAs can generate an automatic return item list (ARIL) report per the APSR EUM. SSAs that do not report excess directly to national supply sources will ship ARI to their support LRC/ISSA. SSAs that report excess directly to national supply sources will ship serviceable ARI to the closest area-oriented depot (AOD) (Red River, Defense Distribution Depot Susquehanna, PA, or Sharpe) and unserviceable ARI to the location specified in the ARIL.

*c.* CCI ARI will be disposed of per paragraph 14–7 of this chapter.

*d.* Retention of ARIL will be per paragraph 14–7 of this chapter.

**14–7. Materiel return program**

*a.* Per AR 710–2, materiel managers and execution managers:

(1) Review overage returns, and if required, expedited.

(2) Analyze excess inventory and selectively retrograded to the next higher level.

(3) Inventory is procured by the SSAs and units to support various requirements. When planning results in excess, this inventory needs to be identified, analyzed and, if approved, retrograded. The retrograde process provides a means to return equipment and material to the DoD inventory.

*b.* An APSR provides the tools for handling excess for a specific MRP area. It gives the manager the ability to review all excess prior to retrograding. The report also identifies stocks that are MSP and those that are considered fast movers based on consumption history. ASL management considers that having material on-hand based on previous recurring consumptions will be consumed. It does not account for systemic, or inventory errors and it assumes constant consumptions. The material excess policy recognizes that there are many reasons why material is available for return to the supply system. The two positions are mutually exclusive yet interdependent.

*c.* Management of material excess is ensuring that material excess has in-transit visibility of material moving between SSA and the designated receiving activity. SSAs that do not interface directly with the national level will transfer uneconomically repairable material with an RC of F, O, or Z to their servicing DLA–DS. Transfers to DLA–DS require following the two-person rule. The “two-person rule” refers to the requirement for the local item manager and the next higher level of management (supervisor) to both ensure that no requirements exist before items are sent to DLA–DS per paragraph 4–2 of this pamphlet. If unit pack creates on-hand quantities greater than the requisition objective, the material will be kept and reduced through attrition.

*d.* Those SSAs and their storage activities that interface with the national supply system for retrograde will request disposition instructions on all material above the retention level. Non-repairable material with an extended dollar value of $100.00 or less and not meeting the unit pack criteria will not be reported to SOS for disposition instructions but retained for 90 days pending potential use and then turned in to the DLA–DS. See table 14–1 through 14–2 in this pamphlet for disposition determination. Material will be reported based on quantity per unit pack.

*e.* ACOMs/ASCC, DRUs. UASR, and ARNG commands and NICPs have the authority and obligation to direct the redistribution of on-hand assets when necessary to satisfy valid stockage or mission requirements. Retail activities will use the policy inter/infra ACOM, ASCC, and DRU redistribution of on-hand asset.

(1) AR 725–50 contains the policy for requesting disposition from the national supply source.

(2) Use DLA–DS to purge the supply system of material classified as scrap, condemned, or uneconomically repairable as follows:

*(a)* The MTOE/TDA/All COMPOs SSA may direct customer units to turn in to the DLA–DS material that has been verified as scrap per AR 710–4.

*(b)* The MTOE/TDA/All COMPOs SSA will transfer to DLA–DS condemned or uneconomically repairable items with an RC of O, F, or Z. Items with an RC of D, H, or L require evacuation to the ISSA.

*(c)* The ISSA will direct disposal of condemned or uneconomically repairable items with an RC other than D or L. Items with an RC of D or L will be returned based on the ARIL or disposed of according to disposition instruction from the national level. Items with a RC of D or L will be returned, based on data in AEMM or disposed of according to disposition instruction from the national level.

*f.* DEMIL is only performed by an authorized agency per procedures outlined in DoDM 4160.28, Volume 2 and associated changes. Security controls required per the assigned CIIC are maintained until

completion of the DEMIL process. ACOMs, ASCCs, and DRUs have the authority to grant local DEMIL authorization for repair parts, less small arms' receivers, in accordance with the assigned item recoverability code to subordinate organizations performing field and sustainment functions. The ACOM, ASCC, and DRUs DEMIL authorization of end items may not be delegated. When granting DEMIL authorizations, ACOMs/ASCCs, and DRUs—

(1) Ensure that subordinate organizations can conduct the required DEMIL per DoDM 4160.28,Volume 2, and associated changes.

(2) Issue authorization in writing specifying the type of DEMIL the organization can perform. Authorizations may be grouped; however, the unit and organization names must be included.

(3) Maintain records of organizations to which DEMIL authority has been granted to include the type of DEMIL.

*g.* Units conducting DEMIL must maintain the written authorization on file. All organizations performing DEMIL must have a current copy of DoDM 4160.28, Volume 2 and associated changes for reference.

*h.* AIT encompasses a variety of read and write data storage technologies that capture asset identification information. These technologies include barcodes, magnetic strips, integrated circuit cards, optical memory circuit cards and RFID tags. They are used for marking or "tagging" individual items, multipacks, equipment, air pallets, and containers.

*i.* AIT devices offer a wide range of data storage capabilities from a few characters to thousands of bytes. The information on each device can range, for example, from a single PN to a self-contained database. The devices can be integrated using a variety of means, including contact, laser, or radio frequency. The information obtained from these integrations can be provided electronically to an AIS that supports DoD's logistics operations.

*j.* AIT also includes the hardware and software to create the storage devices, read the information stored on them, and to integrate that information with other logistics data. Further, AIT includes the use of satellites to track and redirect shipments.

*k.* AIT products such as the MRO control system, RFID tags, and so forth will be used to their maximum capability in the receipt, storage, inventory, issue, and shipping processes of all MTOE/TDA/All COMPOs SSAs.

*l.* Efforts will be made to identify non-cataloged, nonstandard commercial excess items to material number. At a minimum, the complete item description and end item application will be provided upon turn-in. The enterprise system AEMM Portal is the Army central cataloging entry point for Non-Standard Material.

*m.* All CCI are considered ARI. Excess CCI, serviceable and unserviceable, will be shipped to Commander, COMSEC directorate (DoDAAC W81U11) at TYAD (SDSTO–MC–D), (W81U11) Bldg. 73, Tobyhanna, PA 18466–5110.

(1) The ARI program speeds the return of critical items (excluding ammunition). An item is selected as an ARI based on its availability and critical need to Army users. See ADP 710–1 for ARI codes, selection criteria, and shipping procedures.

(2) The criteria for selecting items for the ARI program are as follows:

*(a)* The recoverability code is D, H, L, or K and the stock level is within authorized retention levels approved acquisition objective, economic retention stock, and contingency retention stock. DLR with stock levels above or expected to be above authorized retention levels may be on the ARIL if the only SOS is repair. AR 725–50 governs excess or unserviceable DLRs not on the ARIL.

*(b)* The recoverability code is other than D, H, L, or K and a scheduled (funded) repair program exists. Do not return unserviceable items with recoverability code Z to the national/wholesale level.

*n.* Material excess will be reviewed at least monthly. Local command may direct more frequent reviews. Future quarterly reviews will only include identified retention materials and new candidate materials.

*o.* ASL review and analysis will manage the material excess program separately from its review requirements. Results of each quarterly review will be documented (rationale for retaining or reduction of RL quantity) and approved by the commander.

*p.* Supply batch codes F and H will not be retained.

*q.* At no time will requisitions be generated to replenish retention levels. ACOM/ASCC/DRU, or theater OMA retention level assets will not be redirected to fill individual tactical SSA retention levels.

(1) Current ASL items with MRP of ZM, ZP, or VV—

*(a)* For items with a unit cost greater than $100, a retention level may be set at a level of no more than 1 month's consumption in 24 months.

*(b)* If the item has had no consumptions during the most recent 24 months, it will be turned in.

(2) Not forecasted lines with a material requirement planning of PD—

*(a)* For items with a unit cost greater than $100 a retention level may be established when the item receives enough consumptions to qualify it for stockage. The retention level may be set at a level of no more than 1 month's consumption in 24 months or 1 each, whichever is greater.

*(b)* If the item has had no consumptions during the most recent 24 months, it will be turned in.

(3) All items with a unit cost of $100 or less may be retained, reduced through attrition, or turned in subject to local decision.

(4) All other items above the forecasted RO and not meeting the criteria will be turned in.

(5) Retention levels are set as part of the ASL review process as a minimum but may be set more often.

(6) Retention levels will be actively managed and monitored.

(7) Management of recoverable/reparable is as follows:

*(a)* The Army's reparable management process recovers and repairs assets (repair parts) to replenish serviceable inventories and satisfies the equipment readiness requirements.

*(b)* ACOM/ASCC/DRU, USAR, and ARNG are responsible to ensure that their subordinate units are following local policy and Army publications.

*(c)* An APSR provides Armywide asset visibility and a system for financial auditability.

## 14–8. Repairable management

*a.* The management of reparables involves the following core functions:

(1) Requisitioning, stocking, and issuing.

(2) Receiving customer turn-ins.

(3) Work ordering reparables for maintenance.

(4) Turning in items to an ISSA or transferring items to the designated disposal activity.

*b.* Managing reparables requires proper use of the source, maintenance, and recoverability (SMR) codes in AR 700–82 in conjunction with supply policy. The applicable part of the SMR code is a combination of the maintenance use code (MUC), maintenance repair (MR) code, and recoverability code (RC). The MUC for repair parts is found in technical manuals for the applicable end item. Both the MR and RC are found in the AEMM.

(1) SMR codes are six–position codes used to communicate maintenance and supply instructions to the various logistic support levels and using commands for the logistic support of system, equipment, and EIs. SMR coding will be accomplished according to policy in AR 700–82.

(2) The MR code indicates whether an item is a reparable and the maintenance level authorized to complete repair.

(3) The MUC identifies maintenance levels authorized to remove and replace the item.

(4) The RC is a code for designating the level (field, sustainment, depot, or special repair activity) that may decide final disposition of uneconomically reparable, condemned reparables. The level designated by the RC is the lowest level authorized to determine final disposition of reparables classified as condemned or uneconomically reparable. When RC is blank as indicated AEMM, item should be work ordered to maintenance for technical inspection.

*c.* The explanation and application of each MR, MUC, and RC and SMR designation is contained in AR 700–82.

## 14–9. Turn-in Defense Logistics Agency Disposition Services of unserviceable/condemned (code H organizational clothing and individual equipment)

See tables 14–1 and 14–2 below.

**Table 14–1**
**Disposition of excess (for supply support activities that interface with the national level)**

| Major item | Condition | ARI item | Recoverability code | Action required |
|---|---|---|---|---|
| Yes | N/A | N/A | N/A | Request disposition (FTE) from national source of |

**Table 14–1**
**Disposition of excess (for supply support activities that interface with the national level)—Continued**

| | | | | |
|---|---|---|---|---|
| | | | | supply. |
| No | Serviceable | Yes | N/A | Ship to AOD and report FTA to national SOS. |
| No | Unserviceable | Yes | N/A | Ship to closest repair activity (ARIL) and report (FTA) to national SOS. |
| No | Serviceable | No | N/A | Request disposition (FTE) from national SOS. |
| No | Unserviceable | No | D or L | Request disposition (FTE) from national SOS. |
| No | Unserviceable repairable | No | F or H | Request disposition (FTE) from national SOS. |
| No | Uneconomically repairable or condemned | No | F or H | Dispose through DLA DS following the "two-person" rule [1]. |
| No | Uneconomically repairable or condemned | No | A | Comply with disposition instructions in applicable manual. |

Notes:[1]

The "two-person rule" refers to the requirement for the local item manager and the next higher level of management (supervisor) to both ensure that no requirements exist before items are sent to DLA–DS. The work order citing the "uneconomically repairable" or "condemned" classification will be retained in the SSAs file for 2 years. When organizational clothing and individual equipment (OCIE) is turned in to DLA–DS, the OCIE will be marked with "DLA–DS" and the DoDAAC of the SSA making the turn-in. ALL classified material and CCI, serviceable and unserviceable, will be shipped to Commander, COMSEC directorate (DoDAAC W81U11) at TYAD, Disposal through DLA–DS channels is prohibited (see DA Pam 710–2–2).

**Table 14–2**
**Disposition of excess (for supply support activities that do not interface with the national level)**

| Major item | Condition | Recoverability code | Action required |
|---|---|---|---|
| Yes | N/A | N/A | Ship to supporting installation, corps, or other designated activity.[1] |
| No | Serviceable | N/A | Ship to supporting installation, corps, or other designated activity.[1] |
| No | Unserviceable | H, D, or L | Ship to supporting installation, corps, or other designated activity.[1] |
| No | Unserviceable, repairable | F or Z | Turn-in to supporting installation, corps, or other designated activity.[1] |
| No | Uneconomically repairable or condemned | F or Z | Dispose through DLA–DS following the "two-person rule."[2] |
| No | Uneconomically repairable or condemned | A | Comply with repairable or disposition condemned instructions in applicable manual |

Notes:

[1] Automated system will perform the excess process at the TSC/ESC or similar level.

[2] The "two-person rule" refers to the requirement for the local item manager and the next higher level of management (supervisor) to both ensure that no requirements exist before items are sent to DLA–DS. The work order citing the "uneconomically repairable" or "condemned" classification will be retained in the SSAs file for 2 years. When OCIE is turned in to DLA–DS, the OCIE will be marked with "DLA–DS" and the DoDAAC of the SSA making the turn-in. ALL classified material and CCI, serviceable and unserviceable, will be shipped to Commander, COMSEC directorate (DoDAAC W81U11) at TYAD, Disposal through DLA–DS channels is prohibited (see DA PAM 710–2–2).

## Chapter 15
## Shipping Materiel

### 15–1. Process shipments

*a.* Per AR 710–2, the shipping business area ensures that materiel reaches its destination in the condition it originates in at the SSA. A shipment will be created and PGI using an AIT HHT or an APSR AIT portal. The designated personnel consolidate, mark, weigh, and cube all outbound materiel. This includes assembling supplies according to weight and dimensional limitations into a unit, intermediate, or exterior pack, or crate with appropriate blocking, bracing, cushioning, waterproofing, reinforcement and marking. Ensure the use of International Standards for Phytosanitary Measures (ISPM) 15 compliant WPM with the ISPM 15 certification mark as required. Shipping personnel who select government material and contractors performing on behalf of DoD must be trained with PACK–1A, Military Preservation and Packaging for Storage and Shipment, DoD WPM, and shelf-life training.

*b.* Material declared excess during the disposition process will be documented using an MRO, which in turn will be processed using the following guidance and/or instructions:

(1) Selection of stock should be based upon the oldest date of pack first.

(2) The objective is to ensure the material is released to transportation within 3 days after the material release order is produced. If organic transportation is used, excess material should arrive at its destination within 10 days.

*c.* Management of excess for SSAs that report directly to national supply sources will be exercised by the TSC/ESC materiel management center under the following policies:

(1) Excess items not coded as ARI in the AEMM are shipped according to the instructions provided by the applicable NICP.

(2) ARI will be shipped to either ARIL or theater designated maintenance facilities and will be accomplished within 10 days of receipt in the SSA.

(3) Any decision to bypass the theater or ARIL channel and return material directly to different repair facility or storage depot is not authorized.

*d.* SSAs that do not report directly to national supply sources will evacuate ARI and excess to their support SSA. When applicable, shipping documents and containers will be marked “ARI” and ARI will be segregated from other items in a shipment.

*e.* Release orders will contain the following (if applicable):

(1) Identification of ARI.

(2) Identification of CCI.

(3) Serial and/or registration numbers.

(4) HAZMAT identification.

*f.* When nonorganic transportation is employed, procedures in DTR 4500.9–R will be adhered to. These procedures include transportation movement control documentation and shipment tracing.

*g.* Per AR 710–4, Classified COMSEC equipment will be documented for transfer and shipped through DCS channels per AR 380–40, and TB 380–41.

*h.* Material returns will be—

(1) *Protected.* Protected consistent with the provisions of AR 700–15. When technical requirements have not been developed, the material will be protected as follows:

(2) *Serviceable material.* The shipping activity will provide sufficient packaging to ensure that no damage occurs. If item is not packaged per specifications in Web Federal Logistics Information System (WEBFLIS), the shipping activity will submit a packaging deviation to the ICP of the material. Markings will be as required per MIL–STD–129.

(3) *Unserviceable repairable material.* The shipping activity will provide enough packaging to ensure that the item does not deteriorate to a lower batch code, however, if serviceable item is received in a reusable container that container will be used to return the unserviceable item. All items will be identified with the NSN, nomenclature, and quantity. Material condition tags or labels will be applied as needed per MIL–STD–129.

(4) *Determination of packaging requirements.* The method of preservation per MIL–STD–2073–1E of an item determines the type and extent of protection needed to prevent deterioration of an item in storage. ICP packaging requirements can be found in WEBFLIS and should be used.

(5) *Combinations.* When a combination of conditions used for determining the level of protection falls within more than one level, the highest level will apply. If packaging requirements at the requested level are not established, the next higher established level will apply.

*i.* Levels of protection are as follows:

(1) Level A. This packaging provides maximum protection. It is needed to protect material under the most severe worldwide shipment, handling, and storage conditions. Preservation and packing will be designed to protect material against direct exposure to extremes of climate, terrain, and operational and transportation environments, without protection other than that provided by the pack.

(2) Level B. This packaging provides intermediate protection. It is needed to protect material under anticipated favorable environmental conditions of worldwide shipment, handling, and storage. Preservation and packing will be designed to protect material against physical damage and deterioration during favorable conditions of shipment, handling, and storage.

*j.* A SF 364 SDR is used to report item and packaging discrepancies. Refer to AR 735–5.

*k.* The marking for shipment and storage will be according to MIL–STD–129, DTR 4500.9–R, and other applicable standards, specifications, and authorized instructions.

**15–2. Receipt and shipping documents**

Receipt and shipping documents normally accompany inbound materiel regardless of commodity. hipping documents list the quantity of supplies shipped, the item order, and ship dates. Unit supply personnel, property book personnel, and supply point personnel receiving materiel from any government SL or commercial source take the following steps prior to acknowledging receipt of the materiel:

*a.* Verify the DoDAAC and UIC on the receipt document.

*b.* Verify the item description on the receipt document and the data plate (if applicable) matches the paperwork.

*c.* Verify the registration and serial numbers.

*d.* Bring discrepancies to the attention of the storage supervisor (according to ACOM/ASCC/DRU/, USAR and ARNG local SOP) prior to signing the receipt documents.

*e.* Count all items to ensure the quantity received reflects the receipt documents.

*f.* Verify UIs.

*g.* Visually check the condition of the item to verify serviceability.

*h.* Check end items for completeness using the current technical manual or supply catalog to identify components.

*i.* Make a list of all shortages or overages and itemize damages.

*j.* Report discrepancies if seals are broken or if the inspection reveals shortages or damage.

*k.* When receiving materiel through commercial carriers inspect all cartons for damage and note on carrier's bill of lading.

*l.* If there are no discrepancies, the supply personnel sign and dates the receipt documentation.

**15–3. Planning the shipment of materiel**

Storage and shipping section personnel of the storing activity must jointly plan each shipment. As s minimum. The following performance standards must be met:

*a.* MROs having PD 01–03 or that are NMCS must be available to the carrier not more than 24 hours after their receipt by the strong activity. This will be based on a 24-hour workday, 7-day workweek.

*b.* MROs having PD 04–08 that are not NMCS must be available to the carrier not more than 2 regular workdays after their receipt by the storing activity.

*c.* MROs having PD 09–15 must be available to the carrier not more than 4 regular workdays after their receipt by the storing activity.

*d.* See paragraph 7–2 of this pamphlet for customer turn-in timelines to the ISSA.

**15–4. Picking the stock**

The system generates a pick ticket along with the MRO DD Form 1348–1A. The APSR pick ticket has the location and the storage type for the stock to be picked.

**15–5. Packing the stock**

*a.* Packing and crating involves selecting the correct packing method for each type of item. Packing and crating section provides for efficient receipt, storage, inventory, transfer, and issue of materiel. This

section ensures for the optimum life, utility, and performance of materiel through prevention of deterioration or damage as it prepares class II, III (packaged), IV, VII, class IX for shipping and storage.

*b.* HAZMAT require special packing materials (such as waterproof barriers, special cushioning, or blocking and bracing of items), and specially trained personnel to process the supplies. These items may also require special inspection and shipping procedures.

*c.* When the packing and crating is completed, attach RFID tags, and seal the mode of transportation. RFID refers to a system consisting of tags, an interrogator, a computer, and a docking station. Cargo shipped without required content data markings reduces in transit asset visibility and increases the number of personnel required for processing the shipment at its destination. The following minimum data elements should be included on the RFID tag:

(1) Lead TCN.
(2) Container/pallet number.
(3) Consignor DoDAAC.
(4) Port of embarkation.
(5) Port of debarkation.
(6) Consignee DoDAAC.
(7) HAZMAT code, if applicable.
(8) Name of operation, exercise, or contingency.
(9) Military Service branch (Army, Navy, Marines, Air Force).
(10) Commodity class.
(11) The cargo being transported.
(12) Document number. This is the number generated by the consignee to describe the cargo.

*d.* MROs will be signed, and the appropriate copies will be made. If the APSR is CAC Card enabled, there will be digital copies available to perform data validation via APSR.

*e.* SSAs that don't have the capability to weigh materiel can work with the pack-ship function in an APSR.

*f.* The shipment of COMSEC and/or sensitive items, varies for every tactical and installation SSA.

### 15–6. Transportation

The LRC has an installation transportation office. The SSA coordinates with the installation transportation office to schedule shipments and deliveries of materiel. DD 1348–1A is the document that will be the chain of custody for accountability of materiel. Guidance should be provided in reference to custody and put the sole responsibility of the shipment on the LRC. Additionally, recommend a standardization of the same. Several instances in which LCMC has contracts with the Federal Express (FedEx) or Dalsey, Hillblom and Lynn (DHL) to ship such items.

## Chapter 16
## Army Audits and Inspections

### 16–1. Command Supply Discipline Program

Command Supply Discipline Program CSDP policy and responsibilities are contained in AR 710–4. CNGB, CAR and commanders of ACOM, ASCC, DRU, and U.S. Army Reserve (USAR)/ARNG can find detailed policy, responsibilities, procedural guidance, and CSDP evaluation requirement listing in AR 710–4.

### 16–2. Supply excellence program

Supply Excellence Award (SEA) policies, purpose, and responsibilities are contained in AR 710–2 and AR 710–4. CNGB, CAR and commanders of ACOM, ASCC, DRU, and U.S. Army Reserve (USAR)/ARNG can find the detailed policy, responsibilities, procedural guidance, and SEA evaluation information in AR 710–4. Additional SEA information can be found at https://quartermaster.army.mil.

### 16–3. Audits and inspections

AR 710–2, chapter 2 covers polices and responsibilities. Two activities are authorized to audit Army SRA. They are the Government Accountability Office (GAO) and the U.S. Army Audit Agency (USAAA).

*a.* Commanders of SSAs, COMSEC custodians, and SROs will provide administrative and technical assistance to GAO, U.S. Army Communications Security Logistics Activity and USAAA auditors.

*b.* Both GAO and USAAA furnish an audit report to SSA commanders after auditing SRA. The audit report contains the auditor's findings and recommendations. SSA commanders will prepare a command reply to the audit report. Provisions for submitting these command replies are cited in AR 36–2.

*c.* Audits and inspections of COMSEC accounts /facilities are conducted per AR 380–40 and TB 380–41. Upon completion of the audit, any situation requiring immediate action will be brought to the attention of the COMSEC custodian and his commander. A formal audit report outlining the condition of the account and recommended improvements will be forwarded through the command channels to the commander of the audited account.

### 16–4. Command inspections

Each SSA must be inspected. This inspection is made by the staff of the next higher commander. Senior commanders may use their staff to inspect their installation SSA when ACOM, ASCC, or DRU personnel are not available. Senior commanders will make sure that the inspectors are not members of the SSA being inspected. Inspectors must be technically qualified in functions that they inspect. The inspecting commander may combine command inspections with other visits, except those made by the inspector general (IG). The ARNG USPFO need not be inspected by the CNGB. The CNGB may use current GAO, USAAA, IG, and other inspection reports to evaluate State property and fiscal offices.

## Chapter 17
## Manage Reconciliation and Validation

### 17–1. General

See AR 710–2, chapter 5 for reconciliation and validation policy and responsibilities. This chapter prescribes procedures for ACOM/ASCC/DRU, USAR, and ARNG SSAs and units utilizing an APSR 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 improve readiness and sustainability by keeping a more credible data base, ensure recognition of the customer as the driving element within the system, minimize the manual effort required at the customer level, provide management and command visibility of the process.

### 17–2. Submit reconciliation and validation

*a.* The SSA segment an APSR process consists of both a monthly validation and reconciliation cycle of dues out with the supported customer and a monthly reconciliation with national item managers. These functions have standard automated programs. Although both are part of an APSR process, they are independent actions and the start of one is not contingent upon completion of the other.

*b.* SSAs are required to validate all requisitions not previously validated by the customer unit and reconcile all requisitions sent to the next higher supply source each month if applicable.

*c.* Use the inbound and outbound deliveries functions to reconciled requisitions per the APSR EUM for:

(1) IBD from national to SSA (Goods Receipt).

(2) OBD from SSA to unit (Goods Issue).

(3) OBD from SSA to external vendor (Goods Issue).

*d.* SSAs customers can maintain a digit copy of the last reconciliation approved/signed by the unit commander of the requisitioning unit.

*e.* Accounts for COMSEC will conduct validation and reconciliation programs through COMSEC support channels in accordance with instructions contained in TB 380–41.

*f.* Units not in a APSR will complete reconciliation and validation with their SSA monthly (quarterly for the USARC and ARNG). See APSR EUM for further procedural guidance.

### 17–3. Request closure of requisitions

For ACOM/ASCC/DRU, USARC, and ARNG commands significantly impacted. To request a one-time closure for requisitions, ACOM/ASCC/DRU, USARC, and ARNG commands can request this assistance from DCS, G–4 Director of Supply Policy (DALO–SPS) via memorandum per AR 710–2. Sample memorandum can be provided with coordinated assistance.

## Chapter 18
## Army Sustainment Command, Theater Sustainment Command, Expeditionary Sustainment Command, Division Sustainment Brigade, Base Support Battalion Materiel Management

### 18–1. General information
See AR 710–2 for policy and responsibilities.

### 18–2. Execute materiel management
*a.* The materiel management branch within the TSC, ESC, and the SPO office within the DSB/SB executes materiel management. The SPO office within the CSSB, DSSB, and the BSB execute materiel management.

*b.* The ASC SCOD performs installation and back-up above brigade level materiel and readiness management for the Active Army in the continental U.S. and Alaska. It serves as the interface and integration of the logistics functions among the tactical units, ACOMs, ASCCs, DRUs and the LCMCs.

*c.* TSC manages materiel for Army Forces assigned or deployed within the assigned region and as appropriate for joint, multinational, and international forces with the overarching theater-level headquarters is the theater ASCC per AR 710–2, chapter 10. TSC managers coordinate with the division and Corps G4s in their area of operations for resource prioritization. The TSC also coordinates with the AMC field and contract support brigade commanders, the DLA customer support teams, and the Defense Contract Management Agency to support national level system and materiel support to the forces in the operational area.

*d.* The ESC synchronizes the supply and distribution systems in its assigned area of operation and provides distribution oversight. The ESC tracks requisition and materiel release status and directs materiel movement in accordance with the priorities established by the senior combatant commander in the operational area. It also performs other operational materiel and supply management functions as delegated by the TSC. ESC and TSC SSAs are organic to the DSBs providing direct supply support to echelon above brigade customers and area support to other forces operating in or flowing through their areas of operations. The TSC/ESC managed SSAs and do not reinforce any other SSA.

*e.* While material flows directly from the SOS to the individual SSAs, the TSC/ESC are kept aware of the supply situation using management information resident in the standard management information systems and the enabling capabilities resident in an enterprise system. They synchronize operations within the distribution system to maximize throughput and follow-on sustainment and execute priorities in accordance with the supported commander’s directives. In a like manner, retrograde materiel routed directly from an SSA to national or theater supply point is tracked to minimize the number of intervening stops and time in retrograde so that it arrives at its intended point of return.

*f.* The ASC, TSC, and ESC materiel and supply managers control changes within the system through policy, prioritization, and allocation in concert with the supported commander’s intent and the policies set forth in this regulation.

(1) This is accomplished by setting and managing the supply parameters in an APSR by the supporting ASC/TSC/ESC/SB material management. ASC manages the ISSAs. System level settings and tables are managed by designed ASC agencies in accordance with Army policy.

(2) The ASC and TSC materiel managers will coordinate for and control the data inputs and transactions used to adjust ASL support safety stock levels as calculated by the ASC SDD team and other asset balance actions.

(3) APSR search matrix (SMX) at the wholesale level. ASC is the lead execution agent for wholesale APSR SMX. AMC will provide oversight, guidance and monitoring AMC organizations performing APSR updates at the wholesale level. AMC considers APSR SMX a critical sustainment capability and requires active management. APSR SMX provides the logic for routing on- and off-installation material requests via an APSR Global Available to Promise functionality. Tactical SSAs and ISSAs will follow AMC and ASC guidance for APSR SMX as needed. Proper material request routing ensures efficient supply chain operations and optimal support for Army combat power systems from the logistics Enterprise.

(4) DSB execute materiel management as directed by the sustainment command. The sustainment brigade SPO coordinates with the sustainment command’s materiel managers for asset management,

asset visibility, requirements determination, validation, and prioritization, retrograde of materiel, maintenance management and distribution instructions.

**18–3. Materiel management functions**

*a.* The materiel management functions in an APSR facilitate decision making for Army senior leaders and commanders in the field. The materiel managers will be strategically positioned to best support the transformed Army across all COMPOs to support all materiel management functions.

*b.* ASC SCOD, TSC, ESC, DSB/SB, DSSB/CSSB, BSB materiel management functions and descriptions contained throughout AR 710–2. See below the listed paragraphs where information can find within DA 710–2.

(1) Asset reporting. See AR 710–3.

(2) Asset visibility provides materiel managers with information and data characteristics which facilitates the capability to execute to improve overall performance of an Army supply system.

(3) Distribution. See paragraph 4–12.

(4) Disposal. See paragraph 4–12.

(5) Funds management.

(6) Redistribution. See paragraph 4–12.

(7) Requirement's determination is all activities necessary to develop, consolidate, coordinate, validate, approve, and prioritize supply requirements to support an operating force. It is based upon requirements communicated from operating forces and forecasted by sustainment organizations supporting these forces.

(8) Requirement's validation is the confirming of requirements and the prioritizing of available materiel assets against an established or forecasted requirement. Requirement's validation is critical to avoid excess materiel, not enough materiel, and to avoid misuse of logistics transportation and maintenance assets.

(9) Retrograde. See paragraph 4–14.

(10) Resupply is obtaining supplies to meet operational requirements through acquisition, the requisition process, cross-leveling, contracting, and local purchase. Resupply is executed by supply support organizations and activities.

(11) Stock Control.

(12) Storage.

(13) Supply It involves requesting, receiving, storing, issuing, maintaining, and establishing accountability of all classes of supplies required to execute a unit's assigned mission.

(14) Supply planning is forecasting to establish supply stock levels at each support echelon to meet mission requirements. Supply planning translates an operating force's composition and mission into specific supply requirements. Planning ensures that adequate supplies and transportation assets are available.

**18–4. Manager review tools**

*a.* Reports serve as manager review tools.

*b.* ACOM/ASCC/DRU, USARC, and ARNG commanders, materiel managers, execution managers and SSAs can filter and tailor any report to meet specific needs. The following is a sample listing of tailorable, near-real time reports with recommended use of the report for monitoring supply operations:

(1) Use the customer satisfaction report to monitor compliance with Army performance metrics and to perform analytics for monitoring SSA performance.

(2) Monitor SSA daily performance using the supply performance report. It displays supply statistics for one or more SLs of supply support activities.

(3) Manage overage reparables using the overage reparable and recoverable management report per the APSR EUM. See chapter 13 of this pamphlet for further guidance.

## Chapter 19
## Parked Purchasing Requisition, Release Strategy Management

### 19–1. Review parked purchasing requisition
See AR 710–2 for policy and responsibilities. The requisition process within an APSR includes both functions; the parked purchasing requisitions and the release strategy review per the APSR EUM. The standard review for requisitions and release or reject within 1 day from the request's creation per AR 710–2 and per the APSR EUM. Reference ACOM/ASCC/DRU, USARC, and ARNG local SOP and APSR EUM for detailed procedural guidance.

### 19–2. Processing posting parked purchasing requisition and release strategy function
See APSR EUM for transactional procedural guidance for processing and posting parked purchasing documents and the requisitions in the release strategy.

### 19–3. Dollar threshold
The tactical Army needs flexibility with regards to budget execution. The designated representative uses an automated LIS with a budget availability control mechanism to prevent unit spending from exceeding a dollar threshold per the APSR EUM. Per AR 710–2, dollar thresholds have standard settings configured according to the required level of oversight or commander discretion. The thresholds will be set to ensure 90 percent of the funds to be obligated are reviewed/approved within 1 day while delaying no more than 15 percent of the requisitions for review/approval.

### 19–4. Materiel management levels
See AR 710–2 for command materiel management levels.

### 19–5. Release strategy codes
Release strategy process and codes are contained in the APSR EUM.

## Chapter 20
## Shop Stock Management

### 20–1. Shop stock overview
*a.* AR 710–2 defines shop stock and provides CSSL policy and responsibilities.

*b.* Supply operations and accountability within maintenance activities occur in the 910 TUC per paragraph 4–8 of this pamphlet. SLOC 910 TUC SLOCs are not classified as Army SRAs so there is no formal AO appointed by commanders.

*c.* All shop stocks will be identified and accounted for in an APSR using MRP type code per the Plant 2000 APSR EUM.

### 20–2. Shop stock list authorization
A separate SSL is authorized at the company level, DSSB/CSSB, support maintenance company, and non-divisional units per AR 710–2. Shop stocks and bench stocks in non-deployable organizations should be stored separately from the supporting SSA and positioned for immediate access by maintenance personnel to achieve maintenance process efficiency in support of the organization, system readiness, and critical Army programs. Supply operations and accountability within maintenance activities occur in the SLOC.

### 20–3. Materiel requirements planning type code
See APSR EUM for listing of MRP type codes for Plant 2000.

### 20–4. Materiel requirements planning forecasting
For shop stock without a CSSL, the addition/retention and control period are found in APSR EUM for Plant 2000. See AR 750–1, DA Pam 750–1, DA PAM 750–3, and DA Pam 750–8 for further guidance.

### 20–5. Shop stock list management
See AR 750–1, DA Pam 750–1, DA Pam 750–3, and DA Pam 750–8 for physical movement and management of shop stock.

## Chapter 21
## Bench Stock Management

### 21–1. Bench stock planning
*a.* Per AR 710–2, defines bench stocks are low cost, high use, consumable class 2, 3 (packaged), 4 and 9 (less COMPOs) items used by maintenance personnel at an unpredictable rate.

*b.* All bench stock will be identified and accounted for in an APSR using MRP Type code PD, with bench stock indicator “X”, and safety stock (SS) set to other than zero per APSR EUM.

*c.* To qualify for bench stock, an item must meet all the criteria listed in (1) through (5) below.

(1) CIIC = “U,” or” J,” ("J” cannot be small arms repair parts).

(2) Expendable (ARC = “X”).

(3) Nonrepairable (RC = “Z”).

(4) Stock funded (second position of the MATCAT = “2”).

(5) Supply Class is 2, 3 (packaged), 4 or 9 (SCMC = “2,” “33,” “36,” “4” or “9”).

*d.* The authorized stockage level will be 30 DOS for all units.

*e.* See APSR EUM for additional criteria to meet requirements for bench stock.

### 21–2. Bench stock management
See AR 750–1, DA Pam 750–1, DA Pam 750–3, and DA Pam 750–8 for the movement and physical management of bench stock.

## Chapter 22
## Hazardous Material Management Program

### 22–1. General
*a.* Army managers must control HAZMAT to minimize hazards to public health and the environment. AR 710–2 and AR 200–1 provides regulatory guidance for the Hazardous Material Management Program (HMMP). Units/activities must have those regulations on hand to understand the program and the vital need for control. Contact the local safety/environmental office for identification of the material and management techniques.

*b.* AMC through their subordinate commands will develop a written HAZMAT SOP. The HAZMAT SOP will be incorporated into the garrison commander's local HMMP. The SOP must be coordinated with the garrison environmental, industrial hygiene, fire department, and safety offices. ASC through their Army field support battalions (AFSBNs)/LRCs will operate the hazardous materiel control points (HMCPs). These HMCPs will have the RIC to facilitate all HAZMAT procurement through an APSR with direct shipment to the HMCP.

*c.* Army activities assigned to a Joint base will follow the HAZMAT management requirements established by the lead military service that commands the Joint base. Non-Army activities on an Army-lead Joint base will comply with the host installation's HMMP.

*d.* Personnel must be qualified HAZMAT handlers within the SSA. Contact the unit Safety Office or Environmental Office for instructions on training HAZMAT handlers.

### 22–2. Supply support activity management
*a.* The SSA will receive, issue, and store, and handle HAZMAT. Upon receipt of HAZMAT, AFSBN/LRC personnel will barcode, label, and enter the product into the HAZMAT materiel system of record prior to issuing the product to the customer. Per AR 710–2, U.S. Army Forces Command CONUS units supported by the Army will use the HAZMAT materiel system of record to manage HAZMAT. Hazmat is a comprehensive, DoD web-based system that automates the management and accountability of associated with the Army and tenant organization missions. The required users will register with the Air Force portal and submit a system authorization access request for access. HAZMAT users will use the approved HAZMAT materiel system of record in conjunction with the designated APSR to request

receive, issue, condition, consume, and record the disposition of HAZMAT to waste in real time from purchase to disposal.

*b.* HAZMAT materiel system of record organizational accounts for shop HAZMAT consumption will use the manual decrement process to record HAZMAT usage. The primary system for HAZMAT purchases is an APSR. Government purchase cards (GPC) may be used after approval by a unit commander and must be integrated with the HMCP accountable officer and HAZMAT material system of record. Appropriate control measures must be established at the HMCP to have visibility of GPC purchases.

*c.* Per DA Pam710–7, HAZMAT users establish authorized use lists in HAZMAT material system of record to identify approved processes and control hazardous materiel before requisitioning a new item, organizations will query HAZMAT materiel system of record to ensure the item is included in their units UL and to determine is the item is available for free issue on the installation.

*d.* U.S. Army Forces Command CONUS units will use HAZMAT materiel system of record in support of HAZMAT materiel system of record implementation, Army Garrisons will appoint a coordinator for all tenant sites on the installation. The duties of the coordinator include but are not limited to, coordination for the following: conferencing actions between garrison tenants and U.S. Army Corps of Engineers; pre-site visits; safety data sheet (SDS) and data collection, facility support for on-site training execution; implementation training and execution.

*e.* OCONUS organizations and HMCP activities will continue to follow environmental governing standard reconcile the requirement of applicable international agreements and applicable host-nation environmental standards in accordance with the Overseas Environmental Baseline Guidance Document and in coordination with any status of forces agreement or applicable international agreement. Waste that is HAZMAT under country specifics EGS or the OBEBGD whichever applies and is generated by DoD on installation outside the United States, will not be disposed of in Host Nation without an agreement as described in section 5 of enclosure 3 of DoDI 4715.05.

### 22–3. Maintain stockage

Stockage of HAZMAT must conform to standards described in installation/ACOM Hazardous Material Management Program instructions, AR 200–1, and this pamphlet. Maintain one copy of the SDS for each product stocked and stored. The SDS provides vital handling and emergency response preparedness data. Keep on hand balances to the minimum necessary to support customers.

### 22–4. Requesting hazardous material

*a.* Requesting hazardous material. Process requests for HAZMAT according to chapter 5 of this pamphlet. Request for issue from the customer unit must contain the remarks “Hazardous Material” on the request. Note on all purchase requests (PRs) and procurement work directives (PWDs) that the material is hazardous and requires a SDS from the manufacturer. Establish a record of HAZMAT being procured locally and ensure that all subsequent PRs and PWDs contain requirement for SDSs per AR 700–141.

*b.* Local procurement of hazardous material. The SROs will ensure that requests for local procurement of items identified as HAZMAT have been reviewed by the unit commander or authorized representative. The request must include the appropriate HAZMAT code.

### 22–5. Turn-in of hazardous material

*a.* Turn-in of hazardous material. Process unit/activity turn-ins of HAZMAT. Unit/activity must use DA Form 2765–1 to turn-in HAZMAT.

*b.* The request for turn-in must be prepared according to instructions in AR 710–4. Unit must clearly identify the material as HAZMAT in block P of the DA Form 2765–1 and attach one copy of the SDS. When the SSA prepares the corresponding DD Form 1348–1A or DD Form 1348–2 for turn-in to DLA DS, the SDS must accompany the turn-in to the DLA–DS or other activity designated to dispose of or destroy the HAZMAT. Clearly mark “Hazardous Material” in block 27 of DD Form 1348–1A or DD Form 1348–2. See website: https://www.dla.mil.

### 22–6. Radio frequency total asset visibility

*a.* Commanders and accountable property officers ensures accounting for and emphasize expeditious identification and return procedures for radio frequency tags under their command or direct responsibility. Commanders must stress the importance RFID tag technology has on TAV and on in-transit visibility, emphasizing its use in tracking materiel in the logistics pipeline and ensuring material arrives at the correct

destination. RFID tags are in a critical supply position and must be expeditiously returned to the supply system for reuse.

*b.* Application of the following policy ensures efficient use and management of RFID tags.

(1) RFID tags are expendable, recoverable, and reusable property and do not require property book accounting.

(2) The two categories of RFID tags require a different recovery procedure.

*(a)* RFID tags affixed to military vehicles, mil-vans, and Government-owned International Organization for Standardization (ISO) containers are part of that equipment and will not be removed.

*(b)* RFID tags affixed to nongovernmental ISO containers, 463L air pallets, commercial vans, and in or to a box, crate, or other container are considered as separate items and are removed and returned.

(3) All RFID tags are purged of data when discharge of unstuffed or redeployments are not purged. These RFID tags are used to stuff (PACK), un-stuff, and expedite re-stuff actions.

*c.* Force provider is packaged in ISO and TRICON containers. The containers are a part of the system and the RFID tags on the containers will not purge. Data stored in these RFID tags will facilitate repacking upon redeployment of the system.

*d.* All RFID tags' lithium batteries are inverted to prevent emission of a signal to the regional server(s).

*e.* Units will return RFID tags to the direct support activity, which will rewrite (burn) those RFID tags needed for retrograde shipments. All other RFID tags are returned using UMMIPS return priority 03 to the command directed retrograde return point or installation LRC.

*f.* During the return process, RFID tags are packed to such a degree as to prevent the items from becoming unserviceable when placed in a tri-walled or steel container.

*g.* CRPs and LRCs ensure consolidating, packing, packaging, and shipping the RFID tags to Defense Distribution Depot Susquehanna PA, using UMMIPS return priority 03. The statement, "this container or package contains non-regulated lithium batteries" will be placed on the outside of all RFID tag containers.

*h.* Units' return of sustainment cargo mil-vans and Government-owned ISO containers (RFID tag is part of that container) using UMMIPS return priority 06. Exceptions are approved by the first commander in the grade of colonel (or equivalent) or above.

### 22–7. Army government purchase card program

The GSA, Federal Supply Service contract for Government-wide Commercial Credit Card Service provides commercial credit cards and associated services to military members and Federal civilian employees to pay for official Government purchases. The GPC is a VISA credit card. The purchase card provides procurement and non-procurement personnel with an efficient and economical method of purchasing and paying for commercially available supplies and non-personal services within the micro purchase threshold ($0 to $2,500). In accordance with policy at FAR 13.003(e) "Agencies will use the GPC to the maximum extent practicable in conducting simplified acquisitions." The purchase card program is designed to minimize costs and administrative burden and reduce procurement lead-time.

## Chapter 23
## Theater Supply Support Activities, Theater Authorized Stockage List

### 23–1. Maintain theater stocks

The theater supply support activity (TSSA) and theater authorized stockage list (TASL) polices, and responsibilities are covered in AR 710–2. TASL replaces and includes the requirement formerly known as the CASL push-up package. TASL doesn't replace and will not duplicate DLA economic movement quantity stock forward, but TASL could augment these stocks if the depth is insufficient for large-scale combat operations, and DLA cannot increase depth.

### 23–2. Manage theater supply support activities, theater authorized stockage list

To manage TSSA/TASL theater stocks, ACOMs/ASCC/DRU, USARC, and ARNG will use this pamphlet for procedural guidance.

## Chapter 24
## Operationalization Army Prepositioned Stocks

### 24–1. Use operationalized army prepositioned stocks

*a.* Per AR 710–2, AMC transferred unit set ASL and shop stock from the Army War Reserve Deployment System to an APSR to facilitate rapid release to a unit authorized to draw, exercise, and return the unit set. Unit sets are not an authorized, routine source of inventory to fill theater customer-base demands or TASL replenishments. As such, materiel and item managers will not make these stocks available for systematic search and release while in APS storage.

*b.* Unit sets ASL, and shop stock are operationalized to the extent that they can be penetrated while in APS storage to supply demands for non-APS equipment if the following three conditions are met:

(1) Must be for immediate end use on a non-mission capable weapon system that is critical to mission success of the owning unit.

(2) Wholesale cannot fill and deliver on the demand within specified UMMIPS operational needs goals.

(3) The TSC commander (delegated no lower than a general officer or equivalent) validates the above conditions have been met and approves the release. If the release is from unit set shop stock, then the TSC must reimburse APS for the cost of the part at the time of release.

*c.* Additionally, units set ASL, and shop stock are operationalized to the extent that APS will use them routinely for unit sets equipment undergoing maintenance while in storage. APS will no longer maintain duplicate inventories for maintenance (Class IX) while in storage.

### 24–2. Inventory management

*a.* See AR 710–1 for APS implementation.

*b.* While APS is in storage, inventory management and control policies in AR 740–26 apply. When APS is issued, inventory management and control policies in AR 710–2 apply until they are returned to APS storage.

## Appendix A

## References

### Section I

### Required Publications

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at https://armypubs.army.mil/. DoD issuances are available on the Washington Headquarters Services website at https://www.esd.whs.mil/.

**AR 15–6**
Procedures for Administrative Investigations and Boards of Officers (Cited in para 12–9*a*(4).)

**AR 25–30**
Army Publishing Program (Cited in title page.)

**AR 25–38**
Army Printing and Distribution Program. (Cited in para 14–3*d*.)

**AR 25–400–2**
Army Records Management Program (Cited in para 1–10.)

**AR 40–61**
Medical Logistics Policies (Cited in para 4–18*b*.)

**AR 58–1**
Management, Acquisition, and use of Motor Vehicles (Cited in para 14–3*b*.)

**AR 190–11**
Physical Security of Arms, Ammunition, and Explosives. (Cited in table 4–1.)

**AR 700–131**
Loan, Lease, and Donation of Army Materiel (Cited in para 10–8*a*.)

**AR 700–138**
Army Logistics Readiness and Sustainability (Cited in para 14–3*c*.)

**AR 700–141**
Hazardous Materials Information Resource System (Cited in para 22–4*a*.)

**AR 708–1**
Logistics Management Data and Cataloging Policy for Army Operating Materials, Supplies, and Equipment (Cited in para 1–12*b*.)

**AR 710–2**
Supply Policy Below the National Level (Cited in para 1–3.)

**AR 710–3**
Inventory Management Asset and Transaction Reporting System (Cited in para 1–8.)

**AR 725–50**
Requisition, Receipt, and Issue System (Cited in para 1–7.)

**AR 735–5**
Relief of Responsibility and Accountability (Cited in para 5–8*b*(5).)

**AR 740–26**
Physical Inventory Control (Cited in para 4–21*c*.)

**DA Pam 25–38**
Army Printing and Distribution Procedures (Cited in para 14–3*d*.)

**DA Pam 25–403**
Army Guide to Recordkeeping (Cited para 1–4.)

**DoDI 4715.05**
Environmental Compliance at Installations Outside the United States (Cited in para 22–2*e*.)

**DoDM 4160.21, Volume 3**
Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property (Cited in para 14–3*e*.)

**DoDM 4160.28, Volume 2**
Defense Demilitarization: Demilitarization Procedures (Cited in para 14–7*f*.)

**TB 43–0002–3**
Maintenance Expenditure Limit (MEL) for FSC Group 35 FSC Class 3510, 3520, 3530, 3540, 3590 (Cited in para 14–3*c*.)

**TB 380–41**
Security: Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material (This item is included on EM 0248) (Cited in para 4–14*b*.)

## Section II

### Prescribed Forms

Unless otherwise stated, Department of the Army forms are available on the Army Publishing Directorate website at https://armypubs.army.mil/.

**DA Form 272**
Register of Vouchers to Stock Record Account (Prescribed in para 4–18*c*.)

**DA Form 444**
Inventory Adjustment Report (IAR) (Prescribed in para 4–18*c*.)

**DA Form 1296**
Stock Accounting Record (Prescribed in para 4–18*b*.)

## Appendix B

## Hard Copy Forms Procedures

Hard copy forms procedures will only be used when the designated APSR is not available due to system outage or austere mission conditions, or under specific scenarios to supplement some APSR transactions as described in this publication. Do not use hard copy forms as routine processes to circumvent the APSR, for preference, or for convenience. Per AR 710–2, all hard copy form transactions must be entered in the APSR when access is restored. The forms prescribed in this appendix are completed electronically when a digital version is published (see https://armypubs.army.mil for DA Forms, https://www.esd.whs.mil/directives/forms/ for DD Forms, https://www.gsa.gov/reference/forms for SF Forms). Forms without a digital version may be completed manually on paper. Online application-based equivalents of forms are approved by the proponent of this pamphlet and are completed electronically per the application's EUM. This appendix provides specific details on how to use, complete, and distribute hard copy forms when required.

### B–1. General procedures for hard copy forms

*a.* Leave blank spaces that do not require entries. Normally negative numbers, zero, and N/A entries are not required.

*b.* Clearly print or type all entries on forms in this appendix, except personal signatures and initials. Use blue or black ink unless a pencil entry is specified. Repetitive information may be entered by use of a rubber stamp.

*c.* Only use abbreviations authorized by Army Publishing Directorate's ABCA website at https://armypubs.army.mil.

*d.* In this pamphlet, the terms noun and noun nomenclature are used interchangeably.

*e.* Leave blank spaces that do not require entries. Normally negative numbers, zero, and N/A entries are not required.

*f.* Clearly print or type all entries on forms in this appendix, except personal signatures and initials. Use blue or black ink unless a pencil entry is specified. Repetitive information may be entered by use of a rubber stamp.

*g.* Only use abbreviations authorized by Army Publishing Directorate's ABCA website at https://armypubs.army.mil.

*h.* In this pamphlet, the terms noun and noun nomenclature are used interchangeably.

### B–2. Hard copy forms used to request supplies

*a.* Table B–1 provides instructions to complete DA Form 1687 as a delegation of authority to request and receive supplies. Table B–2 lists the forms used to request supplies and the type of supplies requested with the form. Organizations must submit all requests for supplies, regardless of SOS, to the SSA that supports the organization for the class of supply requested. The systems catalog record will determine the SOS for the requested item. Use hard copy forms in the absence of automation and for contingency operations as a last resort during extended system outages.

*b.* Keep DA Forms 1687 current. Use the following procedures:

*c.* Prepare DA Form 1687 to add personnel as authorized representatives. Enter the statement "Added, previous editions remain in effect" in the Remarks block.

*d.* To delete personnel, prepare DA Form 1687 as shown in table B–1 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.

*e.* DA Forms 1687 expire on the date entered in the expiration date block but keep the expired DA Form 1687 on file in the ARIMS. When these forms expire, prepare new forms. Personnel are required to sign DA Form 1687 digitally or manually for actions described in this pamphlet, both types of signatures are not required. Contractor personnel will not be delegated or appointed on DA Form 1687 to sign for, turn-in or transfer Government equipment or supplies. The contracting officer, contracting officer representative (COR), or PA will sign a memorandum appointing the contractor with the specified responsibilities and designating the UIC and DoDAAC requiring support from an external organization. Removing

dual signature requirements on DA Form 1687, the contracting officer, COR, or PA will use either digital or ink signature on the memorandum, not both. The contractor will distribute the memorandum to all organizations providing support to a contract. See table B–2.

**Table B–1**
**Completion instruction (by block) for DA Form 1687**

| Block | Instruction |
|---|---|
| Date | Enter the calendar date the form is prepared. |
| Organization Receiving Supplies | Enter the name of the organization, and if prepared by a hand receipt holder to delegate authority to request or receipt for supplies enter the hand receipt number or name of the section involved. |
| Location | Enter the name of the installation where the organization is located. |
| Digital Signature | Users will digitally sign with CAC card if ink handwritten signature is not used. |
| Authority Req/Rec | Enter the word “YES” in this block for each person authorized to request or receive supplies. Otherwise, enter the word “NO”. |
| Handwritten (Ink) Signature | Authorize Representatives will sign here in ink if digital signature is not used. |
| Undersigned hereby Delegates to, withdraws from | Commander, hand receipt holder, responsible officer, or accountable officer delegating authority places an “X” in the appropriate block. |
| Remarks | Enter the SSA or other activity to which the form is being sent. |
| Digital Signature | Person delegating authority digitally signs with CAC if handwritten (ink) signature is not used. |
| Grade | Enter the grade of the person delegating authority. |
| Telephone Number | Enter the telephone number of the person delegating authority. |
| Handwritten (Ink) Signature | Person delegating authority digitally signs with CAC if digital signature is not used. |
| Organization Identification Code | UIC, DoDAAC/Account number. |
| Expiration date | Enter the expiration date of the DA Form 1687. This date is determined by the person making the delegation. Do not set a date later than the date the person delegating authority expects to remain in the position of authority. |

**Table B–2**
**Forms used to request supplies**

| |
|---|
| **Form:** DA Form 2765 (Request for Issue or Turn-in) and/or DA Form 2765–1.<br>**Used to request:** Expendable, durable, or nonexpendable single line item with material number listed in the AEMM. |
| **Form:** DD Form 1348–6 (Single Line Item Requisition System Document, DoD (Manual-Long Form)).<br>**Used to request:** Non-material number single line item. Material number single line item when the material number is not listed in the AEMM. modification work orders and modification kits. Classified items. All exception data requests. |

## B–3. Preparing DA Form 2765 and/or DA Form 2765–1

When used as a request for issue, DA Form 2765–1 is a four-part carbon interwoven hard copy 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 B–3.

*Note:* In paragraph 2–2, supply requests that are required by a maintenance request submitted by a supported organization do not have to be recertified. Instead, enter the maintenance job order number in column f–Document Register for Supply Actions for–of DA Form 2064 (Document Register for Supply Actions).

*a.* Enter RDD “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS organizations deploying within 30-days.) For all other NMCS or anticipated not mission capable supply (ANMCS) requests, enter “N” for NMCS or “E” for ANMCS in the first position of block 21. Entries

in the second and third position of block 21 may indicate short RDD. When used, enter the number of days within which the materiel is required. If there is no RDD, leave the RDD block blank. To schedule an RDD beyond the standard delivery date, see instructions in AR 725–50.

*b.* Enter the EIC in card columns (CC) 54 through 56 or block 18 of every request for issue, cancellation, and modification for repair parts having end item application. See table B–3.

**Table B–3**
**Completion instructions (by block) for DA Form 2765 and/or DA Form /2765–1**

| Block | Instruction |
|---|---|
| A | Enter the name and address of the SSA. |
| B | Enter the name and address of the requesting organization. |
| 4 | Enter the Federal Supply Classification. |
| 5 | Enter the national item identification number (NIIN). |
| 7 | Enter the UI. |
| 8 | Enter the quantity. |
| 12–16 | Enter the DoDAAC. |
| 11 | Enter the Julian date. |
| 12 | Enter the document number's serial in the document register. |
| 18a | Enter the proper EIC in block 18 or CCs 54–56. EICs are listed in the AEMM for most major end item material numbers but not for repair part material numbers. 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. |
| 18b | For a major end item request (as shown for block 18a), enter the type of requirement code (app E). Enter the code in the second and third positions of block 18. |
| 19 | Enter the project code if assigned; otherwise leave blank. |
| 20 | Enter the PD. |
| 21 | Enter RDD or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS organizations deploying within 30-days.) For all other NMCS or ANMCS requests, enter "N" for NMCS or "E" for ANMCS in the first position of block 21. Entries in the second and third position of block 21 may indicate short RDD. When used, enter the number of days within which the materiel is required. |
| 22 | Enter the proper advice code (app B) to give specific instructions to the SOS; otherwise leave blank. |
| L | Enter the cost detail account number when required. |
| O | Enter one or two words to describe the item requested. |
| P | Enter the type, number, date, and page number of the authorizing publication and other applicable data, that is, support list allowance card or mandatory parts list number. |

## B–4. Preparing DD Form 1348–6 as a request for issue with exception data

*a.* Use DD Form 1348–6 as shown in table B–6 to request items. Exception data for material number items are required only when the items being requested do not have a manufacturer's PN, consisting of a five-digit commercial and government entity (CAGE) code and a PN. Enter the exception data in blocks 2 through 9 of DD Form 1348–6. If required, attach additional exception data, including as much of the following as possible and any other information that would aid in identification. For non-cataloged, nonstandard, commercial items, enter a complete item description and include the end item application. For PDs 01 through 08, add on the back of the form the appropriate justification, signed by the commander (or their 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.

*b.* Manufacturer's name.

*c.* Publication number, page number, and date of publication.

*d.* Size, shape, color, and purpose of the item requested.

*e.* End item identification to include the EIC.

*f.* 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. Find instructions for preparing DD Form 1348–6 as a request for a non-material number item in table B–4. See table B–5. Find instructions for preparing DD Form 1348–6 for a material number item in table B–6.

**Table B–4**
**Completion instructions (by block) DD Form 1348–6 as a request for issue for a non-material number item**

| Block | Instruction |
|---|---|
| 1–7 | Leave blank. |
| 8–22 | Enter the CAGE code, when available, and the PN. When PN exceeds 10 digits, see note 2. |
| 23–24 | Enter the UI. |
| 25–29 | Enter the quantity requested. Use all five positions. Enter zeros to the left of the quantity. |
| 30–35 | Enter the organization DoDAAC. |
| 36–39 | Enter the Julian date. |
| 40–43 | Enter the serial number. |
| 44 | Enter demand code. Enter “R” for recurring or “N” for nonrecurring. |
| 45–53 | Leave blank. |
| 54–56 | Enter the proper EIC in CC 54–56. EICs are listed in the AEMM for most major end item material number but not for repair part material numbers. 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. |
| 57–59 | Enter a project code if assigned; otherwise leave blank. |
| 60–61 | Enter the PD. |
| 62–64 | Enter RDD or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas or in CONUS organizations deploying within 30-days. For all other NMCS or ANMCS requests, enter “N” for NMCS or “E” for ANMCS in CC 62. Entries in CCs 63 to 64 may indicate a short RDD. When short RDDs are used, enter the number of days within which the materiel is required. |
| 60–66 | Enter the proper advice code (app B) to give specific instructions to the SOS; otherwise leave blank. |
| 67–80 | Leave blank. |

**Table B–5**
**Identification data section (completion instructions by block number)**

| | |
|---|---|
| 5 | Enter the type, number, date, and page number of the authorizing publication. |
| 6 | Enter one or two words to describe the item requested. |
| 7 | Enter a complete item description. |
| 8 | Enter an end item application. Enter other information if it is available. For PDs 01 through 08, add on the 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 code is not available, complete blocks 2 through 9 with as much data as possible.<br>2. When the PN (CCs 13–22) exceeds 10 digits, enter the complete PN (to include the CAGE code when available) in block 1 of this section. Enter the federal supply code for manufacturers, when available, first followed by the PN.<br>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 B–5**
**Identification data section (completion instructions by block number)—Continued**

| | |
|---|---|

**Table B–6**
**Completion instructions (by block) for the DD Form 1348–6 as a request for issue for a material number item**

| Block | Instruction |
|---|---|
| 1–7 | Leave blank. |
| 8–20 | The material number of the item requested. |
| 21–22 | Leave blank. |
| 23–24 | Enter the UI. |
| 25–29 | Enter the quantity requested. Use all five positions. Enter zeros to the left of the quantity. |
| 30–35 | Enter the organization DoDAAC. |
| 36–39 | Enter the Julian date. |
| 40–43 | Enter the serial number. |
| 44 | Enter demand code. Use “R” for recurring or “N” for nonrecurring. |
| 45–53 | Leave blank. |
| 54–56 | Enter the proper EIC in CCs 54–56. EICs are listed in the AEMM for most major end item material numbers but not for repair part material numbers. 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. |
| 57–59 | Enter project code if assigned; otherwise, leave blank. |
| 60–61 | Enter the PD. |
| 62–64 | Enter RDD or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS organizations deploying within 30-days). For all other NMCS or ANMCS requests, enter “N” for NMCS or “E” for ANMCS in CC 62. Entries in CC 63–64 may indicate short RDD. When short RDDs are used, enter the number of days within which the materiel is required. |
| 65–66 | Enter the proper advice code (app B) to give specific instructions to the SOS; otherwise, leave blank. |
| 67–80 | Leave blank. |
| Note: | Complete blocks 2 through 9 with as much data as possible. 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. |

## B–5. Hard copy requests for non-mission capable and anticipated not mission capable supply

If the end item affected by the work stoppage has an assigned EIC, enter the EIC in block 18, or blocks 54 through 56 on the request-for-issue DA Form 2765–1.

*a.* 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.

*b.* For NMCS conditions requiring expedited handling originating overseas (or in CONUS organizations alerted for deployment within 30-days), use the following procedures:

(1) A requesting organization will possess the force activity designator (FAD) per AR 725–50.

(2) Enter “PDs 01–03” in block 20 (CCs 60 through 61). Use the PD relating to UND A and the organization’s FAD. See table 2–1.

(3) Enter “999” in block 21 (CCs 62 through 64).

(4) Enter the proper EIC in block 18 or CCs 54 through 56. EICs are listed in the AEMM for most major end items but not for repair-part material numbers. 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.

*c.* For all other CONUS or overseas NMCS requests other than 999 or ANMCS requests (all FADs), use these procedures. Enter an "N" in the first position of block 21 (CC 62) for NMCS requests. Enter an "E" in the first position of block 21 (CC 62) for ANMCS requests.

### B–6. Preparing DA Form 272 for register of vouchers to stock record account

Preparing DA Form 272 register of vouchers to SRA DA Form 272 (Register of Vouchers to SRA) is a single voucher register for a calendar or fiscal year; it is kept by each SRA. This register is the document recording all vouchers initiated by the SRA.

*a.* Vouchers that result from a customer's request for issue or turn-in are not recorded in the voucher register. These vouchers have a customer unit document number. This number is used to process, post, and file these vouchers in the SRA; it becomes the voucher number.

*b.* The voucher register normally is kept by the editing section.

*c.* Each voucher will be recorded immediately after initiation so that the register is current.

*d.* Voucher register entries will be made in un-erasable ink. Entries will be made on the form as follows:

(1) DoDAAC block. Enter the DoDAAC assigned as the SRA serial number. Voucher registers for COMSEC accounts will use the assigned COMSEC account number instead of a DoDAAC per TB 380–41.

(2) Page number block. Number each page consecutively starting with 1 each year.

(3) SSA block. Enter the official designation of the SSA keeping the voucher register.

(4) Date column. Enter the four-position Julian date.

(5) Serial column. Enter the serial number; start with 0001 each day.

(6) PD column. Enter the PD for MILSTRIP requisitions only.

(7) Date completed column. Enter the date that the voucher was placed in the completed voucher file.

(8) To/from column. Enter the RIC or DoDAAC of the activity where the voucher was sent, or from which the voucher was received if it is a debit or credit voucher. Leave blank if it is an adjustment voucher.

(9) Stock number column. Enter stock number of the first item appearing on the voucher. This will identify the document in future reviews.

(10) Item noun column. Enter the item noun of the first item appearing on the voucher.

(11) Remarks column. Enter any further identification of the document being registered. See table B–7.

**Table B–7**
**Completion instructions (by block) for DA Form 272 as a stock record account**

| Block | Instruction |
|---|---|
| 1 | DoDAAC. Enter the DoDAAC assigned as the SRA serial number. |
| 2 | Page Number. Number each page consecutively starting with 1 each year. |
| 3 | SSA block. Enter the organization. |
| 4 | Date column. Enter the four-position Julian date. |
| 5 | Serial column. Enter the serial number; start with 0001 each day. |
| 6 | PD column. Enter the PD for MILSTRIP requisitions only. |
| 7 | Date completed column. Enter the date that the voucher was placed in the completed voucher file. |
| 8 | To/from column. Enter the RIC or DoDAAC of the activity where the voucher was sent, or from which the voucher was received if it is a debit or credit voucher. Leave blank if it is an adjustment voucher. |
| 9 | Stock number/material number column. Enter stock number/material number of the first item appearing on the voucher. This will identify the document in future reviews. |
| 10 | Item noun column. Enter the item noun of the first item appearing on the voucher. |

**Table B–7**
**Completion instructions (by block) for DA Form 272 as a stock record account—Continued**

| | |
|---|---|
| 11 | Remarks column. |

## B–7. Preparing DA Form 444 Inventory Adjustment Report

Essential elements of data for the IAR. These elements must be included in automated IAR forms.

*a.* SSA. Enter the SSA's title, operating organization, and UIC.

*b.* Voucher number. Enter the document number assigned to the IAR.

(1) DoDAAC. Enter the DoDAAC assigned as the SRA serial number.

(2) Date. Enter the Julian date.

(3) Serial. Enter the next unused serial number for the date.

*c.* Total number of items. Enter the last item number listed in the item column.

*d.* IAR reason. Enter the reason why the IAR was made per the APSR EUM.

*e.* Station. Enter the SSA's physical location.

*f.* Count card location. If the IAR reason is "inventory" enter the name and place where the count cards are filed. If the IAR reason is other than "inventory" leaves this block blank.

*g.* Item column. Number each item sequentially starting with 1.

*h.* Stock number column. Enter the stock number of the item. If the item is RICC 2 (and 3 in the USAR), enter the LIN on the next line under the item stock number.

*i.* Item noun. Self-explanatory.

*j.* COND column. Enter the item's supply condition code.

*k.* CIIC. Enter the CIIC found in the AEMM.

*l.* RICC. Enter the RICC found in the AEMM.

*m.* Recorded balance column. Enter quantity recorded in the balance column of the SRA (Leave blank if the IAR reason is condition change or reidentification.)

*n.* Quantity inventoried. Enter the quantity counted. (Leave blank if the IAR reason is condition change or reidentification.)

*o.* Post columns. Enter quantity to be posted to the SRA. Use either the gain or loss column, but not both.

*p.* Gain. If quantity inventoried is greater than recorded balance, post a gain. Subtract recorded balance from quantity inventoried, enter the result.

*q.* Loss. If recorded balance is greater than quantity inventoried, post a loss. Subtract quantity inventoried from recorded balance; enter the result.

*r.* UI column. Enter the UI recorded on the count sheet.

*s.* Unit price. Enter unit price found in the AEMM.

*t.* Extended price. Enter total dollar value of the line. Use either gain or loss column corresponding to the post column, but not both. Multiply unit price by posted gain or loss; enter the result in the extended price gain or loss column. After the last line entry, enter the following data:

*u.* Total gains fiscal year to date. Enter the total dollar value of all gains reported on all IARs for the fiscal year, including the IAR being prepared (do not include administrative adjustment reports (AARs)).

*v.* Total losses fiscal year to date. Enter the total dollar value of all losses reported on all IARs for the fiscal year to date, including the IAR being prepared (do not include AARs).

*w.* Total. Enter the sum of (1) and (2), above. This is the total adjustment fiscal year to date used to determine if the total dollar value of the RO has been exceeded.

*x.* Dollar value of stockage allowance. Enter the dollar value of the stockage allowance computed as of the last day of the first month of the fiscal year.

*y.* 5 percent of stockage allowance value. Enter the result of the stockage allowance value multiplied by .025.

*z.* SRO. SRO signs and dates the IAR.

*aa.* SSA approving authority. Leave blank.

*bb.* IAR reviewed. This block allows a commander, in the SSA commander's chain of command, to record review of the IAR. This may be done if commanders wish to review adjustments made within their command.

*cc.* Total dollars. Enter total dollar value of the IAR. Use both columns.

*dd.* Gain. Add all entries in the extended price gain column; enter the result.

*ee.* Loss. Add all entries in the extended price loss column; enter the result.

*ff.* Net dollars. Enter the difference between total dollars gain or loss in either gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars.

*gg.* Reverse side. Enter required remarks and any others desired by the SRO or SSA commander. See table B–8.

**Table B–8**
**Completion instructions (by block) for DA Form 444 as an inventory adjustment report**

| Block | Instruction |
|---|---|
| 1 | Enter the SSA's title, operating organization, and UIC. |
| 2 | Enter the document number assigned to the IAR. |
| 3 | Enter the last item number listed in the item column. |
| 4 | IAR reason. Enter the reason why the IAR was made per the APSR EUM. |
| 5 | Enter the SSA's physical location. |
| 6 | Count card location. If the IAR reason is "inventory" enter the name and place where the count cards are filed. If the IAR reason is other than "inventory" leaves this block blank. |
| 7 | Item column. Number each item sequentially starting with 1. |
| 8 | Stock number column. Enter the stock number of the item. If the item is RICC 2 (and 3 in the USAR), enter the LIN on the next line under the item stock number. |
| 9 | Item noun. Self-explanatory. |
| 10 | COND column. Enter the item's supply condition code. |
| 11 | CIIC. Enter the CIIC found in the AEMM. |
| 12 | RICC. Enter the RICC found in the AEMM. |
| 13 | Recorded balance column. Enter quantity recorded in the balance column of the SRA. (Leave blank if the IAR reason is condition change or reidentification). |
| 14 | Quantity inventoried. Enter the quantity counted. (Leave blank if the IAR reason is condition change or reidentification). |
| 15 | Post columns. Enter quantity to be posted to the SRA. Use either the gain or loss column, but not both. |
| 16 | 1. UI column. Enter the UI recorded on the count sheet. |
| 17 | Unit price. Enter unit price found in the AEMM. |
| 18 | Extended price. Enter total dollar value of the line. Use either gain or loss column corresponding to the post column, but not both. Multiply unit price by posted gain or loss; enter the result in the extended price gain or loss column. |
| 19 | SRO. SRO signs and dates the IAR. |
| 20 | SSA approving authority. Leave blank. |
| 21 | IAR reviewed. This block allows a commander, in the SSA commander's chain of command, to record review of the IAR. This may be done if commanders wish to review adjustments made within their command. |
| 22 | Total dollars. Enter total dollar value of the IAR. Use both columns. |
| 23 | Gain. Add all entries in the extended price gain column; enter the result. |

**Table B–8**
**Completion instructions (by block) for DA Form 444 as an inventory adjustment report—Continued**

| | |
|---|---|
| 24 | Loss. Add all entries in the extended price loss column; enter the result. |
| 25 | Net dollars. Enter the difference between total dollars gain or loss in either gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars. |

## B–8. Preparing DA Form 1296 Stock Accounting Record

Use DA Form 1296 as the accounting ledger. It is used to record all transactions for a single item. The detailed entries on the card are made as follows:

*a.* Stock Number. Enter the item description and NSN, vendor's catalog number, or other identifying number used to identify the item.

*b.* Supply Condition Code. Enter the supply condition code used to segregate the stock record on the form. Use “SVC” for serviceable and “UNSVC” for unserviceable.

*c.* Date Column. Enter the Julian date of each posting.

*d.* DoDAAC Column. Enter the DoDAAC.

*e.* Date/Serial Column. Enter Julian date/Voucher number or last four of document number.

*f.* Gain Column. Enter quantity for receipts, turn-ins, adjustments, and any other transactions that increase the balance as a gain.

*g.* Loss Column. Enter quantity for issues, shipments, adjustments, and any other transactions that decrease the balance as a loss.

*h.* Balance Column. Enter the balance of stock after the previous balance has been increased or decreased by the posting.

*i.* Balance Brought Forward cell. Enter the date and balance found in the Balance Carried Forward entry on the previous form.

*j.* Balance Carried Forward. Enter the date and balance to be entered in the Balance Brought Forward entry on the next form. See table B–9.

**Table B–9**
**Completion instructions (by block) for DA Form 1296 as a stock accounting record**

| Block | Instruction |
|---|---|
| 1 | Stock Number. Enter the item description and NSN, vendor's catalog number, or other identifying number used to identify the item. |
| 2 | Supply Condition Code. Enter the supply condition code used to segregate the stock record on the form. Use “SVC” for serviceable and “UNSVC” for unserviceable. |
| 3 | Date column. Enter the Julian date of each posting. |
| 4 | DoDAAC Column. Enter the DoDAAC. |
| 5 | Date/Serial Column. Enter Julian date/Voucher number or last four of document number. |
| 6 | Gain Column. Enter quantity for receipts, turn-ins, adjustments, and any other transactions that increase the balance as a gain. |
| 7 | Loss Column. Enter quantity for issues, shipments, adjustments, and any other transactions that decrease the balance as a loss. |
| 8 | Balance Column. Enter the balance of stock after the previous balance has been increased or decreased by the posting. |
| 9 | Balance Brought Forward cell. Enter the date and balance found in the Balance Carried Forward entry on the previous form. |
| 10 | Balance Carried Forward. Enter the date and balance to be entered in the Balance Brought Forward entry on the next form. |

## Glossary of Terms

**Acceptance at destination**
Assumption of title to property by DA at the specified delivery point. This term corresponds, generally, to the commercial term “FOB destination.”

**Acceptance at origin**
Assumption of title to property by DA at the point of shipment. This term corresponds, generally, to the commercial term “FOB origin.” It does not imply that payment was made at the time title passed to the Army nor does it necessarily mean that the Government, by assumption of title, forfeited the right to reject any article not conforming to contract specifications.

**Accountability**
Obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out and balances on hand or in use.

**Army Readiness-Common Operating Picture**
Provides commanders at every echelon, both home station and deployed, a tailorable, integrated, and continually updateable readiness common operating picture for use across the full spectrum of operations within a joint, interagency, and multinational environment.

**Audit trail**
Documentation supporting debit and credit entries on accounting records from the time property is brought into the Army inventory with a source document until the property is dropped from accountability.

**Authorized retention limit**
The quantity of items authorized to be retained before reporting excesses or requesting disposition instructions.

**Authorized stockage list depth**
Quantity of a single line stocked on an ASL.

**Authorized to Forecast**
The APSR Demand Analysis process that recommends additions to and deletions from the ASL.

**Automatic Identification Technology**
Defined in the list of DoD supply chain terms and definitions found on the Office of the Deputy Assistant Secretary of Defense for Logistics (DASD(Log)) website: https://www.acq.osd.mil.

**Backorder**
That portion of requested stock not immediately available for issue and not passed to another source of supply for action. Record of obligation to file the backorder is known synonymously as a backorder or due-out.

**Basic load**
Supplies kept by using 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.

**Batch code**
Formerly known as Condition Code.

**Bench stock**
Consumable Class 2, 3 (packaged), 4, and 9 supplies used by maintenance personnel at an unpredictable rate.

**Bill of lading**
Includes Government bills of lading issued by the Army and commercial bills of lading for transportation services administered by the Army.

**Business Workplace**
Formerly known as Manager Review File.

**Causative research**
See AR 725–500.

**Concealed shortage or damage**
Shortage in or damage to the contents of an original container or package detected after delivery. This damage or shortage is contrasted with visible damages or shortages in the number of packages involved, readily noticeable at time of delivery.

**Consumption**
Quantity of items consumed per requirement.

**Consumption Base Planning**
The concept of basing planning on consumption rather than demands.

**Controlled cryptographic items**
CCIs are described as secure telecommunications or information handling equipment, associated cryptographic components, or other hardware items that 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 that require quarterly inventory with characteristics that require special identification accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows: (1) *Classified item.* Material that requires protection in the interest of national security.(2) *Controlled item.* Material, that requires a high degree of protection and control because of statutory requirements or regulations; high-value, highly technical, or hazardous items; small arms, ammunition, explosives, and demolition material. (See CIIC “1–6,” “8,” “9,” “$,” “N,” “P,” “Q,” “R,” and “Y” (night vision devices and GPS) in AEMM). (3) *Pilferable item.* Material 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 contained AEMM).

**Customer**
Defined in the list of DoD supply chain terms and definitions on the DASD(Log) website: https://www.acq.osd.mil.

**Customer wait time**
A measurement of the total elapsed time between the issuance of a customer order and satisfaction of that order.

**Damage**
A condition that impairs either value or use of an article; may occur in varying degrees. Property may be damaged in appearance or in expected useful life without rendering it unserviceable or less useful. Damage also shows partial unserviceability. Usually implies that damage is the result of some act or omission.

**Discrepancy**
Disagreement between quantities or condition of property on hand and that required to be on hand, as shown by an accountability record of the property. It is usually a disagreement between quantities or condition of property received in a shipment and that recorded on the shipping document. This type of discrepancy generally is referred to as a “discrepancy incident to shipment.” Another form of discrepancy occurs when a disagreement exists between a stock record balance and the result of a physical count or inventory.

**Equipment**
Articles needed to outfit an individual or organization. Clothing, tools, utensils, vehicles, weapons, and similar items are articles of equipment. It is synonymous with “supplies” and “materiel.”

**Equipment in place**
Nonexpendable equipment of a moveable nature affixed to real property, but able to be removed without destroying or reducing the usefulness of the facility. It does not include installed building equipment.

**Equipment Master**
Asset or component.

**Excess**
The quantity of items over and above the authorized RO.

**Fair, wear, and tear**
Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal and customary use of the item for its intended purpose.

**Financial accounting**
See DoD 7000.14–R.

**Financial inventory accounting**
Act of establishing and maintaining accounts in both monetary and quantitative terms for material, supplies, and equipment held as stock on records of property accountability in the Army supply system worldwide.

**Financial liability**
Personal, joint, or corporate statutory obligation to reimburse the U.S. Government for Government property lost, damaged, or destroyed because of negligence or misconduct. (Misconduct includes wrongful appropriation.)

**Forecasting**
An estimate of the quantity of an item required or the demand for an item expected to be placed on the supply system for forecastable items within a specified time.

**Formal accountability**
Obligation to maintain property book or stock record property accounts, commissary accounts, or Troop Issue Subsistence Activity sales accounts. All property is subject to formal accountability unless specifically exempted by regulation or specific instructions of HQDA.

**Hazardous material**
In the United States, any material that is capable of posing an unreasonable risk to health, safety, and property during transportation. All HAZMAT appears in the HAZMAT Table at section 172.101 of Title 49, Code of Federal Regulations. Overseas, HAZMAT is defined in the applicable final governing standards or overseas environmental baseline guidance document, or host nation laws and regulations.

**Inventory**
See Chapter 4 of Volume 4, DoD 7000.14–R.

**Inventory accounting**
Establishment and maintenance of accounts for materiel in storage, in manufacturing process, on hand, in transit, or on consignment in terms of cost or quantity. The accounting process includes maintenance of supporting records and rendition of reports when required. Specific types of inventory accounting are detail, summary, financial, and item accounting.

**Item accounting**
Method of accounting that expresses credit and debit (loss or gain) entries in terms of quantity of items transacted without regard for dollar value of the materiel. May be performed in either detailed or summary manner.

**Item unique identification**
A system of establishing globally common unique identifiers on items of supply within the DoD that serves to distinguish a discrete entity or relationship from other like and unlike entities or relationships. AIT is used to capture and communicate item unique identification information.

**Local purchase**
Authorized purchase of materials, supplies, and services by a DoD organization from local commercial sources.

**Loss**
Unintended, unforeseen, or accidental loss, damage, or destruction to government property that reduces the expected economic benefits from the property. Loss includes, but is not limited to items that cannot be found after a reasonable search; theft; damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; or destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair. Loss does not include purposeful destructive testing, obsolescence, normal wear and tear, or manufacturing defects.

**Lot size + Safety stock**
Formerly known as Requisitioning Objective.

**Maintenance Significant Part**
A critical, repairable, and typically high dollar readiness driver.

**Major Army subcommand**
A command directly subordinates to an ACOM/ASCC/DRU. Assigned direct line responsibility and authority for a prescribed Army mission and designated by HQDA as a SUBACOM/ASCC/DRU. (Not applicable to the ARNG.)

**Management level**
An acceptable range of performance usually expressed with upper and lower control units, or occasionally as a single figure. Performance inconsistent with a management level will be cause for the operation to receive closer management.

**Master Data Record**
Formerly known as ABF/Catalog.

**Materiel**
All items necessary to equip, operate, maintain, and support military activities without distinction as to application for administrative or combat purposes, excluding real property, installations, and utilities. Materiel is either serviceable (for example, in an issuable condition) or unserviceable (for example, in need of repair to make it serviceable).

**Materiel Common Operating Picture**
Series of web-enabled dashboards that visualize the Army's readiness posture for strategic, operational, and tactical leaders. Leverages and integrates authoritative data resources. Provides senior leaders with the visibility to see and influence logistics performance deliver readiness to the Warfighter.

**Materiel Description**
Formerly known as Nomenclature.

**Materiel Documents**
Formerly known as Activity File.

**Materiel management**
The phase of military logistics that includes managing, cataloging, demand and supply planning, requirements determinations, procurement, distribution, overhaul, and disposal of materiel.

**Materiel manager**
Any DoD activity or agency that has been assigned materiel management responsibilities for the DoD and participating Federal Agencies.

**Materiel requirements planning Controller**
The MRP controller is the person responsible for the availability of consumable materials for maintenance and internal customers. This individual ensures that correct materials are procured at the correct time and in the correct quantities.

**Materiel requirements planning exception message**
(Created during an APSR planning run) Refers to an individual MRP element displayed. MRP Exception Messages identify imbalances between supply and demand and usually require action on the part of the Stock Control Manager or Clerk to correct.

**Materiel requirements planning types**
Formerly known as Stockage List Codes.

**National level**
Level of supply support including NICPs, depots, terminals, arsenals, central national data banks, plants, and factories associated with commodity command activities, and special Army activities retained under direct control of HQDA.

**Negligence**
There are 2 types of negligence: simple negligence and gross negligence. *Simple negligence*. The failure to act as a reasonably prudent person would have acted under similar circumstances. *Gross negligence*. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.

**Net asset**
The NA position consists of the total quantity on hand, either serviceable or unserviceable, plus quantities due-in minus quantities due-out.

**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 RO computations.

**Nonstandard item**
The item has no NSN assigned based on research of catalog data.

**Nonstocked item**
The item is not listed in the current AEMM.

**Open stock transport order**
Open stock transfer order formerly known Due-Out.

**Open transfer order stockage transport order**
Formerly known as Due In.

**Operating level**
The quantity of stock intended to sustain normal operations during the interval between receipt of replenishment shipment and submission of subsequent replenishment requisition. Does not include either SL or OST quantity.

**Overdue Deliveries**
Formerly known as Pseudo Receipt. Items ordered that have not arrived within a calculated PDT. In Global Combat Support System-Army, PDT is calculated by individual material (NIIN).

**Parked purchasing requisition**
Financial Hold to Review, Reject, or Release (before funds are obligated).

**Passive radio frequency identification**
A radio frequency tag that reflects energy supplied to the tag by a reader or interrogator, or that receives and temporarily stores a small amount of energy from the reader or interrogator signal to generate the tag response. A passive RFID tag has no active transmitter that can create a response signal.

**Planned Delivery Time**
Formerly known as RWT/CWT. The number of days elapsed from the initial generation of the Purchase Order/Stock Transport Order to the date of actual receipt of the item. PDT is captured for each Material Number that is forecasted using any approved forecasting model.

**Planograph**
Space utilization drawing of warehouse.

**Purchase Request/Stock Transport Order**
Formerly known as Request for Issue.

**Putaway**
Formerly known as Store.

**Radio frequency identification**
A radio frequency tag device that can produce its own radio signal not derived from an external radio source. Active RFID tags may hold relatively large amounts of data, are continuously powered, and are normally used when a longer tag read distance is desired.

**Reconciliation**
A comparison of the supply records of separate activities to ensure their compatibility. The term reconciliation includes the corrective actions necessary to bring the two record sets into agreement.

**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.

**Release strategy**
Where orders are reviewed–like the old Manager Review File.

**Reorder point**
That 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 SL, OST, and (if applicable) the RCL.

**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 RCL 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.

**Request**
A supply request initiated by the using unit.

**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 source of supply.

**Requisition objective**
The RO is the maximum quantity of an item authorized to be on hand and on order at any time.

**Retail level**
Level of supply below the national level. Retail level stockage generally is oriented toward attaining maximum operational readiness of support units and, therefore, it is based on demand or item essentiality. Installation supply and maintenance activities, direct support organizations, and general support units usually are engaged in retail level supply support.

**Safety level**
Quantity of stock intended to permit continued support in the event of minor interruption of stockage replenishment or unpredictable fluctuation in demand rate, or both.

**Scrap**
Property that has no value except for its basic metallic, mineral, or organic content.

**Shop stock**
Repair parts and consumable supplies stocked within a support-level maintenance activity for internal use during accomplishment of maintenance requests. It is similar in purpose to repair parts kept by a unit in support of organizational maintenance, in that it is for internal use only and has been issued from an ASL at an SSA.

**Small arms/parts**
Handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machinegun; multibarrel machineguns such as the 7.62mm M134; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-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.

**Soft Pegging**
Formerly known as Rollover Number/Document Number. This process is to link (peg) customer requirement to one or more associated SSA purchase orders past to the National level.

**Source of Fill**
Formerly known as Vendor.

**Stock**
Defined in the list of DoD supply chain terms and definitions found on the DASD(Log) website: https://www.acq.osd.mil.

**Stock level**
Defined in the list of DoD supply chain terms and definitions found on the DASD(Log) website: https://www.acq.osd.mil.

**Stock number/Materiel number**
A number used to identify an item of supply. Types of numbers used are (1) NSN or North Atlantic Treaty Organization stock number. (2) Commercial and Government Entity Code.(3) Management control number. (4) DoDAAC. (5) Army commercial vehicle code. (6) Any other identifying number when one of the types in subparagraphs *a* through *e* above has not been assigned.

**Stock record account**
Formal basic record showing, by item, receipt and disposal of property being held for issue, balance on hand, and other identifying or stock control data. The account is prepared on prescribed forms. It is maintained by, or under supervision of, an accountable officer. It may be maintained manually, by accounting machine methods, or by automatic data processing equipment.

**Stockage**
Defined in the list of DoD supply chain terms and definitions found on the DASD(Log) website: https://www.acq.osd.mil.

**Supplies**
Items needed to equip, maintain, operate, and support military activities. Supplies may be used for administrative, combat, or general plant purposes. Supplies include food, clothing, equipment, arms, ammunition, fuel materials, and machinery of all kinds. For planning and administrative purposes, supplies are divided into 10 classes. Supplies are synonymous with “equipment” and “material.”

**Suppression chain**
Formerly known as I&S.

**T-Code**
Transaction Codes within an APSR that are used to execute business processes.

**Traffic Lights**
Status indicator icons displayed in an APSR in the form of a traffic light. Used to prioritize information viewed based on predetermined conditions and system settings.

**Transportation officer**
The officer responsible for shipment of property. This officer initiates and accomplishes bills of lading (BLs). When no person is specifically provided to perform these functions, the officer who accomplishes BLs is responsible for duties assigned to the transportation officer.

**U.S. property and fiscal officer**
A commissioned officer of the Army or National Guard of the United States on extended Federal active duty and who is accountable and responsible for proper obligation and expenditure of all Federal funds and for receipt and account of all Federal property in possession of the National Guard of the State; maintains an SRA comparable to the level of a CONUS installation; and must ensure that accountability for Federal property is maintained after property is issued to property book level.

**Unique item identifier**
A set of data elements marked on items that is globally unique and unambiguous. The term includes a concatenated unique item identifier or a DoD-recognized unique identification equivalent.

**Unit commanders**
Commanders of companies, batteries, or similar units, and correctional officers.

**Unserviceability**
More inclusive term than damage or destruction. It indicates, in military usage, that the article to which the term is applied is no longer useful for the intended purpose. Damage or destruction may not be involved. The term also indicates property that has deteriorated through use; however, it may include property no longer usable for its original purpose, despite the reason for its condition.

**Validation**
The review of open requisitions by the requestor to affirm the continued need for the material and quantity on requisition.

**Vehicle Hull Targets**
A vehicle used for destructive testing and target training. Vehicles are usually obsolete, nonstandard, or military excess withdrawn from DoD surplus or the DLA/DS.

**Voucher**
Document attesting to, or serving as, evidence of a specific property transaction. Credit vouchers, such as signed receipts, support a reduction of on-hand balance shown on the property record. Debit vouchers, such as receiving reports, support an increase in recorded on-hand balance.

**Warehouse activity monitor**
Decision support tool used to monitor the status of critical processes and situations in a warehouse. The primary purpose of the warehouse activity monitor is to alert managers of bottlenecks occurring in the flow of assets and transactions through the warehouse. Examples are: (a) Unconfirmed Transfer Orders, (b) Open Transfer Requirements, (c) Open Posting Change Notices, and (d) Open Deliveries.

**Zero-count triggers**
Defined in the list of DoD supply chain terms and definitions found on the DASD(Log) website: https://www.acq.osd.mil.