Department of the Army
Pamphlet 710–2–1

Inventory Management

Using Unit Supply System (Manual Procedures)

Headquarters
Department of the Army
Washington, DC
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SUMMARY of CHANGE

DA PAM 710–2–1
Using Unit Supply System (Manual Procedures)

This revision--

- o Revises and changes COMSEC procedures throughout.
- o Changes the address for submission of requests for clarification (para 1-6).
- o Lists requirements to be included in Requests for Deviation (para 1-6).
- o Excludes USAR units from submitting reports of supply constraints for unfinanced requirements, if the requirements have already been identified through budget submissions (para 1-8).
- o Adds new information to show new time standards for requisitions with a specific RDD (table 2-2).
- o Deletes instructions for requesting Modifications Work Orders (para 2-13).
- o Changes the address for source of COMSEC materiel (througout).
- o Adds status listings to the due-in status files (para 2-21).
- o Allows the unit commanders’ next higher headquarters to authorize turn-in or transfer of property no longer needed or authorized by VTAADS (para 3-5).
- o Adds procedures for transfer of property among Army components (paras 3-14 and 3-15).
- o Explains the procedure for the turn-in of IMPE equipment when instructed by the Software Management Support Department (SMSD) (para 3-15).
- o Deletes the requirements to account for commissary store equipment (para 4-1).
- o Adds the requirement to account for property that has been donated to the Army (para 4-1v).
- o Adds the requirement to account for all abandoned property that is under the control of the Army (4-1w).

- Adds the requirement for “other on hand items” not otherwise authorized by paragraph 4-1 (para 4-2).

- Explains when the commander’s assumption of command orders are used in lieu of the PBO appointment memorandum (para 4-4).

- Requires units to continue to report changes under CBS-X throughout wartime (para 4-28a).

- Changes the U.S. Army Central Vehicle Registry maintained by USAMC from MRSA to LOGSA (para 4-28).

- Explains how to account for support items authorized separately in authorization documents (para 4-35).

- Explains exemptions from property book accountability for copiers leased under a “cost per copy” contract (para 4-39).

- Changes requirements in accountability for the property book level accountable officer’s statement (para 5-2).

- Adds procedures for loans of equipment among Army components (para 5-4).

- Deletes all reference to DD Form 1131 throughout.

- Adds procedures for loans of ARNG and USAR equipment (para 5-5).

- Lists class of supplies authorized under operational loads (para 7-1a(2)).

- Deletes definition of combat prescribed loads (para 7-1a(4)).

- Changes listed USAMC activities from USACDA/MRSA to LOGSA (chap 8).

- Clarifies the term Initial Mandatory Parts List (IMPL) (chap 8).

- Changes the prescribed number of days for the ARNG (para 8-1a).

- Adds the due-in status file to the PLL records (para 8-1g).

- Changes repair parts stockage codes at organizational level that agree with codes used at the SSA.

- Revises figures 8-3, 8-4, and 8-5 to shown new stockage codes.

- Adds figure 8-6 to show a sample of an Initial Mandatory Parts List.

- Specifies the number of DA Forms 3645/3645-1 copies required for USAR OCIE transactions (para 10-6a).

- Specifies what items can be summarized in the ARNG/USAR (para 10-7a).

- Authorizes the unit commander in the USAR, the issue of camouflage maternity uniforms (para 10-9a).

- Explains procedures for transfer of AAFA/AASF/AVCRAD OCIE issued to individuals in the event of mobilization (para 10-21c (3)).

- Changes office authority for ammunition procedures in chapter 11.

- Changes the date of the monthly POL inventory (para 12-21c).

Headquarters
Department of the Army
Washington, DC
31 December 1997

*Department of the Army Pamphlet 710–2–1

Inventory Management

Using Unit Supply System (Manual Procedures)

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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Administrative Assistant to the
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History.
This Update printing publishes a revision. Because the publication has been extensively revised, the changed portions have not been highlighted. This electronic edition contains reproducible forms not included in the printed copy.

Summary. This pamphlet provides unit and organization manual supply procedures.

Applicability. This pamphlet applies to the Active Army, the Army National Guard, the U.S. Army Reserve (USAR), the Army Reserve Officers Training Corps (Army ROTC), and the National Defense Cadet Corps (NDCC). Unless specified by prescribing directives, this pamphlet does not apply when an Army element is accounting for the items listed in paragraph 1-5.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff for Logistics (DCSLOG). The DCSLOG has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The DCSLOG may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commandant, U.S. Army Quartermaster Center & School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1601. For the Army National Guard, requests for change will be submitted through command channels to Chief, National Guard Bureau ATTN: NGB-ILE-LL-P, 111 S. George Mason Drive, Arlington, VA 22204-1382. Do not submit changes directly to the proponent agency.

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Glossary

Index

Chapter 1
General

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

1–2. References
Required and related publications, and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Requesting clarification and deviation of authority
a. Use the chain of command to request clarification of this pamphlet as follows:

(1) Use a memorandum when making a written request for clarification. Include in the letter the following:

(a) Page and paragraph number in question.

(b) Name and Defense Switching Network (DSN) phone number of the requestor.

(2) Each element in the chain of command receiving a clarification request will try to answer it. If it cannot be answered, send the request to the next higher element. This will ensure that available talent is used and that the quickest possible answers are given.

(3) When DA clarification is necessary, major Army commands (MACOMs) will send clarification requests to Commandant, U.S. Army Quartermaster Center and School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-5039.

b. Deviation from the procedures in this pamphlet will only be made with prior approval of HQDA. Use the guidance in AR 735-5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Send all requests for deviation through command channels to Commandant, U.S. Army Quartermaster School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1061.

1–5. Nonapplicability of special items
a. Unless specified by prescribing directives this pamphlet does not apply when an Army element is accounting for the following items:.

(1) American Forces Radio and Television Service Program materials using AR 360-81.

(2) The Army Art Collection using AR 870-15.

(3) Army national cemetary property and supplies using AR 290-5.

(4) Clothing initial issue point stocks using AR 700-84.

(5) Classified Communications Security (COMSEC) equipment, key software, and publications using AR 380-40 (O) and TB 380-41.

(6) Historical properties and museum pieces using AR 870-20.

(7) Industrial property and equipment in place using AR 735-72.

(8) Library books or materials using AR 27-5, AR 40-2, or AR 735-17.

(9) Military training aids using AR 350-38.

(10) Nonappropriated fund assets using AR 215-5.

(11) Real property and facilities engineering resources using AR 420-17.

(12) Special purpose equipment using AR 381-143 (C).

(13) Subsistence (class 1 supplies) using AR 30-1 or AR 30-18.

(14) Supplies on stock record accounts, except for Class 5 supplies.

(15) Clothing sales store resale accounts operated under AR 700-84.

(16) Commissary resale stock record accounts operated under AR 30-19.

b. This pamphlet will be used in peacetime and wartime. Theater of operations commanders will give implementing instructions as needed when the Secretary of the Army suspends any or all of this pamphlet.

1–6. Requesting an accounting waiver
Use the guidance in AR 735-5 to request a property accounting waiver. Send requests through command channels to HQDA (DALO-SMP-U), WASH DC 20310.

1–7. Reports of supply constraint (exempt from RCS under AR 335-15)
a. Use a report of supply constraint to tell the next higher command when requests for supply of classes 2, 3 (pkg), 4, 7, 8, and 9 cannot be submitted for any reason. Two workdays are allowed to submit the report. Keep a copy of the report and responses from higher commands on file for 1 year. (ARNG and USAR units are not required to submit reports of supply constraint for unfinanced requirements if the requirements have already been identified through budget submissions).

b. Send reports of supply constraint by memorandum or message. Include in the report the following:

(1) Reasons for the constraint.

(2) Period of time the constraint will be in force (to be determined by the commander).

(3) Activities involved and the limiting factors.

(4) Impact on unit readiness.

(5) Actions taken to remove the constraint.

c. Commanders receiving reports of constraints will take one of the following actions (2 workdays are allowed):

(1) Return the report to the submitting commander with instructions that will remove the cause for the constraint.

(2) Verify the restrictions and circumstances involved. Forward the report to the next higher command. Include a statement that resources required are not available. Also include comments and recommendations.

d. Major commanders will forward the report, when necessary, with comments and recommendations directly to the DA Staff element involved. Information copies will be furnished to HQDA, DALO-SMP-U, WASH DC 20310; and the Cdr, USAMC (AMCRE-FS), 5001 Eisenhower Ave, Alexandria, VA 22333.

e. Inspectors will review the file of reports of supply constraint. They will check the timeliness of the original submission. They will also review the actions taken by higher commands.

1–8. UIC and DODAAC changes to property accounts
When a parent unit which maintains a property book is notified that the UIC and DODAAC will be changed, take the following steps—

a. Prepare a lateral transfer using DA Form 3161 (Request for Issue or Turn-In) to transfer property from the old UIC/DODAAC to the new UIC/DODAAC.

b. Obtain the losing document number from the existing register, post to block 3 of DA Form 3161, close out the old register and start a new document register using the new UIC/DODAAC. Obtain the gaining document number from the new register and post it to block 4 of the DA Form 3161.

c. Post the losing entry to each property book page (zero the page), and prepare a new property book page for each item. Post the gaining entry from the lateral transfer to the new pages.

1–9. General instructions for using this pamphlet
Specific details on how to use, complete and distribute forms in this pamphlet will be found in the text which accompanies the form. A set of general rules is provided below. Follow these instructions unless another action is specified.

a. Spaces that do not require entries are left blank. Normally negative numbers, zero and "N/A" entries are not required.

b. All entries on forms in this pamphlet will be clearly printed or typed except personal signatures and initials. Blue or black ink will be used unless a pencil entry is specified. Repetitive information may be entered by use of a rubber stamp.

c. Only those abbreviations authorized by AR 310-50 may be used. The terms noun, and noun nomenclature are used interchangeably.

1–10. Requesting deviation authority

Deviation from the procedures in this pamphlet will only be made with prior approval of HQDA. Use the guidance in AR 735-5 to prepare and process requests for deviation from accounting procedures. Request for deviation should explain the need for a deviation, how long it will last, how the waiver will help accomplish the mission, and how the end results will be measured. The request should include an opinion by the MACOM legal officer. Send all requests for deviation through command channels to Commandant, U.S. Army Quartermaster School, ATTN: ATSM-LTD-SP, Fort Lee, VA 23801-1061.

Chapter 2
Requesting and Receiving Supplies

Section I
Requesting Supplies

2–1. General

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

2–2. The Uniform Materiel Movement and Issue Priority System (UMMIPS)

The UMMIPS provides the means for expressing the importance of a supply request. This is done by assigning a 2–digit numeric code, ranging from 01 through 15, to the supply request. This numeric code is referred to as a priority designator (PD). The PD is based on two factors. These factors are the unit's Force/Activity Designator (FAD) and the Urgency of Need Designator (UND) of the supply request.

a. The Force/Activity Designator. FADs are expressed by Roman numerals I, II, III, IV, and V. The permanent orders activating the unit usually include the assigned FAD. A unit has only one FAD.

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

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

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

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

(c) Required for immediate use for installation on or repair of direct support equipment (i.e., ground support, fire fighting) needed for the operation of mission-essential materiel.

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

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

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

(g) Required for immediate use to end an existing work stoppage on a direct support (DS) or general support (GS) production line performing maintenance and repair of unserviceable, intensive management or critical items.

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

(a) Immediate end-use and without which the capability of the force or activity to perform assigned operational missions is impaired.

(b) Required for immediate installation on or repair of mission-essential materiel and without which the ability of the unit or activity to perform assigned operational missions is impaired.

(c) Required for immediate use for installation on or repair of auxiliary equipment.

(d) Required for immediate use in replacement or repair of mission-essential or auxiliary training equipment. Without this materiel, the ability of the unit or activity to perform assigned missions would be impaired.

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

(f) Required to prevent an expected work stoppage at industrial or production activities that manufacture, modify, or maintain mission-essential materiel.

(g) Required to prevent an expected work stoppage on a DS/GS production line performing maintenance and repair of unserviceable, intensive management/critical items.

(h) Required for replenishment of the quantity issued that brings a line to zero balance on the PLL/combat PLL.

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

(a) Required for on schedule repair, maintenance, manufacture, or replacement of all equipment.

(b) Required for initial issue and replenishment of stock to meet authorized stockage quantities on the PLL/combat PLL (including MPL quantities).

(c) Required for initial stockage of operational load quantities.

(d) Required for purposes not covered by any other UND.

c. Selecting the priority designator. The PD for a supply request is determined by relating the FAD to the UND of the needed item. Select the PD for a supply request as follows:

(1) Determine the UND of the needed item.

(2) Use table 2–1 to select the PD on the line that relates the unit FAD and UND.

Table 2–1
Priority Designator Table (Relating Force/Activity Designator to Urgency of Need).

Force/activity designators (FAD)	Urgency of need designators (UND)		
	A	B	C
I.....	01	04	11
II.....	02	05	12
III.....	03	06	13
IV.....	07	09	14

Table 2–1
Priority Designator Table (Relating Force/Activity Designator to Urgency of Need).—Continued

Force/activity designators (FAD)	Urgency of need designators (UND)		
	A	B	C
V.....	08	10	15

d. Special use of priority designators. Under the following special conditions, stated PDs may be used by all requesters, regardless of FAD. Do not use these PDs for resupply of stocks to meet authorized stockage objectives.

(1) Use PD 03 for medical or disaster supplies or equipment required to:

(a) Prolong life, relieve suffering, or expedite recovery in case of injury, illness, or disease.

(b) Avoid or reduce the impact of epidemics or similar potential mass illness or diseases when, in professional opinion, the occurrence is imminent.

(2) Use PD 03 for emergency supplies or equipment needed immediately for controlling civil disturbances, disorder, or rioting.

(3) Use PD 06 for emergency supply of individual and organizational clothing. This clothing must be needed immediately to provide a minimum of essential clothing to active duty military personnel who are actually without the clothing required.

2–3. Control of priority designator utilization

a. Commanders are responsible for the accurate assignment of Pds. The commander will either personally review or delegate, in writing, on a memorandum order or a DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies), specific personnel the authority to review—

(1) All requirements based on UND A to certify an inability to perform mission.

(2) All requirements based on UND B to certify that the urgency has been accurately determined.

b. The reviews of paragraph a above will be made before sending requests to the supply source. Make the following checks before certification:

(1) Make sure the item requested is authorized.

(2) Make sure the quantity requested is the actual amount needed.

(3) Verify that the need for the item corresponds to the PD assigned.

c. Persons certifying UND A and B requests will place their initials in column h of DA Form 2064 (Document Register for Supply Actions) for each request submitted, prior to sending the request to the SSA.

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

e. In the ARNG, the following additional individuals are responsible for the accurate assignment of PDs and will personally review or delegate in writing the authority to review PDs:

(1) Chiefs of TDA activities.

(2) State maintenance officers.

2–4. Use of the standard delivery date (SDD) in the using unit

a. The SDD is the latest calendar date that the requesting unit can normally expect to receive an item. The SDD depends on the PD of the supply request and the location of the unit.

b. Compute the SDD as follows:

(1) Locate the standard delivery time in table 2–2. Select the number of days on the line that relates the PD and the location of the unit.

(2) Add this number of days to the date of the supply request. The result is the SDD.

Table 2–2
Standard Delivery Time in Days

Priority designators	CONUS and intratheater	Unit location	Europe, Mediterranean and Africa	Pacific
01 thru 03	10	14	14	15
04 thru 08	14	18	18	19
09 thru 15	32	70	75	85

Notes:
[1] Alaska, Hawaii, South America, Caribbean, and North Atlantic.

2–5. The required delivery date (RDD)

a. The RDD is the calendar date when materiel is required by the requester. Find when to use an RDD on a supply request by comparing the date the materiel is required with the SDD. If delivery of materiel by the computed SDD will not meet requirements, and one of the following conditions exist, use an RDD.

(1) Delivery of the item by the computed SDD will not meet requirements.

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

(a) The scheduled departure date for a vessel or other carrier is such that future replenishment of the unit from current supply sources will not be practical after departure.

(b) The scheduled deployment date for an operational force by a fixed date.

(c) The emergency requirement for medical and disaster supplies to save life or prevent suffering and disaster.

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

c. Enter the RDD on the supply requests as explained in the preparation instructions (see fig 2–1). To schedule an RDD beyond the SDD see instructions in AR 725–50, chapter 2.

d. Table 2–2 shows the time standards for requisitions with a specific RDD.

Table 2–3
Forms Used to Request Supplies

Form: DA Form 581 **Used to Request:** Ammunition and explosives.
Form: DA Form 2765 or DA Form 2765–1 **Used to Request:** Expendable, durable, or nonexpendable single line item with National Stock Number (NSN) listed in the Army Master Data File (AMDF).
Form: DA Form 3161 **Used to Request:** Ten or more line items of supplies normally provided by a Self-Service Supply Center (SSSC) when SSSCs are not available. Five or more line items of packaged class 3 items. Expendable medical items within a medical facility. Five or more lines of supplies normally ordered on a recurring basis. Examples are insignia, badges and individual awards.
Form: DD Form 1348–6 **Used to Request:** Non-NSN single line item. NSN single line item when the NSN is not listed in the AMDF. Modification Work Order (MWO) and modification kits. Classified items. All exception data requests.

2–6. End item codes (EIC)

The EIC is a three position code replacing the W/ESDC on requests for issue. The EIC is entered in cc 54–56 or block 18 of every request for issue, cancellation, and modification for repair parts having end item application. If no EIC had been assigned to the end item, leave blank. Repair parts do not show EICs on the AMDF because one part may fit several end items. If two or more EICs are applicable to a single item, use the EIC that is applicable to the specific major end item that the part is being applied to. For example, if the part is being used to repair a radio which is installed on a truck, use the EIC for the radio, not the EIC for the truck.

2–7. Forms used to request supplies

Table 2–3 lists the forms used to request supplies and the type supplies requested with the form. Units must submit all requests for supplies, regardless of source of supply, to the specific SSA that supports the unit for the class of supply requested. The SSA stock record officer then determines the source of supply for the requested item.

2–8. Preparation of DA Form 2765–1

When used as a request for issue, DA Form 2765–1 (Request for Issue or Turn-In) is a four-part carbon interleaved form. When prepared, present the number of copies required by the Supply Support Activity (SSA). One copy may be filed in the due in status file. Instructions for preparing a DA Form 2765–1 are in figure 2–1.

2–9. Preparation of DA Form 3161 when used as a request for issue

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

b. Use DA Forms 3161/3161–1 only on a fill or kill basis. Dues out are not made on these forms.

c. Prepare the forms in enough copies to meet local needs. Instructions for preparing DA Form 3161 are in figure 2–2. Overprinting of DA Form 3161 is authorized when the same items are requested frequently. When using an overprinted DA Form 3161 to request supplies, line through items and their corresponding blank quantity columns when those items are not requested.

d. In the ARNG, the USPFO should publish specific instructions for using DA Form 3161.

2–10. Preparation of DA Form 581 when used as a request for issue

DA Form 581 (Request for Issue and Turn-In of Ammunition) is used to request ammunition items. Prepare the form in enough copies to meet local needs. Keep a copy in suspense. Present all other copies to the Ammunition Supply Point (ASP) accountable officer. ARNG use procedures in NGB Pamphlet 350–3.

2–11. Preparation of DD Form 1348–6 as a request for issue

a. DD Form 1348–6 (DOD Single Line Item Requisition System Document) is used to request items as shown in table 2–3.

b. Exception data for non-NSN items is only required when the items being requested do not have a manufacturer's part number (MPN). An MPN consists of a five-digit Commercial and Government Entity Code (CAGE) and a part number. Enter the exception data in blocks 2 through 9 of the request. If required, attach additional exception data to the request. This data includes as much of the following as possible, and any other information that would aid in identification. For non-cataloged, nonstandard, commercial items, enter a complete item description and include the end item application. For PD 01–08, add on the back of the form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to take a piece of equipment off deadline, or is needed to satisfy a mission-essential requirement. If text length precludes use of the back of the form, use an informal memorandum.

(1) Manufacturer's name.

(2) Publication number, page number, and date of publication.

(3) Size, shape, color and purpose of the item requested.

(4) End item identification to include the EIC.

c. Prepare DD Form 1348–6 in four copies. When prepared, present copies one, two and three to the SSA. File copy four in the due-in status file. Instructions for preparing DD Form 1348–6 as a request for a non-NSN item are in figure 2–3. Instructions for preparing DD Form 1348–6 for an NSN item are in figure 2–4.

Section II
Special Request Instructions

2–12. Requests for recoverable or nonexpendable components

These items have a recoverability code (RC) other than O, Z, or blank, or have an Accounting Requirements Code (ARC) of N. The codes are in the Army Master Data File (AMDF). Use these procedures when requesting these items.

a. Requests citing a recurring demand.

(1) When possible, send the request to the SSA at the same time the unserviceable item is turned in.

(2) Request on a one-for-one basis.

(3) Enter turn-in document number in block O of DA Form 2765–1.

(4) When an unserviceable item is not turned in, do this:

(a) Enter an explanation on the reverse side of the request.

(b) Have the commander or responsible officer sign the explanation.

b. Requests citing a nonrecurring demand.

(1) Enter an explanation for the request on the reverse side of the request.

(2) Have the commander or responsible officer sign the explanation.

2–13. Not Mission Capable Supply (NMCS) and Anticipated Not Mission

a. Capable Supply (ANMCS) requests NMCS requests are to be initiated when a maintenance work stoppage has occurred because an item of supply is not available at the maintenance activity to continue repairs or to return a piece of equipment to mission capable status. If the end item has an assigned End item code (EIC), the EIC should be entered in block 18, or cc 54–56 on the request for issue.

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

(1) For NMCS conditions requiring expedited handling originating overseas (or in CONUS units alerted for deployment within 30 days), use the following procedures:

(a) Requesting unit will possess FAD I, II, or III.

(b) Enter PD 01–03 in block 20 (cc 60–61). Use the PD relating to UND A and the unit's FAD. See table 2–1.

(c) Enter 999 in block 21 (cc 62–64).

(d) Enter the proper EIC in block 18 or cc 54–56. EICs are listed in the AMDF for most major end items but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. If you can not identify the specific end item, or no EIC has been assigned to the end item, leave the EIC blank.

(2) For all other CONUS or overseas NMCS requests other than 999 or ANMCS requests (all FADs), use these procedures.

(a) Enter an "N" in the first position of block 21 (cc 62) for NMCS requests.

(b) Enter an "E" in the first position of block 21 (cc 62) for ANMCS requests.

(c) Short RDDs may be entered in the second and third positions of block 21 (cc 63–64). When used, enter the number of days within which the materiel is required.

(d) Enter PD 01–08 in block 20 (cc 60–61). For ANMCS, use the

PD relating to UND B in units having FAD I, II, or III and UND A in units having FAD IV or V. Use table 2–1

(e) Enter the proper EIC in block 18 or cc 54–56. EICs are listed for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. If you can not identify the specific end item, or no EIC has been assigned to the end item, leave the EIC blank.

2–14. Modification work order (MWO) and modification kits

Units are not authorized to request MWO kits. The U.S. Army Materiel Command sponsoring agency is responsible for issue and installation of MWO kits at no cost to the unit.

2–15. Classified items

When requesting a classified item, use these procedures.

a. Use DD Form 1348–6.

b. Enter enough unclassified information on the request to permit identification of the item; such as stock number, noun, and authority.

c. Do not enter classified information on the request.

d. Deliver the request to the SSA. If the SSA needs further information, they will ask for it. Provide classified information only when a need to know has been established.

e. These procedures do not apply to requests for classified COMSEC items. Commanders will coordinate with their supporting classified COMSEC account for transactions concerning classified COMSEC materiel. See paragraph 2–16 below.

2–16. Types and sources of classified COMSEC materiel

a. Accountable classified COMSEC materiel. Classified COMSEC material and all keying materiel is "accountable" within a special system known as the COMSEC Materiel Control System (CMCS) managed by USACSLA per AR 380–40(O) and TB 380–41. Authorized customers can obtain this materiel only through classified COMSEC logistics channels (COMSEC accounts) using DA Form 2765/2765–1 or DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)) and DD Form 1348m (DOD Single Line Item Requisition System Document (Mechanical)).

b. Unclassified COMSEC materiel (less keys). Unclassified COMSEC materiel to include Controlled Cryptographic Items (CCI), are also managed by USACCSLA (B56). Unclassified COMSEC materiel is listed in the Arms Master Data File (AMDF) with a Controlled Item Inventory Code (CIIC) of "U", "7" or "9". Account for nonexpendable unclassified CII using the standard accounting policy and procedures provided in this publication. Although, they are unclassified when unkeyed, unclassified CCI are coded as sensitive items on the AMDF, and require special handling and storage procedures as specified DA Pam 25–380–2. Keyed CCI assumes the same security classification of the key being used and will be safeguarded accordingly.

c. Requests for COMSEC materiel. Requesting accountable classified COMSEC materiel. Classified COMSEC materiel (to include key) may only be requested through a duly established COMSEC account as specified in AR 380–40(O). Unclassified CCI items are requested through the unit PBO.

(1) Within CONUS, units will request classified COMSEC materiel from their designated COMSEC Materiel Direct Support Activity (CMDSA). CMDSAs and units not supported by a CMDSA will requisition/request all classified COMSEC materiel (other than key or publications) by submitting DA Form 2765/2765–1 or DD Form 1348/1348m directly to RIC: B56 via AUTODIN or mail to USACSLA, ATTN: SELCL-KP, Fort Huachuca, AZ 85613–7090.

(2) OCONUS units will request classified COMSEC officer (other than key and publication) by submitting DA Form 2765 or DA Form 2765–1 to their designated COMSEC Logistics Support Facility (CLSF).

(3) Procedures for acquisition of commercial COMSEC equipment are located in AR 710–2, paragraph 1–14. Request only approved unclassified CCI items through approved vendors according to the instructions provided. Contact USACSLA prior to proceeding with the acquisition. Account for commercial CCI items on the property book using procedures outlined in AR 710–2 and this pamphlet. Caution! Do not assign local MCN for commercial COMSEC items. Use USACLSA assigned MCNs for control, accounting and reporting requirements.

(4) Procedures for requesting COMSEC key and publications are contained in TB 380–41.

d. Source for COMSEC materiel. USACSLA (RIC B56), as the Army NICP for all COMSEC materiel, is the source of supply for retail support activities requisitioning COMSEC materiel directly from the wholesale level. All wholesale level stocks are stored at, and shipped from, the COMSEC Directorate, Tobyhanna Army Depot (TYAD), Tobyhanna, PA (RIC BL4).

2–17. Requests for items in addition to authorized allowances

Prepare requests for authorization of items in excess of current authorized allowances in the form of a memorandum. Process the memorandum through command channels according to AR 310–49. Do not submit a request for supplies until the memorandum request is approved.

2–18. Preparation for overseas movement (POM) requests

Use the procedures in AR 220–10 for POM requests.

2–19. Requests for construction-type equipment

Use the procedures in AR 725–50 when requesting construction-type equipment.

2–20. Request for repair parts in support of commercial construction equipment (CCE), materiel handling equipment (MHE), and commercial vehicles or commercial design tactical vehicles

Requests are prepared according to section I, of this chapter. A military publication or commercial catalog will be referenced. A project code in cc 57–59 and an EIC in cc 54–56 of request document will be used to identify part numbered repair parts in support of CCE and MHE.

a. Commercial construction equipment (CCE). Use project code JZC for OCONUS and CONUS requests to identify part numbered repair parts in support of CCE.

b. Materiel handling equipment (MHE). Use project code JZM for OCONUS requests and CONUS requests to identify part numbered repair parts in support of MHE.

c. Commercial vehicles and commercial design tactical vehicles. Commercial vehicles are identified by an "M" in position 2 of the Materiel Category Structure Code (MATCAT) on the end item NSN. Commercial design tactical vehicles are identified by an "L" in the second position of the MATCAT for the end item NSN, however, the generic category code definition (position 4 and 5 of the MATCAT), should also be examined for commercial end item description. Use project code JZO for CONUS/OCONUS requests to identify part numbered repair parts in support of commercial vehicles.

2–21. Requests for medical items

Requests for Class VIII (Medical) items will be coordinated with the Division Medical Supply Office (DMSO) for divisional units and Supply Support Activities (SSA) organic to U.S. Army Hospitals or major medical facilities for nondivisional units. These organizations publish standard operating procedures (SOP) which contain specific instructions concerning the procurement of medical items.

2–22. Exception data requests

a. Submit requests for items requiring exception data on DD Form 1348–6. Prepare the form for non-NSN items as shown in figure 2–3. Prepare the form for NSN items as shown in figure 2–4.

Enter the exception data in blocks 2 through 9 of the request. If additional space is needed, attach exception data to the request. For non-cataloged, nonstandard commercial items, enter complete item description and end item application, as a minimum, for the item being requested. Add on back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to take a piece of equipment off deadline, or is needed to satisfy a mission essential requirement.

b. Exception data is required for major item requests when:

(1) The authorization document does not contain nomenclature and line item number (LIN) to identify the item as ancillary equipment to a major system.

(2) The user has special requirements such as preservation and packaging, ship-to address not listed in the Department of Defense address directory, or winterization required.

(3) Requesting tracked combat vehicles, whether initial issue or replacement. Exception data is necessary because electronic or communications equipment differs from vehicle to vehicle within an organization. Overaged, high-mileage vehicle serial number must be provided for replacement issue.

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

2–23. Keeping the DA Form 2064/electronically generated DA Form 2064.

The document register is a record of document numbers assigned to supply documents. It serves as the suspense file for open supply transactions.

a. There are three types of document registers; nonexpendable, durable, and expendable.

(1) The nonexpendable register is kept at property book level. Use it to record supply transactions for property book items (regardless of ARC) and nonexpendable components.

(2) One durable register is authorized to be maintained at the unit level as directed by the PBO. The PBO may authorize this register to be combined with an expendable document register, making an expendable/durable register. This register will normally be maintained by the unit supply element.

(3) Expendable document registers are kept by each element within a unit that is authorized to submit supply requests to an SSA. Use it to record supply transactions for expendable items.

Note. In the USAR only, assign a document number from the durable/expendable register when personal clothing is requested for an individual.

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

c. Document registers are kept by calendar year or fiscal year. Use the procedures in AR 25–400–2, file number 710–2b for filing and extracting document registers.

d. Supply documents are recorded in the document register as explained in figure 2–5. For training ammunition use the procedures outlined in figure 11–6.

e. When a unit document is found or received that is not recorded in the document register, or has a document number that is a duplicate of a recorded document number for a different transaction, take the following action:

(1) Research the transaction with all activities that would act on it if it were valid. If the document is an obvious error, or was never processed, destroy it. If the document was processed, submit a request for cancellation.

(2) If the document can't be cancelled and is for an expendable/durable item:

(a) File the document in the applicable file in document number sequence.

(b) Record the document on a blank DA Form 2064 and line out the remaining blank spaces on that register page. File the page immediately following the page where the document would have been recorded using the same page number plus a letter for the new page. For example, if filed following page 13, the new page will be numbered page 13a; a second new page behind page 13 would be page 13b.

(c) When extracting open documents at the beginning of a calendar or fiscal year from an inactive document register to the new document register per AR 25–400–2, file number 710–2b, record the open documents in correct document number sequence as the first entries in the new document register. See paragraph 2–23d above.

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

(a) Record the document in the nonexpendable document register using procedures in (b) and (c) above.

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

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

g. When force-issue items are RICC2, send a copy of the receipt document to the CBS-X Central Collection Activity (CCA).

h. Units operating classified COMSEC accounts will have a document register for COMSEC items managed by the COMSEC custodian. This will be a separate register, not under control of the PBO. It will be kept using the instructions provided in this section, except that instead of using a DODAAC, document numbers will be constructed using the classifiedCOMSEC account number as prescribed in TB 380–41.

2–24. Supply status

Supply status tells the requester of a decision made by the supplier on a specific supply request. Supply status is received from the SSA on status cards and/or listings. Supply status is in the form of status codes. The codes are explained in appendix C.

a. Types of supply status.

(1) *Shipment status.* Shipment status is advice of estimated or actual shipment dates.

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

(a) Substitution of an authorized stock number.

(b) Change of unit of issue and/or quantity.

(c) Back-order is established when materiel cannot be sent by the SDD or RDD.

(d) Partial supply action on a requested quantity.

(e) Request rejected (returned without action) for a specific reason.

(f) Cancellation confirmed.

(g) Procurement of materiel for direct shipment from vendor to customer.

(h) Events indicating that materiel may not be sent to the requester within the set time frame for the assigned priority or the RDD.

b. Processing. Status cards from the SSA are usually on DD Form 1348m or DA Form 2765/2765–1. Status cards are identified by the document identifier code (DIC) in card columns 1 through 3 and the status code in card columns 65 and 66. The most often used DICs are AE-series supply status; AS-series shipment status; and AU-series reply to a cancellation request-shipment status. Figure 2–6 gives an explanation of the entries for a supply status card, DIC AE1. Figure 2–7 gives an explanation of the entries for a shipment status card, DIC AS1. Figure 2–8 gives an explanation of the entries for a reply to a cancellation request-shipment status, DIC AU1. Process status cards as explained in table 2–4. Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMIS) are not required to post routine status. Routine status is defined as BA, BB, and BM.

2–25. Keeping the due-in status file

a. A due-in status file is kept for each document register. This file holds status cards and status listings on unfilled supply requests, except SPBS-R/SPBS-R/TDA users. For SPBS-R and SPBS-R-I-TDA users, see paragraph d below. Duplicate or carbon copies of requests will also be placed in the file.

Note. A copy of the original request will be maintained in the file. This may be a duplicate provided by the supporting DSU with the initial status of "BB" which acknowledges receipt of the request.

b. When status cards are received, process them according to table 2–4. File the status cards in document number sequence. File the card in front of other documents related to the request. Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMIS) are not required to post routine status. Routine status is defined as BA, BB, BM.

c. Destroy the status cards from the file when the total quantity due-in is received, cancelled, or rejected. Also destroy the cancellation or rejection status cards for requests from the expendable/durable document register. File cancellation or rejection status cards for requests from the nonexpendable document register in the document file. Before filing, mark the card "cancelled," enter the Julian date, and initial it.

d. SPBS-R and SPBS-R-I/TDA users, file a copy of nonexpendable requests in the supporting document file. Expendable requests may be kept in a suspense file for information only. Automated document register and due-in list suffices for the due-in suspense file.

Table 2–4
Status Card Processing (See note 1)

STATUS CARD RECEIVED	TAKE THESE ACTIONS
AE . . . card with BA, BB, BC, BV, BZ or B3 status code.	1. Enter the status code and quantity, if partial quantity, estimated delivery date (EDD) from status card in column l of document register (in pencil). (If no Edd is supplied, use the date of receipt of the card in column 1.) 2. Place status card in due-in status file in front of all other cards for that request.
AE. . . card with BD, BK, B2, B8, or B9 status code.	1. Enter the status code only from the status card in column of the document register (in pencil). 2. Place the status card in the due in status file in front of all other cards for that request.
AE . . . card with BG status code (stock number and/or unit of issue changed).	1. For items not accounted for on property books: a. For NSN changes: (1) Post the change to all records kept for the item. (2) Enter the status code in column l of document register. (pencil entry). b. For unit of issue changes: (1) Enter the new unit of issue on all records kept for the item. (2) Change the quantity recorded as on hand to agree with new unit of issue. (3) Enter status code in column l of document register. (pencil entry). (4) Place status card in due-in status file. 2. For items accounted for on property books: a. For NSN changes: (1) Change the stock number in column d of document register. (2) Enter the status code in column l of document register (pencil entry). (3) Place status card in due-in status file. (4) If there is a quantity on hand, prepare and process DA Form 4949 (Administrative Adjustment Report (AAR)). If there is no quantity on hand, lace the property book page in the inactive file. Prepare a page for the new NSN. b. For unit of issue changes: (1) If there is no quantity on hand, enter the new unit of issue on all records kept for the item. (2) Enter the status code in column l of document register. (pencil entry). (3) Place status card in due-in status file. (4) If there is a quantity on hand, prepare and process an AAR.
AE . . . card with BH status code (substitution for requested item).	1. Post new NSN to column 4 of the document register. If appropriate, change entries in columns i and k (pencil). 2. Enter the status code in column l of the document register (pencil entry). 3. Place status card in due-in status file.
AE . . . card with BJ status code (quantity changed to conform to unit columns i pack).	1. Enter the new quantity due-in in columns i and k of the document register. 2. Enter the status code in column l of document register (pencil entry). 3. Post the change to other records kept for the item if they show quantities requested or due-in. 4. Place status card in due-in status file.
AE . . . card with BM status code.	1. Enter status code in column l of document register. (pencil entry). 2. Place status card in due-in status file.
AE . . . card with BN or B7 status code.	1. Enter the code from the status card in column of the document register (in pencil). 2. Properly adjust local fund obligation records to reflect change. 3. Place the status card in the due in status file in front of all other cards for that request.

Table 2–4
Status Card Processing (See note 1)—Continued

STATUS CARD RECEIVED	TAKE THESE ACTIONS
AE . . . card with BQ or B4 status code for total quantity requested.	1. Enter the status code and Julian date in column m of document register. 2. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", date of posting and initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it. 3. Remove previous status cards from due-in status file and destroy.
AE . . . card with BQ or B4 status code for part of quantity requested.	1. Enter the status code, quantity, from status card, and Julian date in column n of document register. 2. If there is no due-in quantity, change the entry in column j of the document register to ink, and enter the same date as the status card in column m. Remove previous status cards for the request from the due-in status file and destroy. 3. If due-in still exists, adjust due-in quantity in column k of document register (pencil entry). 4. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date of posting, and the initials of the individual performing the posting on the front of the status card and file in the supporting document file. Otherwise, destroy it.
AE . . . card with any rejection status code for total quantity requested.	1. Enter the status code and Julian date in column m of document register. 2. Remove previous status cards for the request from due-in status file and destroy. 3. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected. 4. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date of posting, and the initials of individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.
AE . . . card with any rejection status for part of quantity requested.	1. Enter the status code and quantity from status card and Julian date in column n of document register. 2. If there is no due-in quantity, change entry in column j to ink, and enter date from status card in column m. Remove previous status cards for the request from the due-in status file and destroy. 3. If a quantity remains due-in, adjust the due-in quantity in column k of document register and file status card due-in status file. 4. Analyze the status code and/or remarks to determine reason for rejection. If the item is still needed, process a new request, using a new document number. Make sure the reason for rejection has been corrected. 5. If the status card is for a request from the nonexpendable document register, enter the word "Canceled", the date posted, and the initials of the individual performing the posting on the front of the status card and file it in the supporting document file. Otherwise, destroy it.
AS . . . or AU . . . card for total due-in quantity.	1. Enter the DIC and date shipped or estimated delivery date (ESD) from status card in column l of document register (pencil entry). 2. Place status card in the due-in status file.
AS . . . or AU . . . card for part of due-in quantity.	1. Enter the DIC, date shipped or ESD, and quantity from status card in column l of document register (pencil entry). 2. Place status card in the due-in status file.

Notes:
[1] Units that have real time access to automated status files through use of a Standard Army Management Information System (STAMMIS) are not required to post routine status.
[2] Unless otherwise stated, all entries cited above will be made in ink.

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

2–26. Follow-up procedures

a. Follow-up action on an unfilled request is not mandatory. When used, follow-ups will not be submitted earlier than:

(1) For PD 01–08 requests, at least 9 calendar days have passed since the document date or the EDD on the latest supply or shipment status has not been received.

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

(3) For PD 01–15 requests:

(a) At time of monthly reconciliation and the estimated shipping date has expired.

(b) It is determined that valid existing supply status is unsatisfactory in terms of estimated availability date.

(c) Fourteen calendar days have passed since a cancellation request was submitted and supply or shipment status has not been received.

(d) For shipments with a final destination at CONUS activities when 30 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

(e) For shipments with a final destination at OCONUS activities when 60 calendar days have passed since the date shipped shown on the shipment status document and the shipment has not been received.

b. When a follow-up is used, take these actions:

(1) If supply status has been received, use the latest AE-series status card. Enter "AF1" in block 1. Circle block 1 using colored pencil or ink.

(2) If no status has been received, prepare a follow-up document. Remake the supply request from the document register and proper supply publication. Enter the correct AT-series document identifier code from appendix H in block 1 (cc 1–3). Circle the entry using colored pencil or ink.

(3) Record the follow-up in the document register. Enter "AF1" or the DIC "AT-series" used and the Julian date of the action in

column n. A status card prepared as a follow-up and posted to the document register is shown in figure 2–9.

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

c. In the ARNG, instead of the time frames noted above, commanders will make sure follow-up action is not taken earlier than:

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

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

(3) Thirty calendar days have passed since the submission date of a cancellation request and supply or shipment status has not been received.

2–27. Follow-up on a shipment (request for transportation status)

a. Follow-up action on requests with shipment status is not mandatory. When used, follow-ups will not be submitted earlier than:

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

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

b. When a follow-up on a shipment is used, take these actions:

(1) Remove the shipment status card from the due-in status file. Enter "TM1" in block 1. Circle the entry using colored pencil or ink.

(2) Record the follow-up in the document register. Erase proper entry in column l. Enter "TM1" and Julian date of the action in column n.

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

Note. If shipment status card is lost, notify the SSA that the shipment has not been received. Provide the SSA with all available information related to the request.

2–28. Requesting an improved estimated delivery date

Requests for improved EDDs are not mandatory. When used, requests for improved EDDs are restricted to PD 01–08 requests. A request for an improved EDD may be used when status is received with an unacceptable EDD. Use the following procedures:

a. Remove the latest status card from the due-in status file. Enter "AFC" in block 1. Circle block 1 using colored pencil or ink.

b. Record the follow-up request to the document register. Enter "AFC" and Julian date of the action in column n.

c. Send the follow-up request to the SSA.

2–29. Cancellation procedures

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

a. Preparation of a request for cancellation.

(1) If status has been received, use the latest status card. Enter "AC1" in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

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

b. Processing.

(1) Record the cancellation request in the document register. Enter "AC1" and Julian date if requesting cancellation of the entire quantity; or "AC1," quantity, and Julian date if requesting cancellation of a partial quantity. These entries are made in pencil in column n. Figure 2–10 shows a cancellation request posted to the document register.

(2) Send the cancellation request to the SSA.

c. Completion of cancellation action. A request for cancellation is not complete until verification is received from the SSA. This is a supply status card with a "BQ" status code. When verification is received, do the following:

(1) When entire quantity requested is cancelled:

(a) Post the document register. Enter "BQ" and the Julian date of the cancellation verification in column m. Erase any previous entry in column 1. Erase the "AC1" and Julian date in column n. Figure 2–11 shows the completion of the cancellation action started in figure 2–10 columns k and l.

(b) Remove all status cards and other documents for the item from the due-in status file and destroy.

(c) If the cancellation verification applies to the nonexpendable document register, file it in the document file; otherwise, destroy it.

(2) When part of a quantity requested is canceled:

(a) Post the document register. Erase the "AC1," quantity, and Julian date in column n. Enter "BQ," quantity canceled and the Julian date of cancellation verification in column n. Erase the previous entry in column 1, as appropriate. Make the entry in column j permanent if action is completed. Change the due-in quantity in column k. Figure 2–12 shows entries required on the document register when a partial cancellation is started. Figure 2–12 shows entries required when the cancellation is confirmed.

(b) If cancellation verification applies to the nonexpendable document register, file it in the document file; otherwise, destroy it.

d. Follow-up on a cancellation request. Follow-ups on cancellation requests are not mandatory. When used, 14 calendar days must have passed since a cancellation request was submitted and supply or shipment status has not been received. Use the following procedures:

(1) If status card is available, use it. Enter "AK1 " in block 1. Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(2) If status card is not available, prepare a follow-up. Remake the supply request from the document register and proper supply publication. Enter "AK1" in block 1 (cc 1–3). Enter quantity to be canceled in block 8. Circle these entries using colored pencil or ink.

(3) Record the follow-up in the document register. Erase "AC1," quantity, and Julian date in column n. Enter "AK1," quantity, and Julian date the action is started in column n.

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

2–30. Modification of previously submitted requests

a. Use. A request modifier document is used to modify the following information on previously submitted requests. Use it only when the change pertains to the entire quantity due in. It must be submitted for each open request when a unit's Force Activity Designator (FAD) or Urgency of Need designator changes. Prepare a DA Form 2765–1 as follows:

(1) Media and Status Code, block 3.(1.1) Type of requirement (TRC), end item code (EIC), block 18.

(2) Project Code, block 19.

(3) Priority Designator, block 20.

(4) Required Delivery Date, block 21.

(5) Advice Code, block 22.

b. Preparation.

(1) If status has been received, use the latest status card. Enter the correct "AM"-series DIC from appendix H in block 1. Enter the new data in the appropriate blocks. Delete a previously submitted code by circling the empty block. Circle these entries using colored pencil or ink.

(2) If no status has been received, prepare a request modifier. Remake the supply request from the document register and proper supply publication. Enter the correct "AM"-series DIC from appendix H in block 1 (cc 1–3). Enter the new data in the appropriate blocks. Be sure to include the Project Code, RDD and Advice Code if one or more of these codes was entered on the original requisition. If any of these codes are left off, they will be deleted from the transaction automatically. Circle these entries using colored pencil or ink.

c. Processing. Record the request modifier in the document register as follows:

(1) If the PD was modified, draw a line through the original PD in column g; enter the new PD. Have the request authenticated if required.

(2) Enter the correct "AM"-series DIC from appendix H and the Julian date of the action in column n. Figure 2–13 shows a request modifier posted to the document register.

(3) Send the request modifier to the SSA.

2–31. Reconciliation/validation of supply requests

a. This paragraph prescribes responsibilities and procedures for the Standard Army Validation and Reconciliation (SAVAR) Program, and prescribes the validation process at the customer level. It also prescribes procedures on performing periodic reconciliations at all levels of the Army supply system. These procedures will:

(1) Improve readiness and sustainability by keeping a more credible data base within wholesale, intermediate, and retail supply systems. Ensure recognition of the customer as the driving force within the supply system. Minimize the manual effort required at the customer level and the ADP required at all levels.

(2) Minimize the funds involved in un-needed requisitions. Provide management and command visibility of the validation and reconciliation process.

b. The SAVAR process is a standard procedure using automated systems for validating materiel obligations with the user and reconciling the due in and due out records maintained within the supply chain. The SAVAR process is accomplished monthly (except that reconciliation with LCA is done quarterly) and is scheduled so that adjustments generated as a result of one cycle will be posted prior to initiating the next monthly cycle. The process begins with the first source of supply (SOS) providing its customers with a listing of dues out requiring validation. The process continues by adjusting the supporting SSA records with the customers validated requirements. The adjusted SSA/SAILS due in file will be reconciled on a quarterly basis with the records maintained at the LIF and SOS. After completion of the above, due in/due out records (for records meeting the SAVAR criteria) at all levels within the supply system should be compatible.

c. The SAVAR process is as follows:

(1) The SSA cutoff date to the customer will be no later than the fifth calendar day of each month. Include open requisitions that are more than 30 days old (from document date). All open requisitions recorded at the SSA meeting these criteria will be included in the SSA to customer segment of the SAVAR Program.

(2) All open requisitions meeting the SAVAR criteria except those identified in TM 38–03–15, chapter 13, section VII, will be included in the intermediate level SSA to LCA segment of the SAVAR Program. All Uniform Movement and Issue Priority System (UMMIPS) priority designators (PDs) will be included in the SAVAR Program. The quarterly SOS materiel obligation validation (MOV) scheduled for response during the months of February, May, August, and November of each year will be used in place of the LIF bottoms-up reconciliation (BUR) requirement for those months.

(3) One complete cycle of the SAVAR process will be completed each calendar month (quarterly for USAR and National Guard units). Within the monthly cycle each individual segment will be initiated without regard for the completion of any other segment.

(4) The retail level SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not validated by the requesting activity for 2 consecutive SAVAR cycles.

d. SAVAR criteria includes a monthly SAVAR cycle run for requisitions that are at least 30 days old and without shipping status at the time of cutoff. For example, if the cutoff date is 3072, then it would apply to all requisitions without a shipping status dated 3042 or earlier.

e. Each customer maintaining a document register will validate and reconcile its open requisitions meeting the SAVAR criteria at least once each calendar month. Customer validation and reconciliation procedures will be of interest during IG inspections, assistance visits, and Command Logistics Review Team (CLRT) visits.

f. For validation procedures, the continued need for quantities of items due in from the SSA will be validated each month between the seventh and the 22nd calendar day. Is mandatory that an item by item review be conducted with the requestor of the materiel to confirm the continued need for the item and the quantity requested. The validation is the most important step of the SAVAR process. The confirmation of need is not routine. There are many changing conditions or requirements that affect the need for an item. These include changes in mission, personnel reductions, equipment changes, inactivations or reorganizations, cannibalization or lateral transfer, and fund reductions.

(1) In accomplishing a validation the customer must do the following:

(a) Check authorization documents to validate the authorization for the equipment.

(b) Check to determine if materiel may have been obtained from another source.

(c) Determine if there have been any changes to the PLL if for stockage items.

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

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

i. Not later than the seventh of each month the customer will receive two copies of the customer due out reconciliation list. This list will show all requisitions meeting the SAVAR criteria by the cutoff date (not later than the 5th day of the current month) that are recorded at the SSA as due out to the unit. Both copies of the listing will be arranged in document number sequence. After validation as discussed above, the requirements on the list will be reconciled against the customer document register. In order to ensure complete compatibility of records, the unit document register should also be cross-checked against the customer due out reconciliation list. Each requisition will be marked in the "FLD COMM" columns as noted below. DA Pam 710–2–2 and TM 38–L32–13–12, chapter 39 provide additional information.

(1) Enter "OK" if the request is still valid.

(2) Enter "REC" if the request has been received.

(3) Enter "CANC" if the request should be or has been cancelled.

(4) Make two entries to show a partial cancellation; one showing quantity to be cancelled and a second showing quantity still required.

(5) Make two entries to show a partial receipt; one showing quantity received and a second showing the quantity still open.

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

(1) Ensure the document date is prior to the reconciliation cutoff date. If not, take no action.

(2) If status has been received, refer to paragraph 2–26 to prepare the appropriate document. If no status has been received prepare a follow-up document. Attach the document to the customer due out reconciliation listing for return to the SSA.

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

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

Section V
Receiving Supplies

2–32. Authorization to request/receipt for supplies

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

b. DA Form 1687 is used when an accountable/responsible person wants to designate personnel as authorized representatives to request and/or sign for supplies requiring formal accountability at the user level. The DA Form 1687 will be used to request and/or receipt for all property listed in AR 710–2, paragraph 2–5e, Class VII, narcotics, ammunition, controlled forms, COMSEC items, and weapons. Commanders may designate additional items requiring control by DA Form 1687. For example:

(1) The PBO may designate persons to request/receipt for items from the SSA. Normally two sets of cards are prepared and sent to the SSA. One set to the Editing Branch and the other to the Issue/Receiving Branch. If possible, designate different individuals to perform these actions to reduce potential for fraud, waste and abuse.

(2) Hand or subhand receipt holders may designate personnel to sign "change document" in their absence. The use of "change documents" is explained in paragraph 5–3.

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

c. Prepare DA Form 1687 in enough copies to meet local needs. Figure 11–4 gives instructions for preparing DA Form 1687 for Class 5.

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

e. Only the responsible/accountable officer or persons authorized by DA Form 1687 will sign for supplies. Authorized representatives are required to have valid identification. Valid identification is a U.S. Government identification card having the signature and a picture of the person.

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

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

(2) To delete personnel, prepare a DA Form 1687 as shown in figure 2–14 listing the names of the persons deleted. Personnel to be deleted do not sign or initial the card. Enter an "X" in the "withdraws from" block. Circle this block using colored pencil or ink. Enter the words "Deleted. Other personnel listed remain in effect" in the remarks block.

(3) DA Forms 1687 expire on the date entered in the "expiration date" block. When the forms expire prepare new forms.

g. DA Form 5977 (Authorization Card) shown in figure 2–21, is used to request and/or receipt for supplies not requiring formal accountability at the user level (see para 2–28b above). The Authorization card when used in conjunction with a commander's assumption of command order, or accountable officers order, establishes accounts which authorize the request for, and receipt of supplies. Figure 2–22, DA Form 5978 (Control Sheet), is used by the responsible/accountable officer to track the location of each card. The card should be treated with the same sensitivity as keys.

(1) DA Form 5977 is issued to the user as determined by the responsible/accountable officer. These individuals also determine which of the functions, (request/receive supplies), or both, the cardholder will be authorized to perform. Card holders may be restricted to one of the two functions based on the judgement of the responsible/accountable officer. DA Form 5978 is used to record the card serial number, facilities where the card may be used, and the person, if any, authorized to hold the card. The responsible/accountable officer retains the options of keeping the cards in his/her possession, or issuing them directly to using personnel. More than one card can be issued to a subordinate activity. For example:

(a) The commander may issue the card to the motor sergeant. The card may be given by the motor sergeant to the PLL clerk to receive parts.

(b) The PLL clerk goes to the activities to request/receive supplies and presents the card. The card is checked to ensure the commander's signature and the serial number match those on the order which is on file at the facility. If the information is a match, the supplies may be requested/issued.

(c) If the facility requires a signature for the supplies, the PLL clerk will sign for the items and write the card serial number on the materiel release order, hand receipt or other document.

(2) One copy of the assumption of command or accountable officer orders is required at each facility using the authorization card. Add the phone number of the responsible/accountable officer below the signature block. On the order, write (ink entry), or type all serial numbers of the cards that are to be used for a particular activity. A separate order is not required for each serial number, however, an order is required to be on file at each facility requiring an account. Serial numbers may be added by sending a memorandum to the facility if valid orders are on file at the facility.

(3) Damaged, lost or stolen cards.

(a) Damaged cards will be returned to the issuing responsible/accountable officer immediately. The responsible/accountable officer will destroy the card and annotate the Control Sheet to indicate the card has been destroyed.

(b) Lost or stolen cards must be reported to the responsible/accountable officer immediately. The responsible/accountable officer will annotate the Control Sheet to indicate that the card has been lost or stolen. The facilities that are authorized on the card will be notified that the card has been lost or stolen. The facilities staff will line out the serial number of the missing card and items will no longer be issued to anyone holding the card. Loss of theft of a card will be investigated by the responsible/accountable officer.

(4) Disposition of the DA Form 5977, DA Form 5978, and assumption of command or accountable officer's orders.

(a) DA Form 5977 (fig 2-21): Upon change of command or accountable officer, all cards issued under his/her signature will be collected and destroyed.

(b) DA Form 5978 (fig 2-22): Will be retained in active supply administration files (AR 25–400–2, file number 710–2i) for 1 year and will be destroyed after 2 years.

(c) Assumption of command/accountable officer's orders: Will be retained after the change of command in active administration files (AR 25–400–2, file number 710–2i) for 1 year and will be destroyed after 2 years.

(5) The serial numbers on the cards serve as the basis for audit trail retention. Each issuing unit or activity will appoint a person to control the block of serial numbers to subordinate activities or units. All cards will be inventoried at least quarterly.

(6) Misuse of cards and cards suspected to be fraudulent.

(a) Commanders/accountable officers are discouraged from checking every block on the back of the card.

(b) Facilities that suspect cards to be fraudulent may challenge the card by calling the responsible/accountable officer.

(7) DA Form 5977, is not required at a facility that has a valid DA Form 1687 on file, unless the user desires to use the additional card.

2–33. Receipt documents

a. Supplies issued from an SSA are normally issued with DD Form 1348–1 (Issue Release/Receipt Document) or DD Form 1348–2 (DOD Issue Release/Receipt Document With Address Label). (See figure 2–15.) The customer acknowledges receipt of the supplies by signing his or her name, rank, and the Julian date in block 7.

b. Items in stock at the SSA are issued on DA Form 2765–1. (Fig 2–16 shows an example of a completed DA Form 2765–1 as a receipt document.) The customer acknowledges receipt of the supplies by entering the quantity received in block S, Julian date, signature and rank in block V of DA Form 2765–1.

c. When items are requested on DA Form 3161, the issue is

made on that form. (Fig 2–17 shows an example of a completed DA Form 3161 as a receipt document.) The customer acknowledges receipt of the supplies by completing the "Supply Action" column and entering the date, printed name, signature and rank in block 15.

d. When items are received directly from a contractor or vendor, they are accompanied by a commercial invoice, DD Form 250 (Materiel Inspection and Receiving Report), or DD Form 1155 (Order for Supplies or Service). The customer acknowledges receipt of supplies by signing name, printing name, and dating the "receiver" block on the commercial invoice, block 22 on DD Form 250, or block 26 on DD Form 1155. Send a copy of the receipt document to the SSA within 3 working days of receipt of supplies. (Figs 2–18 and 2–19 are samples of DD Form 250 and DD Form 1155, respectively.)

e. When items are received directly from a contractor or vendor and are not accompanied by any documentation, prepare DD Form 250 in four copies. Complete blocks 7, 11, 13, 15, 16 (include document number for each request that pertains to items received), 17, 18, and 22. Complete other blocks only if correct information is readily available, e.g. listed on the shipping container. Don't sign block 21B unless technically qualified to certify that items meet contract specifications. Keep one copy of the DD Form 250 and process the receipt under paragraph 2–34; send remaining copies to the supporting SSA.

f. Upon receipt of nonexpendable items are purchased with the IMPAC credit card, the primary hand receipt holder will prepare DD Form 250 in four copies. Complete blocks as follows:

(1) Block 1 -- enter the word "IMPAC."

(2) Block 2 -- enter the invoice number or reference number from vendor's receipt.

(3) Block 9 -- enter the vendor's name and address.

(4) Block 13 -- enter the hand receipt number and the unit address.

(5) Blocks 15 to 20 -- enter known informatipn pertaining to items(s).

(6) Block 22 -- place signature of hand receipt holder and date of purchase. Keep one copy of DD Form 250 and provide remaining copies of the DD Form 250 to the PBO for processing under paragraph 2–34.

g. Place the receipt document for items recorded on the nonexpendable document register in the supporting document file. Destroy the receipt document for items recorded on the expendable/durable document register. For all items direct-shipped from a depot, ARNG and USAR units will forward a copy of all receipt documents to the supporting SSA within 24 hours of the receipt. Copies of Government Bills of Lading (GBL) and TK4 intransit data cards will be sent to the USPFO.

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

i. Use the procedures in AR 55–38, AR 710–3, AR 735–5, and/or AR 735–11–2 for reporting and documenting discrepancies.

j. Upon receipt some property book items require submission of DA Form 2408–9 (Equipment Control Record). See DA Pam 738-750, chapter 5.

k. When inspecting and inventorying receipts of unclassified CCI ensure that seals are intact and that no tampering has occurred. Report tampering per AR 380–40 and DA Pam 25–380–2.

2–34. Recovered property

When directed by a survey officer or approving authority under AR 735–5 to reestablish accountability for nonexpendable property on a report of survey before the report of survey is completed, take the following actions:

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

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

c. For RICC 2 items, send a copy of the report of survey, the notice from the survey officer or approving authority, and the endorsement in b, above, to the CBS-X central collection activity.

d. Property recovered after the report of survey is completed will be processed per the instructions contained in AR 735–5, paragraphs 14–6 and 14–7. Use the procedures outlined in a through c above to post the item to the property book page.

2–35. Classified COMSEC equipment

Special handling, receipt and reporting procedures for classified COMSEC items are contained in the TB 380–41.

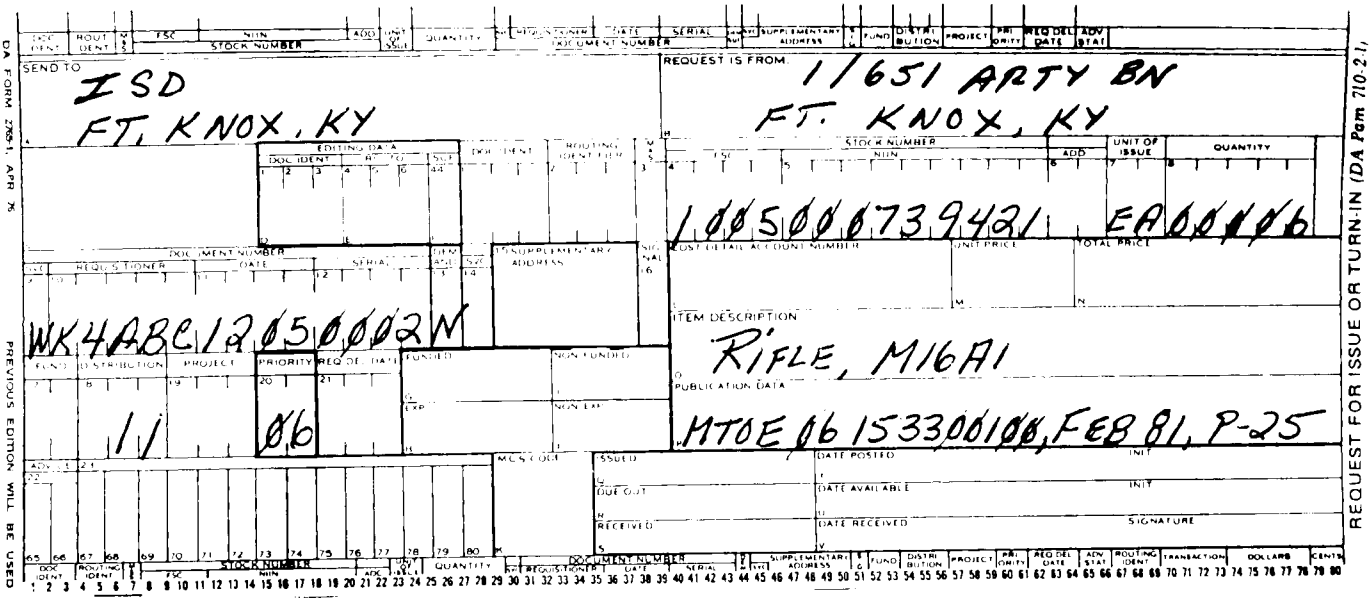


Figure 2-1. Sample of a DA Form 2765-1 as a request for issue

Legend for Figure 2-1;
Completion instructions by block number or letter for DA Form 2765-1

(A) Enter the name and address of the SSA.

(B) Enter the name and address of the requesting unit.

(4-6) Enter the NSN of the item requested.

(7) Enter the unit of issue.

(8) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.

(9-10) Enter the unit DOD Activity Address Code (DODAAC). For classified COMSEC materiel, use the COMSEC account number.

(11) Enter the Julian date.

(12) Enter the document serial number.

(13) Enter demand code. Use “R” for recurring or “N” for nonrecurring.

(18a) Enter the proper End Item Code in block 18 or cc54-56. EIC’s are listed in the AMDF for most major end item NSNs but not for repair part NSNs. Use the EIC that identifies the major end item for which the request applies. For example, If the part is being applied to a radio which is installed on a truck, use the EIC for the radio, not the truck. If an EIC has not been assigned to the end item, leave the EIC blank.

(18b) If a major end item request, (as shown above) enter the Type of Requirement Code (TRC) (app E). Enter the code in the 2d and 3d positions of block 18.

(19) Enter project code if assigned. Otherwise, leave blank.

(20) Enter the priority designator.

(21) Enter required delivery date or leave blank. Enter “999” for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter “N” for NMCS or “E” for ANMCS in the 1st position of block 21. Entries in the 2d and 3d position of block 21 may indicate short required delivery date. When used, enter the number of days within which the materiel is required.

(22) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.

(L) Enter the cost detail account number when required.

(O) Enter one or two words that describe the item requested.

(P) Enter the type, number, date, and page number of the authorizing publication and other applicable data, i.e., SLAC/MPL number.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)	X ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. WK4CHA-5721=6201		4. VOUCHER NO.	
1. SEND TO: 240th S&S Co Camp Humphreys, Korea	5. DATE MATERIEL REQUIRED			6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM: Btry A 1/40 ADA	9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.
*CODE ISSUE: I—Initial, R—Replacement; TURN-IN: FWT—Fair Wear And Tear, RS—Report of Survey, EX—Excess, SC—Stmt of Charges				10. PUBLICATION CTA 50-970			11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE	j. POSTED BY
1.	7520-00-281-5911	Basket, Waste	EA	5	R					
2.	7510-00-984-5787	Binder	EA	3	R					
3.	7920-00-141-5452	Handle, Wood	EA	2	R					
4.	7520-00-904-1268	Marker	DZ	1	R					
5.	7510-00-164-8926	Pencil	DZ	2	R					
6.	7510-00-543-6792	Refill	DZ	2	R					
7.	7510-00-022-9654	Pen	DZ	2	R					
8.	8135-00-290-8036	Tape	RO	3	R					
9.	8540-00-262-7178	Towel, Paper	BX	2	R					
10.	7930-00-141-5888	Wax, Floor	CN	2	R					
		LAST ITEM								
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	1 Aug 85	N R Burton CW4						

DA FORM MAY 83 3161 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

US GOVERNMENT PRINTING OFFICE : 1987 O - 189-109

Figure 2-2. Sample of a DA Form 3161 as a request for issue

Legend for Figure 2-2;
Completion instructions by block number or column for DA Form 3161.

(Issue) Enter an "X" for issue.

(Sheet Number) Number sheets consecutively.

(Number of Sheets) Enter total number of sheets included in this request.

(1) Enter the name and address of the SSA.

(2) Enter the name of the unit making the request.

(3) Enter the document number assigned to the request from the document register. The document number is the DODAAC, julian date, and serial number.

(4) Enter project code if assigned. Otherwise, leave blank.

(5) Enter the required date of materiel requested, or leave blank.

(6) Leave blank.

(7) Enter the priority designator.

(8) Enter cost detail accounting information, as required.

(10) Enter the authorizing publication.

(12a) Enter the item number, in sequence, for each item requested.

(12b) Enter the stock number for each item requested.

(12c) Enter one or two words that describe each item requested. Enter the words "Last Item" after last entry.

(12d) Enter the unit of issue of each item requested.

(12e) Enter the quantity of each item requested.

(12f) Enter the proper issue code from the form.

(12g) Leave blank. Person signing for receipt of the items will complete the entry in ink.

(13) The requesting individual will print name, date and sign this block. Include rank.

(15) When items are issued, the person signing for the items will print name, date and sign this block. Include rank.

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other) FSCM	PART NUMBER	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER SERV	REQUISITIONER
1 2 3	4 5 6	7	8 9 10 11 12	13 14 15 16 17 18 19 20 21 22	23 24	25 26 27 28 29	30 31	32 33 34 35
			8 6 4 0 3	4 0 3 3 6 3 1	E A	0 0 0 0 1	W K	4 A B E

DOCUMENT NO. (Cont.) DATE	SERIAL	DEMAND	SERV	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK
36 37 38 39	40 41 42	43	44	45 46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69
1 3 3 1	0 9 2	2	R				B D A		1 3			

70 71 72 73 74 75 76 77 78 79 80	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) 65 66	IDENTIFICATION DATA
		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)
		2. MANUFACTURER'S NAME

3. MANUFACTURER'S CATALOG IDENTIFICATION	4. DATE (YYMMDD)	5. TECHNICAL ORDER NUMBER
6. TECHNICAL MANUAL NUMBER TM 9-2320-20P, Pg 210, Feb 78	7. NAME OF ITEM REQUESTED HOOD	

8. DESCRIPTION OF ITEM REQUESTED	8a. COLOR 8b. SIZE
9. END ITEM APPLICATION Truck Ambulance 1 1/4 Ton M893	9a. SOURCE OF SUPPLY

9b. MAKE	9c. MODEL NUMBER	9d. SERIES	9e. SERIAL NUMBER

10. REQUISITIONER (Clear text name and address)	11. REMARKS

FOLD LINE

DD Form 1348-6, FEB 85 *Edition of Apr 77 may be used until exhausted.*

*U.S. GPO: 1985-485-306

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT *(MANUAL - LONG FORM)*

Figure 2-3. Sample of a DD Form 1348-6 as a request for issue for a non-NSN item

Legend for Figure 2-3;
Completion instructions by card column for DD Form 1348-6 as a request for issue for a non-NSN item

(1-7) Leave blank.

(8-22) Enter the CAGE, when available, and the part number. When part number exceeds 10 digits, see Note 2 below.

(23-24) Enter the unit of issue.

(25-29) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.

(30-35) Enter the unit 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 End Item Code in cc54-56. EIC's are listed in the AMDF for most major end item NSN but not for repair part NSN's. 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 priority designator.

(62-64) Enter required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date. When short RDDs are used, enter the number of days within which the materiel is required.

(60-66) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.

(67-80) Leave blank.

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 that describe the item requested.

(7) Enter complete item description.

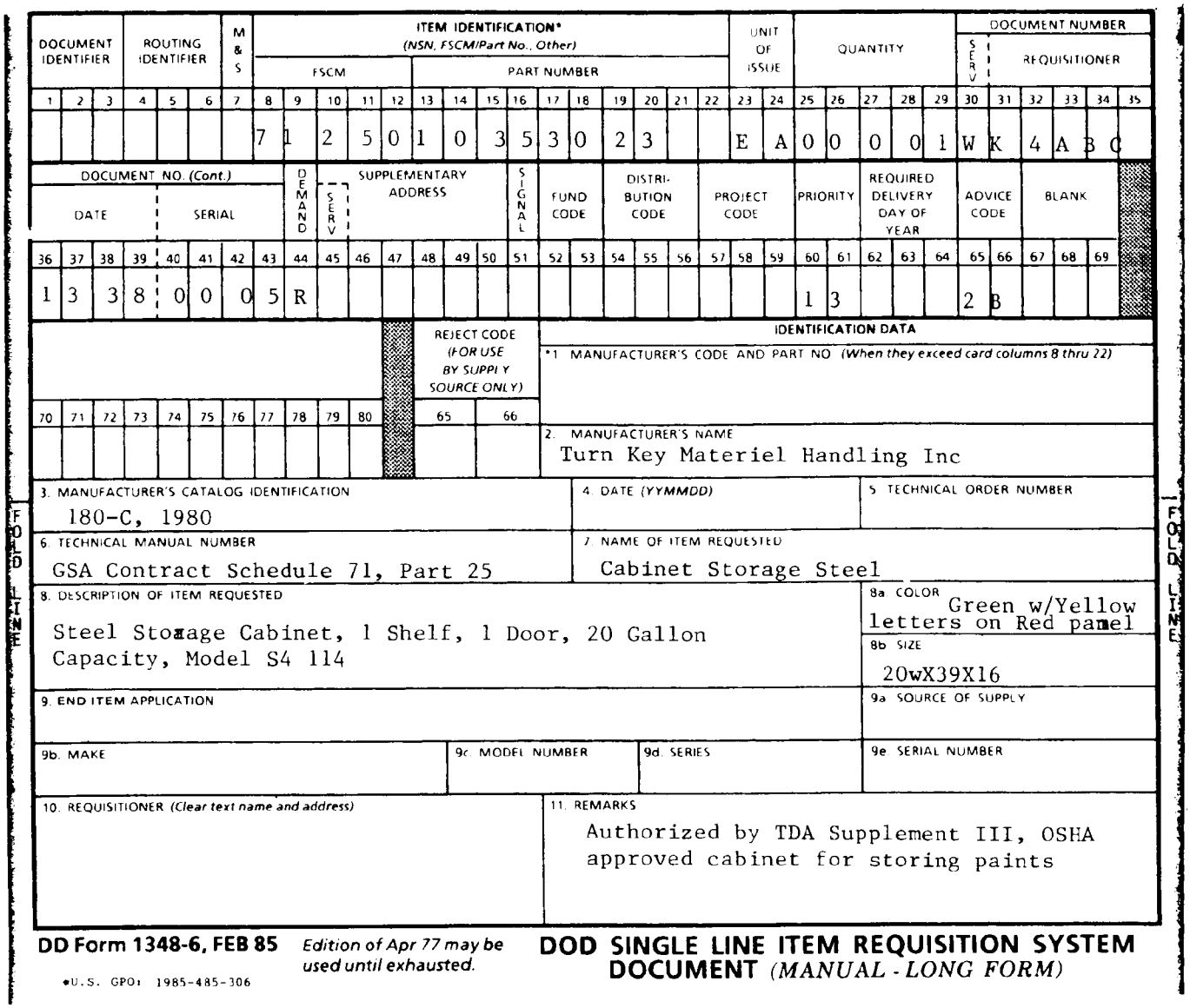
(8) Enter end item application. Enter other information if it is available. For PD 01-08, add on back of form the appropriate justification, signed by the commander (or his designee) of the requesting organization, that the item is required to remove a piece of equipment from deadline, or is needed to satisfy a mission essential requirement.

Notes:

1 When a CAGE is not available, complete blocks 2 through 9 with as much data as possible.

2 When the part number (cc 13-22) exceeds 10 digits, enter the complete part number (to include the CAGE when available) in block 1 of this section. Enter the FSCM, when available, first followed by the part number.

3 Use block number 11 ("Remarks"), as required. Enter notations for fund cite, fund available, and validation for procurement purposes if needed. Enter the date and signature of receipting person when DD Form 1348-6 is used for issue purposes.



DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other) FSCM	PART NUMBER	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER SERV	REQUISITIONER
1 2 3	4 5 6	7	8 9 10 11 12	13 14 15 16 17 18 19 20 21 22	23 24	25 26 27 28 29	30	31 32 33 34 35
			7 1 2 5 0	1 0 3 5 3 0 2 3	E A	0 0 0 0 1	W	K 4 A B C

DOCUMENT NO. (Cont.) DATE	SERIAL	DEMAND	SERV	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK
36 37 38 39	40 41 42 43	44	45	46 47 48 49 50	51	52 53	54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69
1 3 3 8	0 0 0 5	R							1 3		2 B	

70 71 72 73 74 75 76 77 78 79 80	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) 65 66

IDENTIFICATION DATA

*1 MANUFACTURER'S CODE AND PART NO (When they exceed card columns 8 thru 22)

2. MANUFACTURER'S NAME: Turn Key Materiel Handling Inc

3. MANUFACTURER'S CATALOG IDENTIFICATION: 180-C, 1980

4. DATE (YYMMDD):

5. TECHNICAL ORDER NUMBER:

6. TECHNICAL MANUAL NUMBER: GSA Contract Schedule 71, Part 25

7. NAME OF ITEM REQUESTED: Cabinet Storage Steel

8. DESCRIPTION OF ITEM REQUESTED: Steel Storage Cabinet, 1 Shelf, 1 Door, 20 Gallon Capacity, Model S4 114

8a. COLOR: Green w/Yellow letters on Red panel

8b. SIZE: 20wX39X16

9. END ITEM APPLICATION:

9a. SOURCE OF SUPPLY:

9b. MAKE:

9c. MODEL NUMBER:

9d. SERIES:

9e. SERIAL NUMBER:

10. REQUISITIONER (Clear text name and address):

11. REMARKS: Authorized by TDA Supplement III, OSHA approved cabinet for storing paints

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted.

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

*U.S. GPO: 1985-485-306

Figure 2-4. Sample of a DD Form 1348-6 as a request for issue for an NSN item

Legend for Figure 2-4;
Completion instructions by card column number for DD Form 1348-6 as a request for issue for an NSN item

(1-7) Leave blank.

(8-20) The NSN of the item requested.

(21-22) Leave blank.

(23-24) Enter the unit of issue.

(25-29) Enter the quantity requested. Use all five positions. Enter zeros (0) to the left of the quantity.

(30-35) Enter the unit 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 End Item Code in cc54-56. EIC's are listed

in the AMDF for most major end item NSNs but not for repair part NSN's. 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 priority designator.

(62-64) Enter required delivery date or leave blank. Enter "999" for NMCS requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/ANMCS requests, enter "N" for NMCS or "E" for ANMCS in cc 62. Entries in cc 63-64 may indicate short required delivery date. When short RDDs are used, enter the number of days within which the materiel is required.

(65-66) Enter the proper advice code (app B) to give specific instructions to the source of supply. Otherwise, leave blank.

(67-80) Leave blank.

Identification Data Section

Note.

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

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1
The proponent agency is ODCSLOG

ELEMENT KEEPING THE REGISTER: 1-651 Arty Bn Property Book Section
DOD ACTIVITY ADDRESS CODE: WK4ABC
UNIT IDENTIFICATION CODE: WA2HAA
PAGE NUMBER: 23

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D TURN IN j	QUANTITY DUE IN k	DATE FOLLOW UP DUE l	DATE COMPLETED m	REMARKS n
3161	0001	XYZ	2320-00-177-9258	trk util	HR2	03	CHW	2	1	1	BD 3201		
3161	0002			AAR								3161	
3161	0003	38 Sig Bn		Lateral transfer								3161	
3166	0001	XYZ	1005-00-073-9421	Rifle					1			3166	
3166	0002	XYZ	1005-00-073-9421	Rifle	HR1	06	CHW	1	1			3180	
3172	0001	Finance		S/C	HR3							3173	
3172	0002	XYZ	6605-00-846-7618	Compass	HR3	13		1		1	BB 3197		
3172	0003	Bn Hqs		R/S	HR4							3172	
3172	0004	XYZ	4240-00-926-4200	Mask	HR4	06	CHW	1		1	ASI 3206		
3173	0001	XYZ	1005-00-073-9421	Rifle					6			3173	
3173	0002	XYZ	1005-00-073-9421	Rifle	HR2	06	CHW	6		6	BA(4) 3184		BD (2) 3214
3176	0001	XYZ	3920-00-244-6518	truck					1			3176	
3176	0002	XYZ	3920-00-~~244-6518~~ 272-7732	truck	HR1	06	CHW	1		1	BG 3228		
3176	0003	LMN		DA Form 581	HR3							3180	
3179	0001	XYZ	4310-00-861-9821	Compressor					1			3179	
3179	0002	XYZ	4310-00-861-9821	Compressor	HR1	06	CHW	1				CJ 3181	
3181	0001	XYZ	4310-00-604-4368	Compressor	HR1	06	CHW	1		1			
3182	0001	XYZ	4240-00-926-4201	Mask					2			CXL 3182	

DA FORM 2064 JAN 82 — EDITION OF SEP 65 IS OBSOLETE

Figure 2-5. Sample of a completed DA Form 2064 Actions

Legend for Figure 2-5;
Completion instructions by column or block for DA Form 2064.

(Element keeping the register) Enter name of the element and unit keeping the register.

(DOD Activity Address Code) Enter the unit DODAAC that will be put on the request. COMSEC custodians will enter the COMSEC account number used to request classified COMSEC equipment and components.

(Unit Identification Code) Enter the UIC of the requesting unit.

(Page number). Enter page number. Pages are numbered in sequence.

(a)—Enter the Julian date. For training ammunition follow the procedures in figure 11-6.

(b)—Enter the assigned four-digit document serial number. Restart the sequence daily.

(c)—

1. For request for issue and turn-in, enter the last three digits of the SSA's DODAAC. classified COMSEC custodians enter the last threedigits of the supporting SSA COMSEC account number.

2. For other than request for issue or turn-in, enter name of activity the document is sent to.

(d)—

1. Enter the stock number of the item being requested or turned in. For nonexpendable document registers, the LIN may be included for purposes of continuity and cross-reference.

2. For requests for issue or turn-in on DA Form 3161, leave blank.

3. For ammunition requests, leave blank.

4. For other than request for issue or turn-in, leave blank.

(e)—

a. Enter one or two words that identify the item requested or turned in.

b. For request for issue or turn-in on DA Form 3161, enter DA Form 3161.

c. For training ammunition follow the procedures in figure 11-6.

d. For other than requests for issue or turn-in, enter a description of the form or action. Examples are—

S/C for Statement of Charges.

R/S for Report of Survey.

AAR for Administrative Adjustment Report.

(f)—

a. Enter hand receipt or equipment number, or other locally assigned identification for which item is requested.

b. For supply requests that are required by a maintenance request, enter the job order number.

c. For adjustment documents such as statements of charges or reports of survey, applicable hand receipt number may be entered.

(g)—Enter the PD of the request for issue; otherwise, leave blank.

(h)—

a. The person authorized to authenticate requests will place their initials in this column for each UND A and B request. Otherwise, leave blank.

b. For UND A and B supply requests that are required by a maintenance request, leave blank.

Note: Initials are not required for requests that have been extracted from another register.

Quantity

(i)—

a. Enter the quantity requested.

b. For training ammunition follow the procedures in figure 11-6.

c. For request for issue on DA Form 3161, leave blank.

d. For other than request for issue, leave blank.

(j) Enter the quantity received from the SSA or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.

(k) Enter the quantity due-in when document number is assigned (pencil entry). On receipt of materiel or receipt of cancellation or rejection status, change the due-in quantity.

(l) This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column n (Remarks).

WHEN

DO THIS

ENTER

Supply status card is received for total due-in quantity.

Erase any previous entry.

Status code and if provided the EDD from the card.

Supply status card is received for part of due-in quantity.

Erase previous entry. Status code, EDD if provided and quantity from status card.

WHEN

DO THIS

ENTER

Shipment status card is received for total due-in quantity.

Erase previous entry. Document identifier code (DIC) and the date shipped or ESD from the card.

Shipment status card is received for part of due-in quantity.

Erase previous entry, as appropriate. DIC, the date shipped, or ESD, and quantity from status card.

Final action is completed.

Erase old entry.

(m)—

a. Enter Julian date when final action is completed. If a partial quantity is received, enter the Julian date of receipt in pencil.

b. When cancellation or rejection status is received for total quantity requested, enter the status code and the Julian date of the cancellation or rejection verification. (See para 2-29.)

c. Enter CXL and the Julian date when request documents are canceled prior to forwarding to the SSA, and when documents other than request for issue are canceled.

d. Julian date adjustment documents (AR 735-5) or AARs are posted to the property records, or the Julian date of the release document is initiated by the survey officer for damaged property.

(n)

WHEN

DO THIS

ENTER

Cancellation/rejection status is received for part of the quantity requested.

Mark partial quantity received in column j, a permanent entry when action is completed.

Status code, quantity cancelled, and the Julian date of the cancellation/rejection verification.

AF1 or AT follow-up is submitted. (See para 2-26.)

Erase proper entry in column 1.

AF1 or appropriate AT DIC and Julian date (pencil entries).

AFC follow-up is submitted. (See para 2-28.) AFC and Julian date (pencil entries).

WHEN

DO THIS

ENTER

Request for transportation status is submitted. (See para 2-27.)

Erase entry in column l. TM1 and Julian date (pencil entries).

Request modifier is submitted. (See para 2-30.)

Update entries for which modification is requested.

AM and Julian date (pencil entries).

Request for cancellation for total due-in quantity is submitted. (See para 2-29).

AC1 and Julian date (pencil entries).

WHEN

DO THIS

ENTER

Request for cancellation for part of due-in quantity is submitted. (See para 2-29)

AC1, quantity to be cancelled, and Julian date (pencil entries).

Follow-up on a cancellation request is submitted. (See para 2-29.)

Erase AC1 and Julian date in column n.

AK1 and Julian date (pencil entries).

1. Erase pencil entries in this column on receipt of reply to document submitted.

2. All entries will be made in ink or by typewriter unless otherwise stated. Corrections are made by drawing a single line through the incorrect entry and entering the correction above.

3. Document registers are kept by calendar or fiscal year (FY). When closing out document registers at the end of the year, enter the statement "CLOSED OUT," the current date, and the signature of the individual performing the posting on the next available line following the last document entry in the register. Use the procedures in AR 25-400-2 for filing and extracting document registers.

4. Block n may be used to record the document number assigned to a reorder when an item is cancelled and requested again. This will ensure continuity during the reconciliation process with customers.

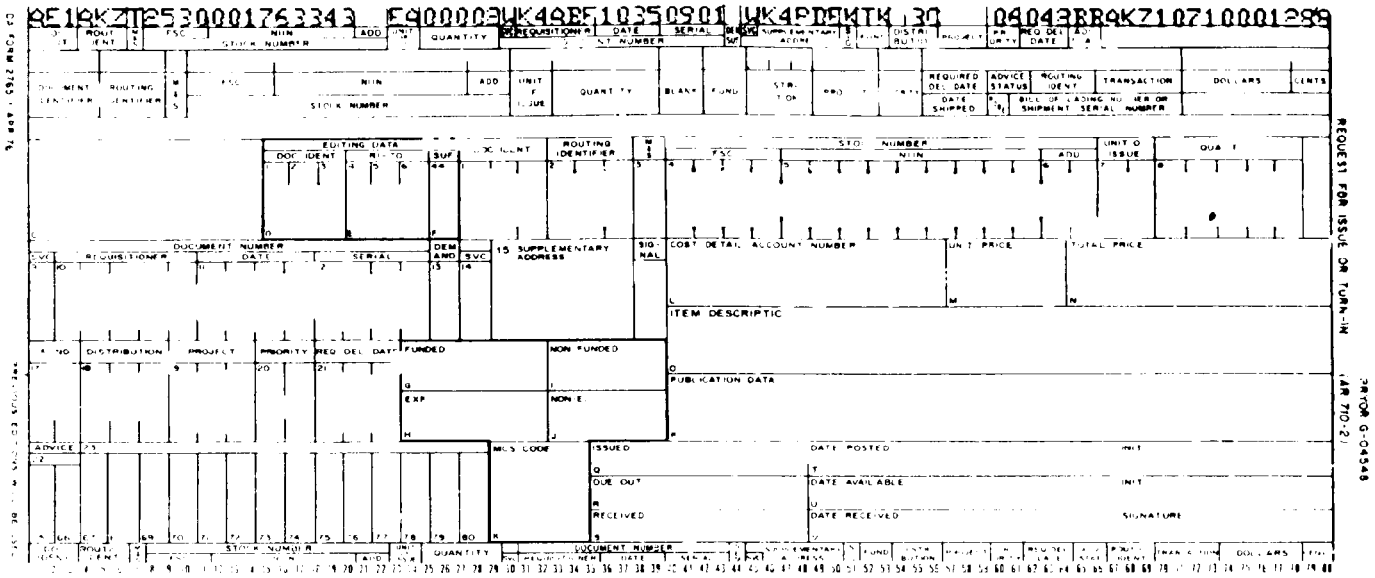


Figure 2-6. Sample of a supply status card, DIC AE1, DA Form 2765

Legend for Figure 2-6;
Completion instructions of supply status card, DIC AE1 for DA Form 2765

(1-3) Document identifier code indicates supply status.

(4-6) Routing identifier code of the supply source furnishing the status.

(7) Media and status code from the supply request.

(8-22) Stock number of the item.

(23-24) Unit of issue of the item.

(25-29) Quantity to which the status applies.

(30-43) Document number to which the status applies.

(44) Suffix code entered if the status card applies to a partial issue.

(45-50) Address of the activity to receive the materiel.

(51) Signal code from the original supply request.

(52-53) Fund code from the original supply request.

(54-56) Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request. Otherwise, blank.

(57-59) Project code from the original supply request; otherwise, blank.

(60-61) Priority designator form the original supply request.

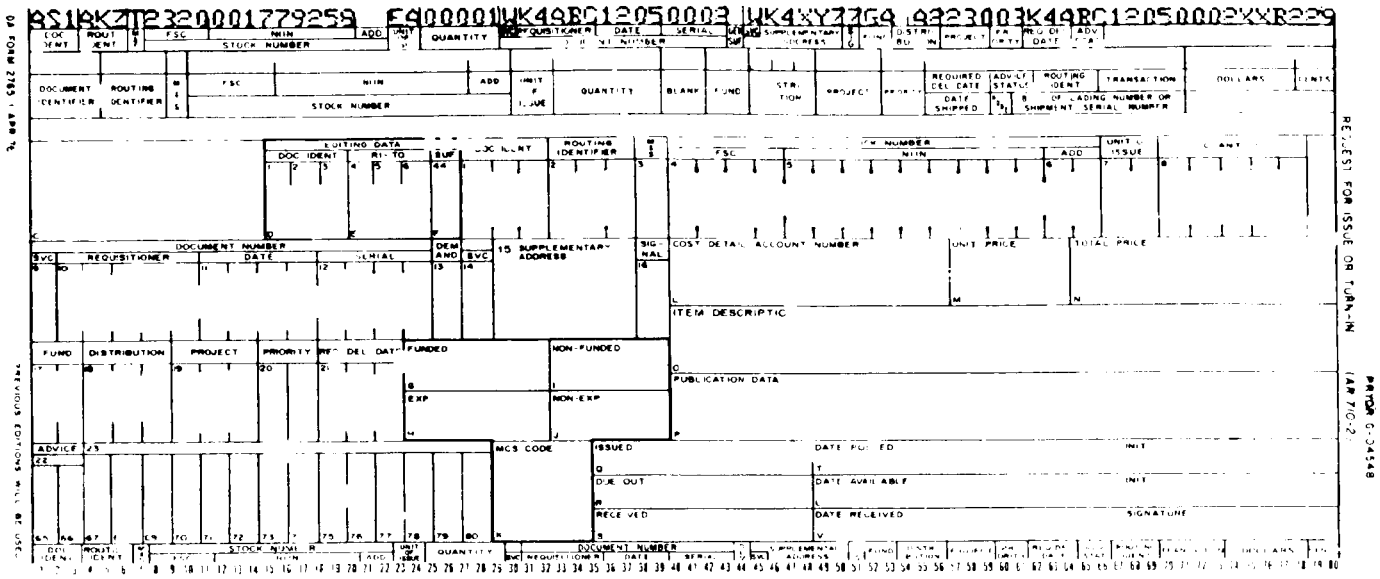
(62-64) Julian date this card was processed.

(65-66) Supply status or rejection code (app C).

(67-69) Routing identifier code of the last known source of supply.

(70-73) Estimated delivery date.

(74-80) Unit price of the item.

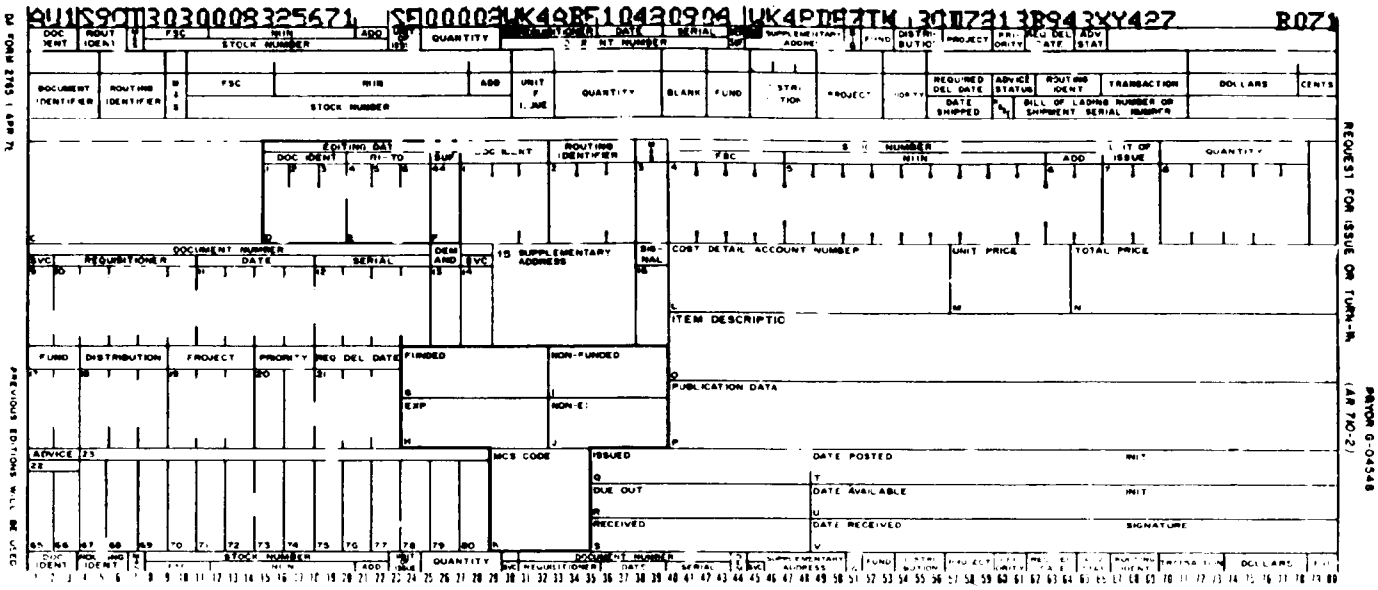


The information listed on this form is to be used as a general guide only.

Figure 2-7. Sample of a shipment status card, DIC AS1, DA Form 2765

Legend for Figure 2-7;
Completion instructions of shipment status card, DIC ASI for DA Form 2765

(1-3) Document identifier code indicates shipment status.
(4-6) Routing identifier code of the activity making shipment.
(7) Media and status code from the supply request.
(8-22) Stock number of the item shipped.
(23-24) Unit of issue of the item shipped.
(25-29) Quantity shipped.
(30-43) Document number to which the status applies.
(44) Suffix code entered if the status card applies to a partial issue.
(45-50) Address of the activity to receive the materiel.
(51) Hold code is entered if applicable.
(52-53) Fund code from the supply request.
(54-56) Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request. Otherwise, blank.
(57-59) Date shipped or estimated shipping date.
(60-61) Priority designator from the original supply request.
(62-76) Transportation control number, government bill of lading, or other shipment unit number.
(77) Mode of shipment code (app D).
(78-80) Date available for shipment.



The information listed on this form is to be used as a general guide only.

Figure 2-8. Sample of a shipment status card, DIC AU1 Reply to cancellation request, DA Form 2765

Legend for Figure 2-8;
Completion instructions of status card, DIC AU1 reply to cancellation request for DA Form 2765

(1-3) Document identifier code indicates shipment status.
(4-6) Routing identifier code of the activity making shipment.
(7) Media and status code from the supply request.
(8-22) Stock number of the item shipped.
(23-24) Unit of issue of the item shipped.
(25-29) Quantity shipped.
(30-43) Document number to which the status applies.
(44) Suffix code entered if the status card applies to a partial issue.
(45-50) Address of the activity to receive the materiel.
(51) Hold code is entered if applicable.
(52-53) Fund code from the supply request.
(54-56) Distribution code (cc 54) from the original supply request. Type requirement code (cc 55-56) from the original supply request. Otherwise, blank.
(57-59) Date shipped or estimated shipping date.
(60-61) Priority designator from the original supply request.
(62-76) Transportation control number, government bill of lading, or other shipment unit number.
(77) Mode of shipment code (app D).
(78-80) Date available for shipment.

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

ELEMENT KEEPING THE REGISTER: 1/651st Arty Bn | DOD ACTIVITY ADDRESS CODE: WK4ABF | UNIT IDENTIFICATION CODE: WA2HCO | PAGE NUMBER: 14

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D/TURN-IN j	QUANTITY DUE IN k	DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
6128	0238	XYZ	1005-00-478-5922	Limiter	HR3	05	NDR	5		5			AFI 6172
							FOLLOW UP ENTRY						

AFI

ONE TWO THREE FOUR FIVE SIX SEVEN EIGHT

PRINTED IN U.S.A.

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Figure 2-9. Sample of a follow-up posted to DA Form 2064

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

ELEMENT KEEPING THE REGISTER: 1-161 Arty Bn Property Book Sec
DOD ACTIVITY ADDRESS CODE: WK4ABC
UNIT IDENTIFICATION CODE: WA2HAA
PAGE NUMBER: 5

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D/TURN-IN j	QUANTITY DUE IN k	DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
1048	0001	XYZ	4240-00-926-4200	Mask	HR3	06	NDR	2		2			ACI 1081

REQUEST FOR CANCELLATION ENTRIES

ISD, FORT KNOX, KY
1/651 ARTY BN, FT. KNOX KY
ACI
4240 00 926 4200
EA 00002
QUANTITY TO BE CANCELLED
WK4ABC 1048 0001
N
MASK
06
MTOE 06153300100, Feb 81, P-29

DA FORM JAN 82 2064 EDITION OF SEP 65 IS OBSOLETE.

The information listed on this form is to be used as a general guide only.

Figure 2-10. Sample of a request for cancellation posted to DA Form 2064

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

ELEMENT KEEPING THE REGISTER: 1-651 Arty Bn Property Book Section
DOD ACTIVITY ADDRESS CODE: WK4ABC
UNIT IDENTIFICATION CODE: WA2HAA
PAGE NUMBER: 5

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D/TURN-IN j	QUANTITY DUE IN k	DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
1048	0001	XYZ	4240-00-926-4200	Mask	HR3	06	JPd	2				BQ 1099	

ENTRY FOR TOTAL QUANTITY CANCELLATION

The information listed on this form is to be used as a general guide only.

Figure 2-11. Sample of a DA Form 2064 showing completion of cancellation when entire quantity is canceled

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1
The proponent agency is ODCSLOG

ELEMENT KEEPING THE REGISTER	DODAAC ACTIVITY ADDRESS CODE	UNIT IDENTIFICATION CODE	PAGE NUMBER
1-651 Arty Bn Property Book Section	WK4ABC	WA2HAA	61

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D TURN IN j	QUANTITY DUE IN k	DATE FOLLOW UP DUE l	DATE COMPLETED m	REMARKS n
1264	0005	XYZ	2320-00-177-9258	Trk Util	HR4	03	CHW	3	2	1			AC 1 (1) 1293

REQUEST FOR CANCELLATION ENTRY

(A)

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1
The proponent agency is ODCSLOG

ELEMENT KEEPING THE REGISTER	DODAAC ACTIVITY ADDRESS CODE	UNIT IDENTIFICATION CODE	PAGE NUMBER
1-651 Arty Bn Property Book Section	WK4ABC	WA2HAA	61

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D TURN IN j	QUANTITY DUE IN k	DATE FOLLOW UP DUE l	DATE COMPLETED m	REMARKS n
1264	0005	XYZ	2320-00-177-9258	Trk Util	HR4	03	CHW	3	2			1399	BQ (1) 1399

ENTRY FOR PARTIAL CANCELLATION

(B)

A PARTIAL CANCELLATION STARTED
B PARTIAL CANCELLATION CONFIRMED

Figure 2-12. Entries required on DA Form 2064 for cancellation of partial quantity

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

ELEMENT KEEPING THE REGISTER: 1-651 Arty Bn Property Book Section
DOD ACTIVITY ADDRESS CODE: WK4ABC
UNIT IDENTIFICATION CODE: WA2HAA
PAGE NUMBER: 48

DOCUMENT NUMBER DATE a	DOCUMENT NUMBER SERIAL b	DOCUMENT SENT TO c	STOCK NUMBER d	NOUN e	REQUEST FOR f	PD g	INITIALS h	QUANTITY REQUEST i	QUANTITY REC'D/TURN-IN j	QUANTITY DUE IN k	DATE FOLLOW-UP DUE l	DATE COMPLETED m	REMARKS n
1208	0001	XYZ	1005-00-073-9421	Rifle	HR2	~~12~~ 06		4		4			AMA 12/18

OBTAIN INITALS WHEN REQUIRED

MODIFICATION REQUEST ENTRIES

ISD
Ft Knox, KY

1/651 Arty Bn
Ft Knox, KY

AMA

1 0 0 5 0 0 0 7 3 9 4 2 1 EA 0 0 0 0 4

W K4ABC1208001 N

Rifle

1 1 0 6

MTOE 06 153300100, Feb 81, Pg 25

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Figure 2-13. Sample of a request modifier posted to DA Form 2064

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

DATE: 6 May 96

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES: 1st FSB

LOCATION: Fort School, VA

LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REC	AUTHORITY REC	SIGNATURE AND INITIALS
Smith, Adam J.	X	Yes	Yes	Adam J. Smith ASS
Birch, John A.	X	Yes	No	John A. Birch JAB
Jones, Alonzo L.	X	Yes	No	Alonzo L. Jones ALJ
Perez, Pedro M.	X	Yes	Yes	Pedro M. Perez PMP

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: Request and receive Class 2, 4, 7, and 9 supplies as shown above.

REMARKS: Installation Supply Division

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE: WA3HAA

DODAAC/ACCOUNT NUMBER: W80THE

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
ROJAS, COOKE E.	CPT	(804) 687-9988	25 May 97	Cooke E. Rojas

DA FORM 1687, JAN 82 EDITION OF DEC 57 IS OBSOLETE. USAPPC V1.00

Figure 2-14. Sample of a completed DA Form 1687

Legend for Figure 2-14;
Completion instructions by block number for DA Form 1687

(1) Date Enter the calendar date the form is prepared.

(2) Organization receiving supplies Enter the name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.

(3) Location Enter the name of the installation on which the unit is located.

AUTHORIZED REPRESENTATIVE(S) Section

(4) Last name - first name - middle intial Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the remarks block of the follow on card.

(5) Enter "not used" on next available line when all lines are not used.

(6) (REQ)Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".

(7) Signature and intials Enter the signature and initials of authorized representatives.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section

(8) Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Specify the classes of supplies for which the representatives may sign.

(9) Remarks Enter the SSA or other activity to which the form is being sent. See paragraph 2-32 when used for adding or deleting persons.

(10) Unit identification code Enter the assigned unit identification code.

I ASSUME FULL RESPONSIBILITY Section

DODAAC/Account Number

(11) Enter the unit DODAAC and any locally assigned account number.

(12) Last name - first name - middle intial Enter the name of the responsible person.

(13) Grade Enter the grade or rank of the responsible person.

(14) Telephone number Enter the office telephone number of the responsible person.

(15) Expiration date 15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.

(16) Signature Enter the signature of the responsible person.

Note. All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

DD FORM 1348-1A JUN 86 ISSUE RELEASE/RECEIPT DOCUMENT

DOC IDENT	RI FROM	M & S	UNIT ISS	QUANTITY	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRI	REQ'D DEL DATE	ADV	RI	OCONUS
A5A	SRCK		CN	00075	YX0A72ATK				13152		S9CAA		

1. TOTAL PRICE

UNIT PRICE DOLLARS	CTS	DOLLARS	CTS
0004294	000322050		

2. SHIP FROM DDRV RICHMOND VA SW0400

3. SHIP TO W26AEK

4. MARK FOR W26AEK PR INSTL PBO

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
97108	069160	060	635G9 Z	U

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SI
	00001	0000054.00	0001.292	38270	0

16. FREIGHT CLASSIFICATION NOMENCLATURE
FIRE EXTINGUISHER CHARGES/COMPOUNDS

17. ITEM NOMENCLATURE
DRY CHEMI

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY Andrew Shue

23. DATE RECEIVED 7163

24. DOCUMENT NUMBER & SUFFIX (30-44)
W26AEK71051009

25. NATIONAL STOCK NO & ADD (8-22)
4210007529343

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DISTR (55-56) UP (74-80)
SRC CN 00075 A 0004294

27. ADDL DATA

3

ORG NSN:
STOCK FUND

PCN: L6S6D

FORM APPROVED, OMB NO 0704-0188

Figure 2-15. Sample DA Form 1348-1A, Issue release/receipt document

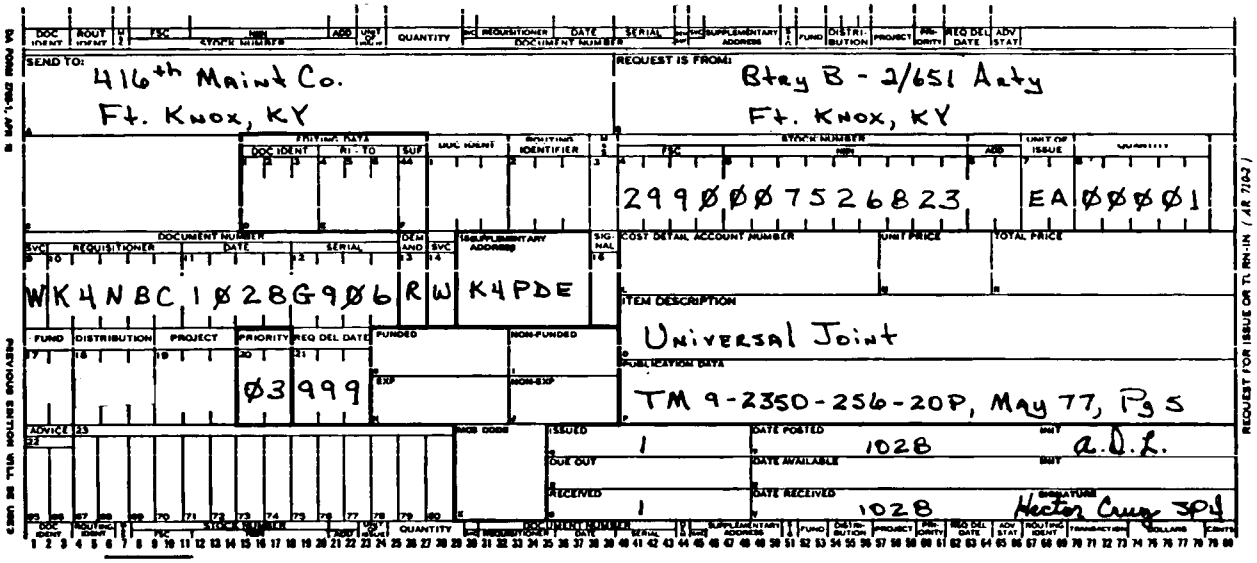


Figure 2-16. Sample of a DA Form 2765-1 as a receipt document

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)	X ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS	3. REQUEST NO. WH4CHA 7001-6201		4. VOUCHER NO.	
1. SEND TO: 240th Supply & Services Company Camp Humphreys, Korea	5. DATE MATERIAL REQUIRED			6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM: B Btry 1/40 ADA	9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.
* CODE — ISSUE: I-Initial, R-Replacement; TURN-IN: FWT-Fair Wear And Tear, RS-Report of Survey, EX-Excess, SC-Stmt of Charges				10. PUBLICATION CTA 50-970			11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE	j. POSTED BY
1	7520-00-281-5911	Basket Waste	EA	5	R			0.00		
2	7510-00-984-5787	Binder	EA	3	R			0.00		
3	7920-00-141-5452	Handle, Wood	EA	2	R			0.00		
4	7520-00-804-1268	Marker	DZ	1	R			0.00		
5	8135-00-290-8036	Tape	RO	3	R			0.00		
6	8540-00-262-2178	Towel, Paper	BX	2	R			0.00		
7	7930-00-141-5888	Wax, Floor	CN	2	R			0.00		
		LAST ITEM								
							SHEET TOTAL	0.00	GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY John B. Goode, CW3	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY James B. Badde, SGT	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY Josh H. Sentry, PFC

DA FORM 3161, MAY 83 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. USAPPC V1.00

Figure 2-17. Sample DA Form 3161 as a receipt document

MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved
OMB No. 0704-0248

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

1. PROC. INSTRUMENT IDEN. (CONTRACT)	(ORDER) NO.	6. INVOICE NO./DATE	7. PAGE	OF	8. ACCEPTANCE POINT
DABC03-93-0001-0001		B-9482	1	1	

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L	5. DISCOUNT TERMS
S 023	11 Jun 93	TCN CB/L #X9-4007	NET

9. PRIME CONTRACTOR CODE	10. ADMINISTERED BY CODE
Chimerical Wholesalers 1 SW Rio Verde Big Sky, TX 79002	Purchasing and Contracting Office Bldg 54 Fort Infantry, TX 79001
11. SHIPPED FROM (If other than 9) CODE / FOB:	**12. PAYMENT WILL BE MADE BY CODE**
Fabricated, Inc. SW Division Sunshine, AZ 85999	Financing & Accounting Office Bldg 496 Fort Infantry, TX 79001
13. SHIPPED TO CODE	**14. MARKED FOR CODE**
99th Maintenance BN Bldg 9898 Fort Infantry, TX 79001	

15. ITEM NO.	16. STOCK/PART NO. DESCRIPTION (Indicate number of shipping containers - type of container - container number.)	17. QUANTITY SHIP/REC'D *	18. UNIT	19. UNIT PRICE	20. AMOUNT
1.	5940-00-168-3366 Widget 3.5" x .5" 100 PER BX	6	BX	120.00	720.00

21. CONTRACT QUALITY ASSURANCE

A. ORIGIN
☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND OFFICE

B. DESTINATION
☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND TITLE

22. RECEIVER'S USE
Quantities shown in column 17 were received in apparent good condition except as noted.

DATE RECEIVED | SIGNATURE OF AUTH GOVT REP
TYPED NAME AND OFFICE

** If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.*

23. CONTRACTOR USE ONLY

DD Form 250, NOV 92 *Previous edition may be used.* ★U.S.GPO:1993-0-342-027-70443

Figure 2-18. Sample of a DD Form 250

ORDER FOR SUPPLIES OR SERVICES
(Contractor must submit four copies of invoice.)

Form Approved OMB No. 0704-0187 Expires Aug 31, 1992

PAGE 1 OF 1

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES.
SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.

1. CONTRACT/PURCH ORDER NO.: GS-00D-4436A
2. DELIVERY ORDER NO.: DABC-03-93-F-0096
3. DATE OF ORDER (YYMMDD): 93/07/23
4. REQUISITION/PURCH REQUEST NO.: 11650001
5. PRIORITY:

6. ISSUED BY (CODE DOCPUR):
Directorate of Contracting
Purchasing Division
Building T-4005
Fort Lee, VA 23801-5172

7. ADMINISTERED BY (If other than 6) (CODE DOC):
Directorate of Contracting
Building T-4005
Fort Lee, VA 23801-5172
Buyer:

8. DELIVERY FOB: [X] DEST [ ] OTHER (See Schedule if other)

9. CONTRACTOR (CODE ; FACILITY CODE):
NAME AND ADDRESS
Vendor ID: 002938
Whimsey Furniture Co.
200 Bank St.
Lake City, NC 44372

10. DELIVER TO FOB POINT BY (Date) (YYMMDD): 93/08/15
11. MARK IF BUSINESS: [ ] SMALL [ ] SMALL DISADVANTAGED [ ] WOMEN-OWNED
12. DISCOUNT TERMS: % 10 NET 30
13. MAIL INVOICES TO: See Block 15

14. SHIP TO (CODE SUPPLY):
Supply & Services Division, DOL
Warehouse T-3325
Fort Lee, VA 23801
DABC0393F0096

15. PAYMENT WILL BE MADE BY (CODE T54055):
Finance & Accounting Division
Building T-5216
Fort Lee, VA 23801

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER
DELIVERY [X] This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE [ ] Reference your furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED (YYMMDD)
[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1	Chair, Rotary, W/Arms, Black No. 31-60027-202 PR Number: W27AB3-2226-3001 Accounting: 97X4930AC250670000W27AB32226300149100T54055	4	EA	200.00	800.00
2	Desk, DBL PED, 60in x 40in, WOOD No. 31-60059-207 PR Number: W27AB3-2226-3002 Accounting: 97X4930AC250670000W27AB32226300249100T54055	4	EA	450.00	1800.00

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
BY: Frank B. James CS13
CONTRACTING/ORDERING OFFICER

25. TOTAL: 2600.00
29. DIFFERENCES:

26. QUANTITY IN COLUMN 20 HAS BEEN
[ ] INSPECTED [ ] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP. NO.
[ ] PARTIAL [ ] FINAL
28. D.O. VOUCHER NO.
30. INITIALS
32. PAID BY
33. AMOUNT VERIFIED CORRECT FOR
31. PAYMENT
[ ] COMPLETE [ ] PARTIAL [ ] FINAL
34. CHECK NUMBER
35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE | SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT
38. RECEIVED BY (Print)
39. DATE RECEIVED (YYMMDD)
40. TOTAL CONTAINERS
41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.

DD Form 1155, DEC 91 Previous editions are obsolete.

Figure 2-19. Sample of a DD Form 1155

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

DATE: 29 Jun 96

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES: Co B, 2/16th Inf

LOCATION: Ft Wood, MO

LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
Radford, Markus E	X			Markus E. Radford MER
Nothing Follows				

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: Initial column "h" of DA Form 2064 for high priority requests, (UND A and B)

REMARKS

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE: WA2HAA

DODAAC/ACCOUNT NUMBER:

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Traylor, John H.	Maj	(804) 734-1617	28 Jun 97	John H. Traylor

DA FORM 1687, JAN 82 EDITION OF DEC 57 IS OBSOLETE.

Figure 2-20. Sample of a completed DA Form 1687

Legend for Figure 2-20;
Completion instructions by block number for DA Form 1687.

(1) Enter the calendar date the form is prepared.

(2) Enter the name of the unit.

(3) Enter the name of the installation on which the unit is located.

AUTHORIZED REPRESENTATIVE(S)

(4) Enter the name of authorized representative.

(5) Enter "not used" on next available line when all lines are not used.

(6) (REQ) Enter "NO".

(REC) Enter "NO."

(7) Enter the signature and initials of authorized representatives.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER

(8) Enter an "X" in this box to show that the authorized representative is delegated to sign specific forms and records. Specify the forms and records that may be signed or initialed.

(9) Leave blank.

(10) Enter the assigned unit identification code.

(11) Leave blank.

(12) Enter the name of the commander or responsible person.

(13) Enter the grade or rank of the commander or responsible person.

(14) Enter the office telephone number of the commander or responsible person.

(15) Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.

(16) Enter the signature of the commander or responsible person.

Note. All entries, except the signature and initials will be either printed in ink or typewritten. The signatures and initials will be entered in ink.

(DA PAM, 710-2-1)

AUTHORIZATION CARD

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES

ORGANIZATION, INSTALLATION	DODAAC/ACCT #
HHC, FORT SCHOOL, VA	WK4ABC

THE BEARER OF THIS CARD IS AUTHORIZED TO RECEIPT/REQUEST SUPPLIES FROM THE ACTIVITY CHECKED ON THE REVERSE SIDE OF THIS FORM THIS CARD IS ACCOUNTABLE ITS LOSS WILL BE REPORTED TO THE INDIVIDUAL ISSUING THIS CARD AND THE AUTHORIZED FACILITIES CHECKED ON THE REVERSE.

SERIAL #

SIGNATURE/SIGNATURE BLOCK

James Bond, CPT

JAMES BOND, CPT, SC, CMDG

DA FORM 5977, MAR 91

AUTHORIZED FACILITIES

	CLASS I/TISA		CAN POINT
	CLASS II/IV WHSE		AG PUBLICATIONS
X	CLASS III		DS MAINTENANCE
	CLASS VIII ,WHSE		GS MAINTENANCE
	CLASS IX		DOL MAINT *(INSTAL)*
	SSSC		QM LAUNDRY
	DEH WHSE		DEH SELF HELP
	DRMO	X	TASC

REVERSE OF DA FORM 5977, MAR 91

Figure 2-21. Sample of a DA Form 5977

Legend for Figure 2-21;
Completion instructions for DA Form 5977

DA Form is typed or completed in ink as follows:

Organization/Installation Enter the Unit or Activity designation. Example: HHC, 23 QM Bde, Ft. Smith, VA or Supply Division, DOL, Fort Jones, VA.

DODAAC/Account # Enter either the DODAAC or account number. (Examples: W33V33 or any other alpha-numeric account number that the unit has been provided.)

Signature/Signature Block On a single line, type or write, in ink, the signature block of the responsible/accountable officer. The card is signed above the signature block by the person listed on the orders.

Authorized Facilities Place an "X" in the box which denotes the facility to which access is desired. Spaces are available to write in, or type, the name of a facility not listed. For example, a motor poolon a card may have "Xs" in the block for Class IX, Can. Point, and DS Maintenance. In addition, COPARS and Calibration may be written in to the available blank spaces.

Laminate the card on both sides using plastic sheet, NSN 9330-00-752-9091 which is available through the SSSC.

CONTROL SHEET

For use of this form, see DA PAM 710-2-1; the proponent agency is ODCSLOG

SERIAL NUMBER	CLASS VI/TISA	CLASS II/IV WHSE	CLASS III	CLASS IX	SSSC	DEH WHSE	DRMO	CAN POINT	AG PUBLICATIONS	DS MAINTENANCE	GS MAINTENANCE	DOL MAINT (INSTAL)	OM LAUNDRY	DEH SELF HELP	TASC	CLASS VIII WHSE					HOLDER
D001716	X		X											X							John D. Smith JOHN D. SMITH, SFC

DA FORM 5978, MAR 91

Figure 2-22. Sample of a DA Form 5978

Legend for Figure 2-22;
Completion instructions for DA Form 5978

This form is used by the responsible/accountable officer to track the location of the Authorization Card, DA Form 5977. The form is completed as follows:

Enter the serial number from the Authorization Card in the card serial number column.

Place an "X" in the block which corresponds to the facility entered on the back of the Authorization Card. Space is available to write in location titles if required.

HOLDER: Enter the name of the person who holds the card and have them sign their name, (ink entry), to acknowledge receipt of the card.

Chapter 3
Disposition of Property

Section I
Turn-in Procedures

3–1. When property is turned in

Items are turned in when they:

a. Are excess to authorized allowances; or

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

c. Become unserviceable or uneconomically reparable; or

d. Are "Found on Installation."

3–2. Where property is turned in

Always turn in property to the SSA that normally issues the item. The SSA evaluates the property's condition, ARC, and RC and may approve direct turn-in to the Defense Reutilization and Marketing Office (DRMO). Don't turn in property directly to the DRMO without SSA approval. When a unit is directed to turn in a RICC 2 item to the DRMO, a copy of the Turn-In document will be sent to the CBS-X Central Collection Activity (CCA).

a. ARNG units will turn in all property to the USPFO or as directed by the USPFO.

b. Classified COMSEC items will be turned in by COMSEC custodians through organizational and installation COMSEC accounts to COMSEC SSAs. Disposal of classified COMSEC through non-COMSEC channels is specifically prohibited.

(1) Unclassified CCI will be turned in to the supporting SSA. The supporting SSA will initiate proper disposal action. Disposal of CCI by users through DRMO is prohibited.

(2) Refer to paragraph 3–5 below for special instructions regarding the disposal of COMSEC materiel.

3–3. Forms used for turn-ins

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

Table 3–1
Forms Used for turn-in

Form Used: DA Form 581
Used for Turn-in: Unserviceable and serviceable ammunition. Used

Table 3–1
Forms Used for turn-in—Continued

ammunition packing materiel. Ammunition components. Empty cartridge cases.
Form Used: DA Form 2765-1 (Request for Issue or Turn-in) **Used for Turn-in:** Items to SSA, that have no value except for their basic content (scrap) that: Are disposable at the organization level. Do not require turn-in credit.
Form Used: None **Used for Turn-in:** Found on installation property. Excess serviceable SSSC items.
Form Used: DA Form 2765-1 (Request for Issue or Turn-in) **Used for Turn-in:** All other property not listed above.

Section II
Special Turn-In Instructions

3–5. Turn-in of property book and nonexpendable items

Property book items must be excess or found to be unserviceable, not repairable by support maintenance before they can be turned in. The Commander for whom the property is maintained and the next higher headquarters, may authorize turn-in or transfer of property no longer required or authorized by the VTAADS, excess or obsolete up to 365 days prior to the effective date of the new authorization document. Turn-in action should be initiated no later than 10 days after the time the item is determined to be excess or unserviceable. Items being turned in should be complete with all components and Basic Issue Items (BII). If not complete a shortage list signed by either the Unit Commander or PBO, must be attached to the turn-in document. All items must receive a technical inspection prior to being turned in to the supporting SSA. The number four (4) copy of the DA Form 2407 (Maintenance Request), or ULLS automated requests will be attached to the DA Form 2765–1 turn-in document in all cases. The maintenance request will be used to determine which of the classifications in paragraph b below will apply. Turn-in property book items as follows:

a. Prepare DA Form 2765–1 as shown in figure 3–3. Do not use a return advice code. When turning in noncataloged, nonstandard, commercial items, enter the complete line item description and end item application as a minimum. Enter any other identifying data that may be available.

b. Enter the reason for the turn-in block P as follows:

(1) It works, enter the words "TURN IN:EXCESS: SERVICEABLE."

(2) It does not work, enter the words "TURN IN:EXCESS: SERVICEABLE."

(3) If the item is not excess, enter the words "TURN IN: REPLACEMENT:UNSERVICEABLE."

(4) If the item is unserviceable, also enter an explanation. Use:

(a) FWT for fair wear and tear.

(b) AR 735:5 for other than FWT. See AR 735–5, paragraph 12–1d(3)(d).

c. Make sure the following documents accompany the turn-in:

(1) A component shortage list. Use DA Form 2062; the commander or PBO must sign it. Send two copies. Keep one in suspense. Destroy this copy when final turn-in credit is received. U.S. Army Training and Doctrine Command (TRADOC) training activities that are issued end items without components will include copies of the issue documents when turning in the end items. Documents supporting turn in of these items will be marked: USED AS TRAINING AIDS. FREQUENT DISASSEMBLY AND ASSEMBLY FOR INSTRUCTIONAL PURPOSES. A component shortage list is not required when:

(a) There are no shortages.

(b) The turn-in is for an item replaced from operational readiness float (ORF).

(2) Maintenance request. The number 4 (blue) copy of the DA Form 2407 classifying the item. This form is:

(a) Required for all turn-ins regardless of classification by the maintenance activity except (b) below.

(b) Not required for turn-ins of items replaced from ORF.

(3) Vehicle classification. Two copies of DA Form 461–5 (Vehicle Classification Inspection) classifying the items. This form is:

(a) Required if the items are in Federal Supply Group (FSG) 23 (Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles) and a replacement is required.

(b) Required if the items are in FSG 24 (Tractors) and a replacement is required.

(c) Not required for turn-ins of items replaced from ORF.

d. Prepare the items to be turned in as follows:

(1) Clean the item within your ability.

(2) Update all accompanying maintenance records.

(3) Package and preserve the items only to the extent needed to protect them during movement to the SSA.

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

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

g. After the items have been accepted:

(1) Post the turn-in to the property book page for the item. Post the quantity turned in as a decrease to the balance on hand.

(2) Post the document register to show the turn-in as being completed. For RICC 2 items send a copy of the document to the CBS-X Central Collection Activity (CCA). Also applies when turn in to DRMO is directed. This applies only to units served by an SSA using manual accounting procedures. If the servicing SSA is automated, the turn in transaction will be captured from the intermediate level supply system.

(3) File the posted document in the supporting document file.

h. Upon turn-in, some property book items require submission of DA Form 2408–9 (Equipment Control Record). See DA Pam 738–750, chapter 5.

3–6. Reporting and turn-in of classified COMSEC materiel

a. Classified COMSEC will not be turned in until disposition instructions are received from the COMSEC SSA. This does not apply to Intensively Managed/Automatic Return (Secondary) items (ARI).

(1) OCONUS units report excess classified materiel to the supporting CLSF. Excess materiels will be held in place pending receipt of disposition instructions. Classified COMSEC materiel (except key and publications) determined to be excess to Theatre needs will be shipped to LBAD after the supporting CLSF has notified the owning COMSEC account that no Theatre requirement exists. Units will be provided official disposition instructions and the complete shipping address.

(2) CONUS units not supported by a COMSEC SSA will ship all excess items (except key and publications) to: Commander, Tobyhanna Army Depot, ATTN: CA 5B1099, Bldg 73, Tobyhanna, PA 18466–5110. Prior reporting to B56 is not required.

(3) The unit activity will prepare SF 153 (COMSEC Material Report) to turn-in classified COMSEC items. The shipment of classified COMSEC materiel will be documented by the COMSEC custodian, on a SF 153 in accordance with the instructions contained in TB 380–41. The SF 153 must accompany the material upon turn-in through COMSEC logistics channels and a copy must be filed in the account document file.

(4) Turn-in of unserviceable classified COMSEC materiel. Unserviceable classified COMSEC materiel will be evacuated to the next higher authorized maintenance level unless an evaluation by qualified maintenance personnel determines that the item is beyond the

repair capability of the maintenance facility. Unserviceable classified COMSEC materiel in CONUS/OCONUS will be shipped to: Commander,Tobyhanna Army Depot, ATTN: CA 5B1099, Bldg 73, Tobyhanna, PA 18466–5110.

b. Demilitarization and disposal of excess classified COMSEC materiel (except key and publications) will be performed by TYAD only.

c. All COMSEC key and publications will be turned in through COMSEC retail support channels in accordance with TB 380–41.

3–7. Turn-in of expendable and durable supplies

Serviceable expendable and durable supplies must be turned in to the SSA when they are excess. See paragraph 3–16 for turn in of SSSC items. Unserviceable expendable and durable supplies with RCs A, D, F, H, O, Z, and L must also be turned in to the SSA. All unserviceable durable items or expendable items, replaced at the organizational level, having RCs of O or Z that are actually consumed in use, are to be turned in by the customer unit to the SSA as scrap. Also, any other item/by-product determined to require collection/special handling due to local/State/Federal environmental regulations. Turn-in procedures are as follows:

a. Prepare DA Form 2765–1 as shown in figure 3–1. Do not use a return advice code.

b. Enter the reason for the turn-in block P as follows:

(1) If the item is excess, enter the words "TURN-IN-EXCESS." If it works, also enter the word "SERVICEABLE." If it does not work, enter the word "UNSERVICEABLE." If unserviceable, enter an explanation as explained in (2) below.

(2) If a replacement is required, enter the words "TURN-IN-REPLACEMENT-UNSERVICEABLE." Also enter an explanation.

(a) Use FWT for fair wear and tear.

(b) Use AR 735–5 for other than FWT.

c. Attach the number 4 (blue) copy of the DA Form 2407 to the turn-in if the item was inspected and found to be unserviceable.

d. Deliver the items to the turn-in point. SSA retains the original copy of DA Form 2765–1 and the unit receives copy 4 of DA Form 2765–1.

e. After the items have been accepted, post the document register to show the turn-in as completed. The copy received from the SSA may be destroyed.

f. Unserviceable and economically salvageable material will be turned in to the SSA.

3–8. Disposal of batteries

Batteries containing lithium, mercury, zinc, silver chloride, and certain batteries containing lead acid and nickel have been designated as hazardous materiel by OSHA and EPA. These batteries are potentially dangerous to personnel, equipment, and the environment; i.e., lithium batteries can explode and vent poisonous gases if exposed to extreme heat (130F). Although these batteries are categorized as expendable, they have a recoverability code of "A" and should be turned in to the appropriate SSA when no longer useable even though they may not necessarily be reparable. Magnesium batteries have been determined to be non-hazardous solid waste for disposal purposes. They are not to be accumulated and disposal must be controlled. These batteries are not to be thrown away. Specific disposition guidance can be found in SB 11–6, and 11–30. Check the AMDF for recoverability code.

3–9. Turn-in of "found on installation property"

All "found on installation property" is required to be turned in to a stock record accountable officer. When known, "found on installation property" is turned in to the SSA that would supply the item. If not known, it can be turned in to any SSA. At ARNG units "found on installation property" will be reported to the USPFO by using turn-in documentation. A document number will be assigned to the turn-in by the finding organization. The USPFO will direct movement of the property. Additionally, unclassified CCI that is discovered and is not on accountable record requires an incident report be submitted per DA PAM 25–380–2.

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

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

c. If a requirement and an authorization exist for a found property book item, take these actions:

(1) Prepare a request for the found item. Use DA Form 2765–1. Instructions for preparation of the turn-in are in chapter 2, figure 2–1.

(2) Enter the words "FOUND ON INSTALLATION" in block P. If the item is RICC 2, enter the RICC in the "Item Description" block and the unit UIC in the "Request is from" block.

(3) Take the request to the SSA. Do not take the property. The SSA will issue the items to the finding unit. The issue will be free (no billing).

(4) Post the document as an increase to the property book balance. For RICC 2 items, send a copy of the document to the CBS-X central collection activity.

(5) Complete the document register.

(6) File the document in the supporting document file.

d. Discovery of classified COMSEC materiel, to include unclassified CCI, which is not on accountable records, will immediately (same day) be reported as a physical insecurity as specified in TB 380–41 or DA PAM 25–380–2, as applicable.

3–10. Turn-in of temporary loan materiel

Temporary loan items are owned by the SSA that issued the item. It remains on the SSAs accountable records. Temporary loan, therefore, must always be turned in to the SSA that issued the item. Use the following procedures:

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

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

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

d. Prior to turn-in, temporary loan property must be repaired to restore it to the same condition as when it was issued. Any repairs needed but not done will be charged to the unit.

e. Deliver the property to the SSA.

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

g. These procedures do not apply to the ARNG.

3–11. Turn-in of returnable containers

a. There are two types of returnable containers.

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

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

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

(1) Assign a new document number.

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

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

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

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

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

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

3–12. Return of discrepant shipments

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

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

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

(2) Enter return advice code 1T in block 22 of DA Form 2765–1.

c. Turn-in items having hidden defects by using DA Form 2765–1. Prepare the form according to figure 3–2.

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

(2) Enter return advice code 1U in block 22 of DA Form 2765–1.

d. Where appropriate or required, prepare and process a ROD/ROID per AR 725–50.

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

f. Once the clerk accepts the turn-in, take these actions:

(1) For property book items, check the property book to see if the original document was posted as an increase to the balance. If it was, post the turn-in as a decrease. If it was not, or after posting, file the document in the supporting document file along with the original document.

(2) For other than property book items, destroy the turn-in document.

3–13. Return of property issued to support DA approved emergency requirements

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

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

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

c. Enter return advice code 1P in block 22 of DA Form 2765–1.

d. Deliver the property to the SSA.

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

3–14. Turn-in of parachutes and components

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

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

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

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

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

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

d. Complete the document register.

e. File the document for property book items in the supporting document files. Destroy other turn-in documents.

3–15. Turn-in Information Management Processing Equipment (IMPE) items

When the Software Management Support Department (SMSD), formerly DARIC, instructs disposition of IMPE to the Defense Reutilization and Marketing Office (DRMO), the PBO will complete a DD Form 1348–1 and turn-in the items directly to the servicing DRMO. A copy of the disposition instructions from SMSD will accompany turn-in documents.

3–16. Return of items to the SSSC

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

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

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

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

c. If the items do not meet the above criteria, turn them in according to paragraph 3–7.

3–17. Quality Deficiency Reports (QDR) Exhibit Return Program

Units will use project code QDR when preparing turn in documentation for deficient aviation class IX supplies reported on SF 368 (Product Quality Deficiency Report), also referred to as Equipment Improvement Recommendations (EIR).

Section III
Lateral Transfer of Property

3–18. Transfer approval

Transfers of nonexpendable property from one organization to another are called lateral transfers. These transfers are made when there is excess property in one organization and shortages in another, or when equipment is withdrawn from the ARNG or USAR and transferred to the active components. Lateral transfers will be made when approved by, or at the direction of:

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

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

c. For installation property betweenb installations. The lowest level commander over both installations involved. When the transfer involves two MACOMs, it will be coordinated between the MACOMs. When the transfer involves equipment owned by the ARNG or USAR and the equipment is to be transferred to the Active Component, HQ, ODCSOPS (DAMO-ODR) will approve the transfer. Assuming favorable coordination, the losing MACOM directs the transfer. In circumstances where the MACOM is the directing/approving authority for lateral transfers between different commands, the MACOM may delegate the authority to the Installation Supply Division or Director of Logistics (DOL) or equivalent. Within AMC organizations, the DOL or equivalent may further delegate to the installation equipment manager.

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

e. For transfer of accountable classified COMSEC equipment. Transfer of accountable classified COMSEC equipment and components is prohibited, unless approved by the supporting COMSEC SSA. Upon approval transfer documents specified in TB 380–41 will be processed by COMSEC custodians through the COMSEC SSA. Unclassified CCI and other COMSEC equipment are contained in paragraph 3–19 below.

f. For withdrawals or diversions of ARNG and USAR equipment to the Active Component. The Secretary of Defense or designee. All requests for withdrawals or diversions will be initiated at MACOM level and forwarded to HQDA, ATTN: DAMO-ODR, Washington DC 20310–0400, for processing.

3–19. Transfer procedures

Make the transfer of property as follows:

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

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

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

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

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

(2) For transfer within the USAR, a copy of the memorandum from the MUSARC/MSC directing the transfer will be attached to

the DA Form 3161 by both gaining and losing PBOs. This memorandum serves as the justification for the transfer in the USAR.

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

(1) Assign a document number to the DA Form 3161.

(2) Submit requests for cancellation for all open requests for components pertaining to the equipment.

(3) Notify the gaining unit's PBO that the property is ready for transfer.

(4) Ensure action is initiated to transfer OMA-funds to the gaining organization when OMA funded components (ABA code 3 or 5) are missing from property transferred within the same MACOM.

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

g. The PBO of the gaining unit will:

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

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

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

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

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

(6) For Reportable Item Control Code (RICC) 2 items send a copy of the DA Form 3161 to the Continuing Balance System—Expanded (CBS-X) central collection activity.

(7) Submit requests for component shortages.

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

h. The losing unit PBO will:

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

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

i. When transferred, some property book items require submission of DA Form 2408–9. See DA Pam 738–750, chapter 5.

j. Upon transfer of unclassified CCI, PBOs will comply with the reporting requirements of paragraph 4–28 of this pamphlet.

3–20. Transfer of OCIE when a unit moves

When notified that a unit is moving, OCIE management activities will:

a. Select OCIE records from the file. Compute total quantities for each NSN. Enter quantities by NSN on the transfer document.

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

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

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

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

f. Retain one additional copy in OCIE record file for 1 year.

Section IV
Major End Item Substitutions

3–21. Substitution procedures

Units of the Active Army, ARNG and USAR will be equipped in AOP/IPD/DAMPL sequence with major end items prescribed by the LIN authorized in applicable authorization documents unless otherwise directed by DA. It is recognized that in many instances, the authorized items will not be available to satisfy the units mission needs and a substitute item will have to be used to maintain unit readiness pending availablity of the authorized item. However, the use of substitute items is considered a near term expediant to improve unit readiness and will not releive the unit from compliance with AR 310–49 which requires that the unit have authorized equipment on hand or on order.

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

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

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

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

e. War reserve assets will not be utilized as a substitute unless approval is obtained from HQDA, DALO-SMW.

f. Major items used as substitutes will be reflected in CBS-X, TAEDP and Requisition/Validation (REQ-VAL) reports.

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

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

(1) Being compatible with the Associated Support Items of Equipment (ASIOE) in the unit.

(2) Performing a similar function and purpose as authorized by the LIN. For Communications/Electronics equipment, the item must be interoperable with the existing network, i.e., can do the job/function in an acceptable (not optimal) way.

(3) Having fuel characteristics compatible with the units POL requirements. It does not have to match the authorized LINs POL requirements.

(4) Ammunition availability for the substitute weapons. If the type of ammunition required for the substitute item is unavailable to the unit on a regular basis, the item should be rejected.

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

(6) Having similar air transportability characteristics.

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

(8) Supply supportability (repair parts, tools, TMDE). The criteria is not if the repair parts, etc., are on hand, but can they be obtained on a timely basis.

i. The commander of a unit retains the authority to reject any substitute item of equipment offered by the AMC MSC based on the criteria outlined in paragraph h above. If a substitute item is shipped without prior coordination/approval of the commander, it maybe rejected.

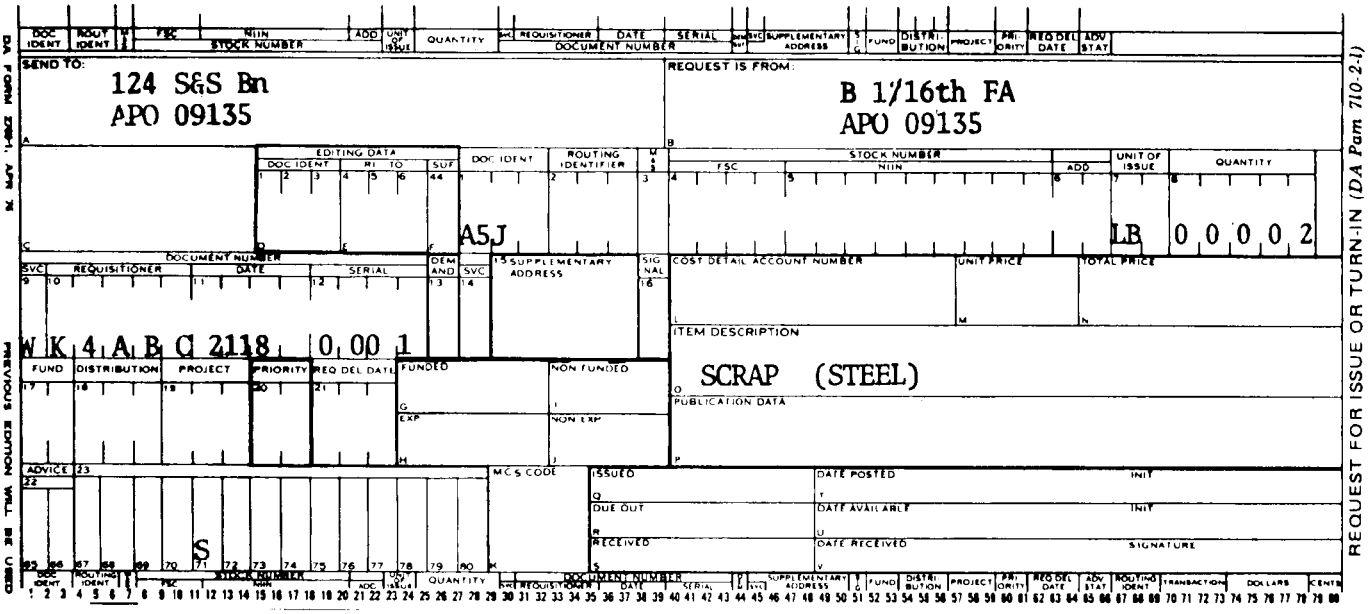


Figure 3-1. Sample of a DA Form 2765-1 as a turn-in

Legend for Figure 3-1;
Completion instructions by column numbers for DA Form 2765-1

item number

(1-3) Enter "A5J."

(23-24) Enter "LB."

(25-29) Enter the estimated weight.

(30-43) Enter the unit document number.

(45-50) Enter the DODAAC of DRMO.

(71) Enter "S."

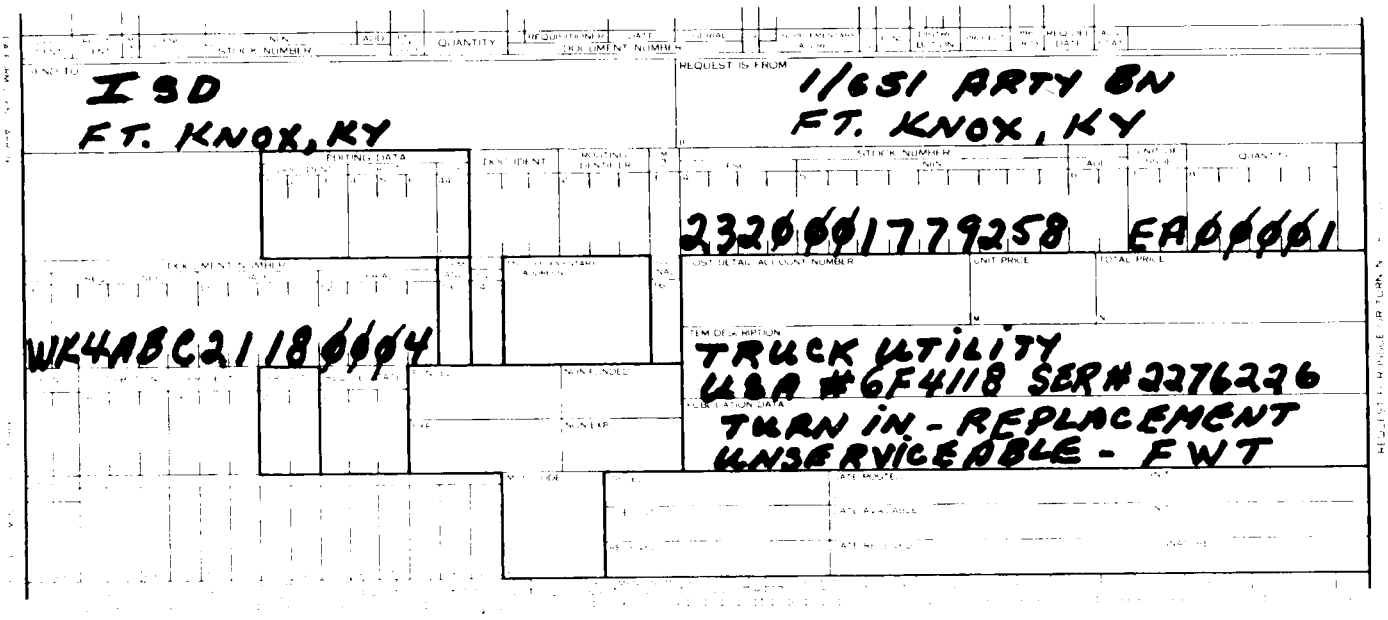
Blocks

(A) Enter the unit name and address.

(B) Enter the DRMO name and address.

(0) Enter the word "scrap" and identify the basic materiel content; e.g., steel, tires, wire, to the best of your ability.

Note. Items must be segregated by basic materiel content. Each type materiel requires a separate turn-in document.



The information listed on this form is to be used as a general guide only.

Figure 3-2. Sample of a DA Form 2765-1 as turn-in for "excess" or "replacement"

Legend for Figure 3-2;
Completion instructions by numbers or letters

(A) Enter the name and address of the SSA.
(B) Enter the name and address of the unit turning in the item.
(4-6) Enter the stock number of the item being turned in.
(7) Enter the unit of issue of the item being turned in.
(8) Enter the quantity being turned in. Use all five positions. Enter zeros (0) to the left of the quantity.
(9-10) Enter the DODAAC of the unit turning in the item.
(11) Enter the Julian date.
(12) Enter the document serial number.
(O) Enter one or two words that describe the item being turned in. Include item serial numbers. If there is not enough room, continue on the reverse. For noncataloged, nonstandard commercial items, enter complete item description and end item application, as a mininimum, of the item being turned in. Include any other identifying data that may be available. If there is not enough room, continue on the reverse.
(P) 1. Enter "TURN-IN."
2. Enter reason for turn-in; "EXCESS" or "REPLACEMENT."
3. Enter the condition of the item; "SERVICEABLE," or "UNSERVICEABLE."
4. If "UNSERVICEABLE," enter reason; "FWT" or AR 735-5.
(22) Enter the return advice code.

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)	ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS	3. REQUEST NO.		4. VOUCHER NO.	
1. SEND TO 2/651 Arty WA2HAA	5. DATE MATERIEL REQUIRED Lateral Transfer			6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM 1/651 Arty WA2JAA	9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.
*CODE ISSUE: I-Initial, R-Replacement; TURN-IN: FWT—Fair Wear And Tear, RS—Report of Survey, EX—Excess, SC—Stmt of Charges				10. PUBLICATION			11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE	BY
1.	2320-00-077-1617 X40146	Truck, Cgo, 2½ Ton M35A2 USA No. 6F4118								
		Ser= 2276226 RICC2								
JUSTIFICATION: Lateral transfer required to reduce excess in 1/651 Arty and fill shortage in 2/651 Arty.										
Lateral Transfer approved by:										
	ALBERT P. BACHMANN COL, QM Commanding									
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM MAY 83 3161 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. U.S. GOVERNMENT PRINTING OFFICE: 1983-

Figure 3-3. Sample of DA Form 3161 as a lateral transfer

Legend for Figure 3-3;
Completion instructions by block or column for DA Form 3161 as lateral transfer.

(Issue) Leave blank.

(Turn-in) Leave blank.

(Sheet number) Number sheets consecutively.

(Number of Sheets) Enter total number of sheets.

(1) Enter the name and UIC of the gaining organization.

(2) Enter the name and UIC of the losing organization.

(3) Losing organization will enter the document number assigned to the lateral transfer. Document number is the DODAAC, julian date, and serial number.

(4) Leave blank. Gaining organization will enter their document number

DODAAC, julian date, and serial number).

(5) Enter "lateral transfer."

(6) Leave blank.

(7) Leave blank.

(8) Leave blank.

(9-9c) Leave blank.

(10) Leave blank.

(11) Leave blank.

(12a) Enter the item number, in sequence, for each item being transferred.

(1b) Enter the stock number and line item number (LIN) for each item being transferred.

(12c) Enter enough words to identify each item being transferred. Include item serial numbers, if applicable. Also provide reportable item control code (RICC) for those items reportable under CBS-X.

(12d) Enter the unit of issue of each item being transferred.

(12e) Enter the quantity of each item being transferred.

(12f) Leave blank.

(12g) Leave blank. Gaining organization will enter quantity received.

(12h-12j) Leave blank.

(13) The PBO of the losing organization will print name, date and sign, this block. Include rank.

(15) The PBO of the gaining organization will print name, date and sign, this block. Include rank.

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

Chapter 4
Accounting for Property

Section I
Property Book Accounting

4–1. Items that require property book accounting

Property book accounting includes keeping accurate records of certain types of property authorized in a unit. Account for the following property on property books:

a. All property listed in the "required" and/or "authorized" column of the MTOE, Table of Distribution and Allowances (TDA) (to include TDA sec III supplement items), and Joint Table of Allowances (JTA) (when the Army has responsibility for the JTA units supply function).

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

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

(2) On hand systems furniture.

(3) Property authorized by CTA 50-909, except for:

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

(b) Ammunition expected to be expended within 5 days.

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

d. On hand or on request nonexpendable medical equipment authorized by AR 40-61 that are not required to be type classified.

e. On hand or on request nonexpendable research, development, test, and evaluation property authorized by AR 70-6.

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

g. On hand special tools and test equipment that:

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

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

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

h. On hand or on request nonexpendable property included in HQDA approved interim authorizations.

i. On hand ADPE/WPE property obtained through rental or lease contracts for a period of six months or longer, except for contractor furnished copiers on "cost per copy" contracts.

j. On hand or on request basic loads of Class 1, or 5.

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

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

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

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

o. On hand or on request substitutes for property authorized by a through o above.

p. On hand or on request U.S. Government National Credit Cards and aviation fuel (AVFUELS) identaplates.

q. On hand or on request toll scrip, tokens, bridge tickets, and similar negotiable media authorized by AR 55-29.

r. Vendor-installed nonexpendable equipment or nonexpendable equipment delivered directly to the user.

s. On hand Information Management Processing Equipment (IMPE) to include leased IMPE.

t. All nonexpendable property requested and received by an Army unit or activity specifically for use by another Service, or other Government agency. Accountability will be retained by the Army. At the conclusion of the operation the materiel was obtained for, disposition will be accomplished by the Army unit maintaining accountability.

u. All on hand commercial or fabricated items similar to items coded "N" in the AMDF.

v. All items similar to items coded "N" on the AMDF that have been donated to the Army.

w. All abandoned property. This is property with undetermined ownership, but is under control of the Army.

4–2. Other on hand items

a. Any item of equipment or other material needed by the unit not authorized by 4-1 above must be fully justified, documented, and approved for retention. These actions must be accomplished per AR 310-49.

b. Borrowed equipment provided by a host nation will remain the property of the host nation and may not be retained.

4–3. Types of property

For property book accounting purposes, there are two types of property; organization and installation.

a. Organization property is authorized to MTOE, or deployable/mobilization TDA units by their authorization documents. For MTOE units, U.S. Army Information Systems Command (USAISC) and U.S. Army Intelligence and Security Command (INSCOM) TDA activities, the following is also organization property:

(1) Organizational clothing and individual equipment (OCIE) in CTA 50-900, table 4.

(2) Items identified as deployable by CTA 50-909, appendix B.

(3) Items in AR 840-10.

(4) Special tools and test equipment.

(5) Basic loads.

(6) Books.

(7) Unclassified Controlled Cryptographic Items (CCI).

(8) Items authorized by section III supplement of the deployable/mobilization TDA.

b. All other property regardless of how authorized, not listed above, is installation property and will be accounted for accordingly.

4–4. Organization of the property book

a. Property books will be organized as follows:

(1) MTOE units and deployable TDA activities (USACIDC, USAISC, and INSCOM will organize their property books so that organization and installation property are kept by separate sections. Although not required, a separate section may also be kept for each type of organization property; for example, OCIE and basic loads. For procedures on maintaining the OCIE section of the property book refer to paragraph 10-5 of this pamphlet.

(2) Other TDA activities and JTA units may combine all property in one section or keep separate sections by type of authorization document.

(3) All units and activities will keep a separate classified section when either the property description or quantity is classified. Safeguard the classified section as directed by security regulations.

b. The PBO will select one of the following methods to file property book pages within each section.

(1) LIN sequence.

(2) NSN sequence.

(3) National Item Identification Number (NIIN) sequence.

(4) Alphabetical.

(5) A combination of (1) through (4) above. For example, if LIN sequence is chosen, those items not having a LIN could be filed at the rear of the proper section in NSN, NIIN, or alphabetical sequence.

4–5. Appointing the property book officer

a. The PBO/Accountable Officer will be appointed by the commander or head of a separate TDA activity for whom the property book is kept or a representative designated in writing, will appoint property book/accountable officers. The designated representative may be either a uniformed officer or a DOD civilian manager. In the ARNG, the PBO will be appointed by the State Adjutant General or his designated representative. Appoint the PBO in writing by use of a memorandum. If the commander elects to retain the function of accountable officer, the assumption of command orders are sufficient.

b. The appointing memorandum must identify the property book by the assigned UIC. Upon change of the appointing authority, if the same PBO is to continue, then that officer will be reappointed by the new appointing authority. Refer to procedure 9-9 in DA Pam 600-8 for preparing the memorandum. The commander has command responsibility for property and a civilian director in a TDA organization has supervisory responsibility and may designate persons to be primary hand receipt holders (PHRHs).

4–6. Transfer of accountability

a. Upon change of PBOs. The incoming and outgoing PBOs take the following action:

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

(2) File a copy of the PBO appointing memorandum, or the assumption of command orders in the Property Officer Designations file per AR 25-400-2.

b. Upon assuming accountability.

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

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

(3) Enter the statement in (1) above on a separate DA Form 3328 (Property Record). Enter the Unit Identification Code on the statement page in the UIC block. File it in the front of the property book. It will be the first DA Form 3328 filed in the property book. At this level, the commanders responsibility statement according to paragraph 5- 2b, will be filed in front of the PBOs accountability statement. Keep it with the property book until the next change of PBOs or until the next change of appointing officer. It will then be placed in the inactive file.

4–7. Preparation of property book records

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

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

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

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

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

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

(2) The serial number page DA Form 3328–1 is a two-sided form. This form will contain the serial numbers of items requiring serial number accounting. When the quantity on hand requiring serial number accounting is nine or less, the serial number and location may be entered in the REMARKS block of DA Form 3328. See figure 4-7.

Note. This procedure will not be used for items requiring USA/SER number accounting. DA Form 3328-1 is required for these items. (When using this method of serial number accounting, locations are pencil entries but serial numbers will be recorded in ink or typewritten.)

The serial number page will include identification data and location of the item.

b. Unit Commanders will coordinate all classified COMSEC property transactions with their supporting COMSEC account/subaccount. Property book pages for classified COMSEC items will show only authorization and identification data. Pages will be marked "SEE COMSEC ACCOUNTING RECORD FOR STOCK TRANSACTIONS AND ON HAND BALANCE". Property book pages for unclassified CCI will be established and maintained exactly the same as all other property book pages. Refer to DA Pam 25-380-2 for guidance on handling, storage, accountability and special reporting requirements.

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

(1) Property authorization documents.
(2) SB 700-20.
(3) Army Master Data File (AMDF).
(4) AR 700-138, appendix B.
(5) DA Pamphlet 25-30.
(6) DA Form 581.

d. Prepare DA Form 3328 for all property shown in paragraph 4-1. Instructions for preparing DA Form 3328 are in figure 4-3 and for OCIE, paragraph 10-5. The following apply:

(1) Make all entries in ink or by typewriter unless otherwise stated.

(2) When two or more NSNs (makes, models or sizes) are on hand against a single LIN authorization, the following applies:

(a) Prepare a "basic page." Leave the UI, stock number, LCC, CIIC, formerly SEC, Date Posted, Balance, and Publication Data blocks blank. The "Item Description" block will not include the make or model. An example of a basic page is shown in figure 4-1.

(b) Prepare a separate page for each of the makes or models. Leave the Authority, Required ALW, and Authorized ALW blocks blank. File these pages immediately behind the basic page in NIIN sequence. An example of a make/model page is shown in figure 4-2. The item description block will include the EIC of the item. EICs can be found for each end item NSN in the AMDF.

(3) When only one make or model of a LIN is on hand, only one DA Form 3328 is required. This page will show all data entered on basic and make/model pages. An example of a page when one make or model is on hand is shown in figure 4-3. The item description block will include the EIC of the item. EICs can be found for each end item in the AMDF.

(4) When two or more makes or models with the same NSN are on hand against a single LIN authorization, only one DA Form 3328 is required.

(5) When an authorized line is on request, but not on hand, prepare a basic page and record authorization and management data. Add remaining data when item is received.

(6) When an authorized line has multiple ERCs, leave the ERC block blank on the front of the form to indicate that the item has multiple ERCs, in the "Remarks" block on the reverse side list the ERCs and the individual quantities for each.

e. Instructions for preparation of DA Form 3328-1 are in figure 4-4. Use as many pages as needed for recording the serial numbers of items. File serial number pages immediately behind the make/model page to which they apply. Items meeting any of the following conditions require serial number accounting:

(1) Items with a U.S. Army registration number. Record the registration number and the serial number. (See AR 710-2, para 2-9e.)

(2) Items listed in the AMDF with a Controlled Inventory Item

Code (CIIC), formerly SEC code, other than U or blank and having a serial number. This also applies to similar commercial items not listed in the AMDF.

(3) Items having a serial number that are determined pilferable by the PBO, regardless of whether they are listed in the AMDF or have a CIIC, formerly, SEC.

(4) Information Management Processing Equipment to include micrographics equipment such as microfiche reader/printers and viewers, except for keyboards.

(5) Class 2 nonexpendable CCI (receiver/transmitters) used with systems such as MSE and SINCGARS, that require serial number tracking, are authorized by MTOE or other authorization document, and are used to provide a DS maintenance activity assets to exchange with customer units. These nonexpendable Class 2 unclassified CCI receiver/transmitters are part of the DS maintenance activity equipment authorization. See the MTOE/TDA Section III, Remarks.

(a) Class 2 nonexpendable unclassified CCI used in maintenance support operations and requiring serial number tracking will be formally accounted for on the property book accounting records. Establish a separate page for the quantity identified in the Remarks column of Section III of the MTOE or other authorization document.

(b) Hand receipt Class 2 nonexpendable unclassified CCI used in maintenance operations to the DS maintenance facility authorized the equipment and providing COMSEC support. Serial number will be included on the hand receipt.

(c) DS maintenance units will use DA Form 2407 (Maintenance Request) to exchange serial numbered reportable Class 2 nonexpendable unclassified CCI. Units will enter the serial number in block 2, maintenance unit in block 20, h. A copy of the completed maintenance request will be given to the PBO.

(d) PBO will use the completed request from the maintenance activity as a temporary hand receipt in support of property records. Update of hand receipts will include exchanges made on maintenance requests. Maintenance request will be used in lieu of temporary request for issue/turn in.

(e) The DS maintenance facility will use routine nonexpendable item turn in procedures through the PBO to retrograde unclassified CCI deemed to be uneconomically reparable.

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

When substitute items are on hand, these procedures apply:

a. The authorized item page will show the quantity and LIN of the substitute item. Enter this information in pencil on the next to last transaction line as follows: "(Quantity) each substituted by LIN ( )." An example of an authorized item page with this entry is shown in figure 4-5. If the substitute item has no LIN assigned, enter the data from the stock number block of the substitute item page.

b. Prepare a separate DA Form 3328 for each substitute item having a different stock number or when two or more LINS are substituted by the same stock number. Leave the required ALW and authorized ALW blocks blank. Enter "substitute for LIN ( )" in the "authority" block. Make this entry in pencil. File substitute item pages behind the authorized item page regardless if the substitute item is also authorized by the authorization document. An example of a substitute item page is shown in figure 4-5.

4–9. Posting accounting data on DA Form 3328

After the property book page is prepared, it is ready for posting supply transactions. Post supply documents that affect the quantity on hand. Post these transactions to the front of the page. Make the postings as transactions occur. Make all entries in ink or by typewriter. Supply transactions are posted only to make/model pages. Post the transactions as shown in figure 4-6 and as explained below. Postings will be made by the Property Book Officer (PBO) or his/her designated representative(s). PBOs are responsible for controlling access to the property book.

a. Date Posted Column. Enter the Julian date the posting is made.

b. Document Number Column. Enter the document number of the document being posted.

c. Quantity Received Column. Post the quantity from the document that increases the balance on hand.

d. Quantity Turn-In Column. Post the quantity from the document that decreases the balance on hand.

e. Balance Column. Enter the current on hand balance as adjusted from the increase or decrease.

4–10. Posting management data on DA Form 3328

a. The reverse side of the property book page is used for posting management data. Enter this data in pencil. Update entries as changes occur. Post this data as shown in figure 4-7 and as explained below.

(1) *Location Column.* Enter each hand receipt file number to which the item has been issued or has the item due-in. For family quarters furnishings the word ISSUED may be entered as the location. For items not issued on hand receipt, enter their location.

(2) *Quantity Authorized Column.* Enter the total quantity authorized for each hand receipt or location. This entry is not required on each separate page of makes or models. The basic page will include the authorized column for the entire LIN by hand receipt or location. May be left blank for family quarters furnishings.

(3) *Quantity On-Hand Column.* Enter the total quantity issued on each hand receipt or location. For basic pages this may be the grand total of all makes or models issued to each hand receipt or location.

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

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

(6) *Remarks Block.* Use this block for recording any other data needed. Examples are shown below.

(a) For ammunition, enter the quantity by lot number and any suspension notices.

(b) For Class 1 basic load, enter the quantity by lot number and Inspection Test Date.

(c) For protective masks, enter the lot number and the quantity on hand of each lot.

(d) For deleted, inactive, obsolete, or terminal NSN or LIN, enter reason why item is still retained on hand.

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

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

After the serial number page is prepared, it is ready for posting of item serial numbers and locations. Make the posting as transactions occur. Post the transactions as shown in figure 4-8 and explained below.

a. Serial/Registration Number Column. Enter the serial/registration number for those items identified in paragraph 4-7e (ink or typewritten entry). Line out the number when the item is turned in or transferred from the property book.

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

4–12. Correcting entries to property book pages

a. DA Form 3328.

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

(2) When a mistake is found that does not affect the balance column, line it out. Make the correct entry either above the mistake or in the correct column, as applicable. Use this method to correct obvious mistakes in the NSN or document numbers. Transposing

numbers or an error in one or two digits of a number are considered obvious mistakes. Miscopying a number from the issue document is also considered an obvious mistake. Figure 4-9 shows how to correct a mistake made when the balance is not affected. Figure 4-10 shows how to correct an error made in posting the wrong document number.

(3) When a posting mistake is found in the balance column, line out the error. Enter "CORR" in the unused column of the line having the mistake. Make a correcting entry on the next available line. This entry will consist of the current date, original document number, and the adjusted balance. Enter "CORR" in any unused column of the line with the correcting entry. Figure 4-11 shows how to correct a mistake made when the balance is affected.

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

b. DA Form 3328-1.

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

(2) When an obvious error is made in posting the serial number, line out the error. Make the correct entry in the same block that the error was made. An example of serial number corrections is shown in figure 4-12. Errors in serial numbers that are obvious, e.g. transposing numbers, miscopying the number from an issue document will be corrected using a DA Form 4949. A brief explanation will be entered on the reverse side. Authority block will cite this paragraph. "Change Stock No." will be changed to read "Change Serial No." Use this method to record the exchange of components. See paragraph 4-12b(4) below. Approval of the form will be by Commander or PBO as appropriate. An example of a serial number change is shown in figure 4-23. For adjustments to line items reportable under CBS-X, forward a copy of the AAR to the CCA. If there is a possibility of a substitution or the item is a sensitive item, an investigation per AR 735-5 will be initiated.

(3) When a serial number is posted to the wrong page, line it out. Then post it to the correct page.

(4) When items containing serial numbers are replaced or swapped out for the exact LIN and NSN while in maintenance, prepare a DA Form 4949 with an explanation on the reverse side explaining the serial number change. Attach a copy of the DA form 2407, or for contract items, a copy of the contractor receipts.

4–13. Remaking property book pages

a. DA Form 3328. Remake these pages when they are torn, mutilated, or filled. Use the following procedures:

(1) Enter the date, balance carried forward, and the quantity on the old page. Use the balance carried forward line if it is available. Otherwise, use any available transaction line. Carry the last recorded balance forward to a new page. Enter the same date and the balance from the old page on the new page. Make these entries on the first balance brought forward line. File the old page in the inactive file. In the ARNG, a USPFO representative will remove the old page from the property book and file the old page in the inactive file.

(2) If the balance cannot be read or the page is lost, research all files. An officer that is not responsible for the property will be appointed to conduct the research. This appointment is made by the PBO appointing authority. If the correct balance cannot be determined by the research, a physical inventory must be made. The appointed officer will do the inventory. Post the results to the property book page; enter the date, per inventory, and inventory balance on the next available line. It may be necessary to post this information to a new page. The appointed officer will sign above the entry. In the ARNG, the reconstructed balance will be verified by a USPFO representative.

b. DA Form 3328-1. Remake these pages when necessary or when the PBO wants to transfer the information to a new page. Transfer the serial numbers that are not lined out from the old page to a new or different page. File the old page in the inactive file. When lines are transferred to the inactive file, annotate the transfer date in ink at the top right corner. Disposition will be per paragraph 4-15.

4–14. Converting to an automated property accounting system

Units which are selected for conversion to an automated property accounting system will ensure the following procedures are used to affect continuity of operations and to preserve an audit trail of transactions for research purposes:

a. After conversion to the automated system, verify all property has been accounted for by producing machine generated hand receipts and checking the LINs, NSNs, SNs, and quantities against the property book pages.

b. Prepare a DA Form 4949 in enough copies to meet local needs. Enter the following:

(1) *Organization/Activity.* This is the unit which will have command responsibility for the property book.

(2) *Document Number.* This is the document number that will be used to close out all manual property book pages and record the transfer to the automated system.

(3) *Change From.* This will contain the statement, "Property of the following UICs has been dropped from manual accounting records."(List UICs).

(4) *Change To.* This will contain the following statement, "Property of the following UICs has been converted to the (name of automated system)." (List UICs).

(5) *Authority.* DA Pamphlet 710-2-1.

(6) *Change Accounting.* Check Block, "Change Accounting."

(7) *PBO Signature.* Signature of Property Book Officer or Responsible Officer.

c. Attach a copy of the AAR to a copy of all hand receipts for an audit trail and file in the supporting documents file.

d. Reduce the balance on hand quantity on all manual property book records to zero, using the conversion document number and dispose of the pages using procedures provided in paragraph 4-15 below.

4–15. Disposition of property book pages

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

4–16. Keeping the supporting document files

a. The document file will contain all documents that support entries on the nonexpendable document register. Contract files are considered supporting document files. DA Forms 581 pertaining to issuance of unit basic load and operational load ammunition will be maintained in the supporting document file as long as the ammunition is on hand in the unit.

(1) Documents that support entries to the property book will be marked, "Posted," dated, and initialed by the posting person. Property Book Officers (PBOs) will make the posting(s) to these documents or may delegate this responsibility to a representative identified in writing.

(2) Documents that do not support entries to the property book will be marked, "Not Posted," dated, and initialed by the person doing the posting. Enter the reason why the document wasn't posted. Examples are components of end items (include the LIN) or DA Forms 4702-R that show no gains or losses.

(3) Cancellation or rejection status cards will be marked "Canceled," dated, using the Julian date, and initialed by the person doing the posting. The original copy of documents cancelled on the nonexpendable document register using "CXL" will be marked "Cancel," dated, using the Julian date, and initialed by the person doing the filing.

b. File the documents in document number sequence. Place a

statement in the file when a supporting document is lost or missing. Include in the statement all information recorded in the document register for the lost document. The PBO will sign the statement. File the statement in place of the missing document.

c. Receipt and turn-in documents for expendable/durable supplies do not have to be filed. However, documents supporting loss, damage, or destruction of expendable/durable supplies for which liability is admitted, (e.g., statements of charges, cash collection vouchers) will be filed in the relief from responsibility (liability admitted) files. Reports of survey for expendable/durable supplies will be filed in the General Property Accountability Correspondence Files (Non-Action). These documents are filed for administrative purposes. File them in document number sequence. Dispose of these files according to AR 25-400-2, as applicable.

4–17. Lost, stolen or destroyed property books

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

4–18. Closing the property book account

If the property book is to be inactivated, use the procedures provided by AR 710-2, Chapter 2, the MACOM, and AR 25-400-2, as applicable.

Section II
Minor Property Book Adjustments

4–19. Discrepancies in makes, models, or sizes

When the stock number listed on the property book differs from the stock number on hand and the difference is within makes, models, or sizes, correct the records. Use the method below. This method is only authorized when there has been no actual gain or loss of Government property. The AAR will not be used to correct errors in serial numbers. If there is a possibility of a substitution an investigation per AR 735-5 will beinitiated. The quantity being picked up and the quantity dropped must be the same. The correction procedure is as follows:

a. Prepare a DA Form 4949 like the example shown in figure 4-13. This example is for a size correction. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for the incorrectly recorded item in the columns of the Change From section.

(3) Data for the item on hand in the columns of the Change To section.

(4) AR 710-2 in the Authority block.

(5) "X" in the Adjust Item block.

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

c. Assign a document number to the AAR.

d. Prepare DA Forms 3328/3328-1 for the Change To item if no page exists.

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

(1) Post the Change From Quantity to the DA Form 3328 for the Change From item. Post the Change From Quantity as a decrease to the balance on hand.

(2) Post the Change To Quantity to the DA Form 3328 for the Change To item. Post the Change To Quantity as an increase to the balance on hand.

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

g. Update the data on the reverse side of DA Form 3328 for the Change From and Change To items.

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

i. File the AAR in the supporting document file.

j. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

k. For unclassified CCI, report NSN and serial number changes to the CCISP, in accordance with AR 710-3.

4–20. NSN changes

When DA publishes an NSN change for an item on hand, take the following actions:

a. Prepare an AAR like the example shown in figure 4-14. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for the old NSN item in the columns of the Change From section. Include item serial numbers in the Item Description column, if applicable.

(3) Data for the new NSN item in the columns of the Change To section. Include item serial numbers in the Item Description column, if applicable.

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

(5) "X" in the Change Stock no. block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Prepare DA Forms 3328/3328-1 for the new NSN item if necessary.

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

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

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

(3) Update serial number pages if required. Draw a line through the NSN on the serial number page. Enter the Change To NSN. File the serial number pages behind the Change To property book page.

f. Update proper hand receipts and hand receipt annexes.

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

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

i. File the AAR in the supporting document file.

j. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

k. For weapons and unclassified CCI, report NSN changes to the DODSASP/CCISP, as applicable, in accordance with AR 710-3.

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

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

b. Find if the balance on hand can be converted to the new unit of issue without a remainder. For example, the unit of issue for chairs may be changed from each to box (of 4 each).

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

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

c. Turn in quantities that cannot be converted to the new unit of issue. In the example in a(2) above, the two extra chairs would be turned in.

d. Post the turn-in to the property book page for the item. Make sure this is done before preparing the AAR.

e. Prepare an AAR like the example shown in figure 4-15. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for the item under the old unit of issue in the columns of the Change From section.

(3) Data for the item under the new unit of issue in the columns of the Change To section.

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

(5) "X" in the Change Unit of Issue block.

f. The PBO will sign and date the AAR.

g. Assign a document number to the AAR.

h. Erase the old unit of issue from the property book for the item. Enter the new unit of issue.

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

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

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

j. Update proper hand receipts and hand receipt annexes.

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

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

m. File the AAR in the supporting document file.

n. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

o. Request shortages of the new unit of issue based on allowances.

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

An item may be changed from accountable to nonaccountable because of a change to a DA publication. For example, when an accountable item is deleted from CTA 50-900 and placed into CTA 50-970, it becomes nonaccountable. The item does not have to be turned in because it is still authorized. However, the item will be dropped from property book accounting. For unclassified CCI items destroyed during missile or other projectile firing, attach a signed and witnessed Live Firing/Launch statement to the AAR (see AR 710-19). When an item recorded on the property book changes from accountable to nonaccountable, take the following actions:

a. Prepare an AAR like the example shown in figure 4-16. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for the item that is no longer accountable in the columns of the Change From section.

(3) "Item changed from accountable to nonaccountable" in the Item Description column of the Change To section.

(4) Reason for the change in the Authority block. An example is "Item transferred from CTA 50-900 to CTA 50-970."

(5) "X" in the Change Accounting block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

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

e. Destroy any serial number pages for the item.

f. Update proper hand receipts and hand receipt annexes.

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

h. File the AAR in the supporting document file.

i. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

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

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

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

b. Prepare an AAR like the example shown in figure 4-17. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) "Item changed from nonaccountable to accountable" in the Item Description column of the Change From section.

(3) Data for the new accountable item in the columns of the Change To section.

(4) Reason for the change in the Authority block. An example is "Item Transferred from CTA 50-970 to CTA 50-909."

(5) "X" in the Change Accounting block.

c. The PBO will sign and date the AAR.

d. Assign a document number to the AAR.

e. Prepare a property book page for the item. Prepare a serial number page for the item if needed.

f. Post the AAR to the property book as follows:

(1) Post the Change To Quantity to the property book page for the item. Post the Change To Quantity as an increase to the balance on hand.

(2) Enter the item serial numbers on the serial number page if applicable.

g. Update proper hand receipts. Prepare hand receipt annexes if required.

h. Enter the management data on the reverse side of the property book page for the item.

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

j. File the AAR in the supporting document file.

k. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

l. Request shortages.

4–24. Assembly of an end item

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

a. Prepare an AAR like the example shown in figure 4-18. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for each component in the columns of the Change From section. Include the request document number for each component in the Item Description column.

(3) Data for the end item in the columns of the Change To section.

(4) AR 710-2 in the Authority block.

(5) "X" in the Assembly block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Post the AAR to the property book page for the item. Post the Change To Quantity as an increase to the balance on hand.

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

f. File the AAR in the supporting document file.

g. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

h. When the end item is issued to the hand receipt holder, take these actions:

(1) Prepare a hand receipt annex if necessary.

(2) Update the data on the reverse side of the property book page.

4–25. Disassembly of an end item

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

a. Prepare an AAR like the example shown in figure 4-19. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for the end item in the columns of the Change From section.

(3) Data for each component in the columns of the Change To section. Include the turn-in document number for each component in the Item Description block.

(4) AR 710-2 in the Authority block.

(5) "X" in the Disassembly block.

b. The PBO will sign and date the AAR.

c. Assign a document number to the AAR.

d. Post the AAR to the property book page for the item. Post the Change From Quantity as a decrease to the balance on hand.

e. Update proper hand receipts and hand receipt annexes.

f. Update the data on the reverse side of the property book page (DA Form 3328).

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

h. File the AAR in the supporting document file.

i. For RICC 2 items, send a copy of the AAR to the CBS-X central collection activity. ARNG units send a copy of all AARs to the USPFO.

j. Request shortages if replacement is needed.

4–26. Consumption of class 1, 2, 3, or 5 basic loads

When Class 1, 2, 3, or 5 basic load items are consumed, the property records must be adjusted. Some items lose their identity through use (i.e. detector kits and decontamination kits, FSC 4230) or are depleted (basic loads). The AAR will be used to adjust the property book records. Any other regulatory requirement to record consumption is separate from the property book adjustment. Take the following actions:

a. The responsible officer will prepare an AAR like the example shown in figure 4-20. Prepare the AAR in enough copies to meet local needs. Enter the following:

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

(2) Data for the consumed item in the columns of the Change From section. Include date of pack for meals, combat individual in the Item Description column. Include the lot number for Class 5 items in the Item Description column.

(3) Reason for the change in the Authority block. An example is "FTX 11-26, May 1981."

(4) "X" in the Consumed block.

b. After the AAR is prepared, the responsible officer will:

(1) Sign and date the AAR. Sign in the Initiating Officer's Signature block.

(2) Send the AAR to the PBO.

c. The PBO will:

(1) Sign and date the AAR.

(2) Assign a document number to the AAR.

(3) Post the AAR to the property book page for the item. Post the Change From Quantity as a decrease to the balance on hand.

(4) Update proper hand receipt.

(5) Update the data on the reverse side of the property book page.

(6) Post the document register to show the AAR as being completed.

(7) File the AAR in the supporting document file.

(8) Request replacement items.

(9) In the ARNG, send a copy of the AAR to the USPFO.

d. Property records are not required to be adjusted when:

(1) Basic loads are rotated, except that lot numbers and serial numbers recorded on property book pages for class V basic loads are changed to show lot numbers and serial numbers of newly received class V basic load items.

(2) Class 3 basic load items that are routinely stored in equipment fuel tank are consumed. This portion of the load will be replenished from the operational load.

e. ARNG units will document use of training ammunition under chapter 11.

4–27. Change in Reportable Item Control Code (RICC)

Reportable Item Control Code (RICC) 2 items are CBS-X reportable items. Use the following procedures to report items to the CBS-X central collection activity (CCA) when the RICC of an item changes from other than RICC 2 in the Active Army to RICC 2. See figure 4-24 for an example of a completed form.

a. Prepare DA Form 3161 in two copies as follows:

(1) Leave the "Issue" and "Turn-in" blocks blank.

(2) Enter the DODAAC of the CBS-X CCA in the "Send to" block.

(3) Enter the complete unit/activity address and UIC of the organization preparing the form in the "Request is From" block.

(4) Leave the "Request Number" through "Job Order Number" blocks blank.

(5) Enter the LIN and NSN in the "Stock Number"block.

(6) Enter RICC 2, as applicable, and "BEG INV" in the "Item Description" block.

(7) Enter the on-hand quantity of the item in the "Quantity"block.

(8) The Property Book Officer or Commander of the initiating unit/activity will sign and date the DA Form 3161.

b. Send the original to the CBS-X CCA. File the duplicate in the unit CBS-X reference data file. When the item appears correctly on the CBS-X asset listing provided by the CBS-X CCA, destroy the file copy.

c. Do not use DA Form 3161 to adjust an existing CBS-X balance.

d. Unclassified Controlled Cryptographic Items. Report unclassified CCI through normal CBS-X reporting channels.

4–28. Continuing Balance System-Expanded (CBS-X), Radiation Testing and Tracking (RATT), and Vehicle Registration Number Reporting Systems

a. Continuing balance system expanded (CBS-X).

(1) PBOs will furnish the designated Central Collection Activity (CCA), copies of all manual transaction documents which change the on hand balance of MTOE/TDA reportable item control code (RICC) 2 items for the active Army and USAR. CTA items will not be reported by transaction. Submissions will be made at least monthly.

(2) RICC changes for MTOE/TDA property on hand will be reported to the CCA within 15 days. The active Army will report RICC changes from 0, 3 to 2. USAR will report RICC changes from 0 to 2.

(3) Property administrators or PBOs for Government-owned, Contractor-operated (GOCO) facilities will comply with this paragraph and AR 710-3 in reporting all RICC 2 items to the CBS-X system.

(4) Report to CBS-X any changes to asset status of items that are carried as substitutes for valid items when:

(5) RICC 2 items substitute for other RICC 2 items. RICC 2 items substitute for RICC 0 items. RICC 0 items substitute for 2 items.

(6) Prepare figure 4–23, DA Form 4708 (Quality Change for Substitute for Property Book), in two copies for item meeting the criteria above when:

(a) A substitute item is added or deleted when items without a LIN substitute for RICC 2 enter a nonstandard LIN in the

"Substitute LIN" block of the form. Create the LIN by using the alphabetic character in the first position of the authorized LIN followed by 5 nines.

(b) Send the completed copy to the CCA.

(c) PBOs will ensure that the words "Date sent CCA" and the current Julian date are entered in ink on the postable document. The PBO will prepare and forward to the CCA, DA Form 200 (Transmittal Record) in triplicate which will be used as the tracking device for the documents. Document numbers will be listed in the remarks block, and copies of the postable documents attached. One copy of the form will be placed in the suspense file pending receipt of the original from the CCA. The form will be retained in the unit files until the next reconciliation, then retained in the inactive file for 1 year.

(d) Units will continue to report changes under CBS-X throughout war time, beginning with deployment and continuing through deactivation.

b. Radiation testing and tracking system (RATTS). Detector chemical cell radioactive source) components of the M43A1 Chemical detector and drift tube module (radioactive source) component of the Chemical Agent Monitor (CAM) reporting will be by using the Radiation Testing and Tracking System (RATTS). PBOs will ensure that serial numbers for source components are recorded in the property book. Changes will also be reported to the designated Source Serialization Officer (SSO), as prescribed in AR 710-3. Serial numbers will be reconciled as directed by the SSO.

c. Registration and reporting of U.S. Army Vehicles (RCS CSGLG-1608). Registration and reporting are separate functions and should be acted upon accordingly.

(1) *Registration.* Registration is the function of accepting materiel into the Army inventory and requesting an Army registration number from the U.S. Army Central Vehicle Registry maintained by USAMC LOGSA, ATTN:AMXLS-RRS. Registration is accomplished by the procuring activity and will normally have already occurred at the time the material is received by the using unit. However, units must prepare and submit an acceptance and registration report for material reclaimed from DRMO; material previously identified as a combat loss that is recovered or recaptured; and material modified that identifies the item to a different category in AR 710-3, table 5-1. Acceptance and registration report will not be limited to those items subject to redistribution number assignment and control. Acceptance and registration are accomplished in accordance with AR 710-3, chapter 5.

(2) *Reporting.* Reporting is the function of controlling the location of materiel requiring registration. Materiel that is transferred between units and materiel that is loss to the Army inventory will be reported to USAMC MRSA LOGSA, ATTN: AMXLS-RRS. Transfer reports and deletion reports will not be limited to these items contained in appendixes to DA Pamphlet 738-750, but will be submitted on all items subject to registration number assignment and control. Transfer reports and delegation reports will be submitted in accordance with AR 710-3, chapter 5.

d. Control Cryptographic Items (CCI). The definition of CCI is included in the glossary. The NSA designates items as CCI and establishes asset tracking requirements. All CCI end items are reportable based on their assigned RICC. See SB 700-20 to identify CCI reportable items and those exempted from CCISP reporting.

e. Asset and transaction reporting system. AR 710-3 contains additional information concerning asset reporting systems.

4–29. Small Arms Serial Number Registration and Reporting (RCS CSGLD-1732)

a. Report all gains and losses of small arms to the installation small arms serialization surety officer (SASSO). Small arms are defined in the glossary. Make report within 5 days after the transaction is posted to the stock records. Changes will be reported to the SASSO within 5 days after transaction is posted to the property record. Serial numbers will be reconciled as directed by the SASSO.

b. Contact the installation SASSO and learn local reporting forms and procedures. When no local forms and procedures exist, use DA Form 2632 (Miscellaneous Code Layout for Keypunching) and tables 4-1 and 4-2 to prepare report of transactions by serial number.

c. Deliver completed DA Form 2632 to the SASSO.

Section III
Special Accounting Procedures

4–30. Negotiable media

a. U.S. Government National Credit Cards (SF 149), AVFUEL identaplates, toll scrip, tokens, bridge tickets, and similar negotiable media will be accounted for by the using organization. Quantities in the hands of PBOs will not exceed an expected 30-day supply. Because of the negotiable nature of these items, local control will be established to provide adequate protection of Government interests. U.S. Government credit cards, toll scrip, tokens, bridge tickets, AVFUEL identaplates, similar negotiable media are considered as installation property and must be accounted for on the property book. U.S. Government credit cards and AVFUEL identaplates will be accounted for on the same property book as the end item for which they are issued. (Trading stamps are exempt from this requirement.) Normal property book accounting procedures given in section I of this chapter apply.

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

b. Control the issue of credit cards as follows:

(1) The PBO will use hand receipt procedures for issues to other than users below the property book level. Hand receipt procedures are given in chapter 5.

(2) The PBO or hand receipt holders will use DA Form 5830-R (POL Credit Card/AVFUEL Identaplate Control Log) to issue credit card/AV card to users on a temporary basis only. When the credit card is returned, the original credit card receipts will be turned in. The PBO will forward the receipts to FAO. An example of a control log is shown in figure 12-8.

c. Control the issue and use of all toll payment media and similar items as follows:

(1) The PBO will use hand receipt procedures for issues to other than users below the property book level. Use either temporary or permanent hand receipt procedures.

(2) The PBO or hand receipt holder will use a log to make issues to users. Use a separate log for each different type of item issued. Enter the date, quantities, name, and user's signature. An example of an issue log is shown in figure 4-21.

(a) When an item requires replacement, hand receipt holders will give the PBO the issue log.

(b) Credit cards/identaplates when no longer needed, worn, mutilated or expired will be destroyed. Accountability will be posted from the property book. An Administrative Adjustment Report (AAR) with a certificate of destruction attached, signed by the PBO will be prepared to remove the card from the property book. Any credit card that is lost, stolen or destroyed must be reported to the GSA contractor. For identaplates disposition see DA Pamphlet 710-2-2, paragraph 25-20. Account for any shortages according to AR 735-5.

(3) On receipt of the issue log from hand receipt holders, or every 30 days when the PBO makes issues to hand receipt holders, the PBO will:

(a) Total the issued quantities on the log.

(b) Assign a document number to the issue log.

(c) Post the issue log to the property book page for the item. Post the quantity issued as a decrease to the balance on hand.

(d) Update proper hand receipt.

(e) Reissue stocks to hand receipt holders to bring them back up to a 30-day supply.

(f) Post the document register to show the issue log completed.

(g) File the issue log in the supporting document file.

(h) Request replenishment quantities.

d. Cash received as change from negotiable media tendered as payment of tolls will be turned in to FAO by the PBO.

4–31. Items obtained from DRMO through the SSA

a. Property book items obtained from DRMO and used for their intended purpose must be accounted for. Normal property book accounting procedures given in section I of this chapter apply, including reporting receipt of CBS-X assets by providing a copy of the receipt document to the CBS-X CCA.

b. Unserviceable (scrap) property book items obtained from DRMO and used for other than their original purpose are accounted for using normal property book accounting procedures given in section I of this chapter. Use "VOCO" as authority. Don't report these assets to CBS-X CCA. An example of this type of item is a signal shelter used for a storage area.

c. In the ARNG, no property may be obtained from DRMO without prior approval from the USPFO. The USPFO will provide the necessary documents.

4–32. Temporary assets

Temporary assets are items obtained by loan, rental, or lease, to satisfy a non-continuing requirement for less than 6 months. These items do not require property book accounting, except for automation equipment (para 4-39). When temporary assets other than automation equipment are on hand the following procedures apply:

a. The PBO will keep a file for each requirement. The file will include:

(1) A copy of each receipt document. For rental or leased items, include a copy of the contract.

(2) On return of the property to the owner, the turn-in document.

b. Use proper procedures given in chapter 5 to assign responsibility for temporary assets.

c. Keep the file outlined in a above according to AR 25-400-2, as appropriate.

d. The temporary loan of classified COMSEC materiel will be negotiated with the supporting COMSEC account and administered per TB 380-41.

4–33. Semitrailers of motor transport units

a. This paragraph gives procedures for accounting for semitrailers by motor transport units engaged in line haul operations using the trailer relay system. Normal property book accounting procedures given in section I of this chapter apply.

(1) Motor transport battalions and separate companies engaged in purely local transport operations account for their own semitrailers.

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

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

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

(2) The source of the data is daily TTP inventories and drivers' trailer control records.

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

4–34. Medical assemblies and equipment sets

a. Account for medical assemblies as follows:

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

(2) Prepare a separate DA Form 3328 for each nonexpendable component of the medical assembly. Enter "Component of LIN ( )" in the authority block of each page. File these pages behind the page for the medical assembly. Post the accounting data to these forms using the procedures in section I of this chapter. A pencil entry may be made in the Remarks block to record the authorized quantity per set, i.e.,3 each per set.

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

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

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

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

d. Inventory medical assemblies under AR 40-61, chapter 5.

4–35. Support Items authorized separately

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

4–36. Accounting for field wire in the ARNG

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

4–37. Accounting for commercial leased vehicles

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

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

b. Prepare a separate property book page for commercial leased vehicles. Leave the Required ALW and Authorized ALW blocks blank. For commercial leased vehicles, enter "substitute for LIN B04441" or appropriate LIN, in the Authority block. Enter the contract number of the lease in the Stock Number block. These are pencil entries.

4–38. Accounting for GSA Long Term Assignment Vehicles under IFMS

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

b. GSA vehicle transactions will not be recorded on this property book page/record even though the terms of the Memorandum of Understanding/Agreement (MOU/MOA) exceeds 6 months. These vehicles remain on the owning agency (GSA) records. GSA IFMS regional office which hand receipts the vehicle to the activity is

considered the SSA for the purpose of GSA IFMS long term lease vehicles.

(1) *Centralized operations*. When MOU/MOA between MACOMs (installation) and GSA is entered into:

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

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

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

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

(2) *Decentralized Operations.* When MOU/MOA between a decentralized command, i.e., MEPS, ROTC, or USARC and a GSA regional office is entered into:

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

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

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

(3) *Other*. Do not report GSA IFMS long term assignment vehicles through CBS-X, or their serial numbers to the U.S. Army Vehicle Registration Program. The procedures outlined above apply only to vehicles received through GSA IFMS, not to vehicles received under loans or leases.

4–39. Accounting for Information Management Processing Equipment (IMPE)

All Army owned, rented, or leased IMPE will be accounted for on property book records. Microcomputers (desktop or personal, laptop and notebook) and peripheral equipment are not required to be accounted for by serial number. Use the procedures in this chapter to account for IMPE. This includes automation equipment provided to Army activities through contracts administered by other U.S. Government agencies whenever those agencies do not require Army users to sign receipts for the IMPE. The level of accountability for IMPE software does not require formal property book accountability. The Unit Information Management Officer (Center Commander for USAR) is responsible for the control of commercial (proprietary) software issued to the organization. Blank data media (magnetic tapes, floppy disks, etc.) valued at $300 or less are managed as expendable items. Blank data media valued at more than $300 will be managed per AR 710-2. The original copies of proprietary commercial software regardless of value are issued and accounted for as prescribed in AR 710-2, chapter 2, Property book accounting for software regardless of dollar value is not required. Proprietary software has specific licensing restrictions and users must be aware of, andabide by, these restrictions. See AR 25-1, AR 380-19 and AR 710-2 for proper handling of commercial software.

a. Prepare a basic property book record for each type/component of automation equipment on hand as noted below. Record authorization, identification, accounting, and management data.

b. The remarks block will include the system(s) that the components are applicable to.

c. Prepare serial number records for all automation equipment components. Examples of components are modems, display terminals, disk drives, tape drives, printers, control units, central processing units, etc., that are not installed in a single automation equipment item casing. The provisions in this paragraph do not apply to microcomputers.

d. For Army-owned equipment, the accountable receipt record is the filled supply request, forced-issue document, or transfer document that is assigned a nonexpendable document number from the unit's nonexpendable document register. If the document was assigned a document number from the expendable or durable document register, assign a nonexpendable document number using procedures in paragraph 2-23g. List component nomenclatures and serial numbers on the front or back of this document, as space permits. Post accounting data to the basic property records from this document. File the document in the supporting document file.

e. For rented or leased equipment, the rental or lease contract is the accountable receipt record. Assign a nonexpendable document number to requests for rented or leased automation equipment. Component nomenclatures and serial numbers are on the receipt document. If they are not, enter them. Post required data to basic, and serial number property records from the contract. File the contract in the supporting document file. When the rental or lease period expires, prepare DA Form 3161 as a turn-in document for the system. List components and their serial numbers. Assign a nonexpendable document number and cross-reference the nonexpendable document number assigned to the rental or lease contract. Have the contractor receipt for the system. Post the turn-in to the applicable property book records and file the document in the supporting document file. Property book accountability is not required for contractor furnished copiers under "cost per copy" service contracts.

f. When the rental or lease contract is not available, or is administered by another U.S. Government agency, prepare a list of all the applicable automation equipment components provided by the contractor. Attach to the list a narrative explanation that includes the system's project name, purpose, and all known points of contact, phone numbers, organizations, and office symbols. Use the list and accompanying narrative as a substitute for the rental or lease contract and follow the procedures in e, above.

4–40. Assigning responsibility for lease property other than Information Management Processing Equipment (IMPE)

a. Requesting unit will submit a request to the PBO along with copies of lease authorization. The PBO will process the request to the SSA per chapter 2. A copy of the lease authorization will be provided to the SSA.

b. Follow-up procedures will be from the PBO to SSA, to Contracting Office when equipment has not been received by the scheduled delivery date.

c. For equipment leased directly from the contractor, the requesting unit will provide signed receipt documents to the PBO, who in turn will provide a copy of the receipt to the SSA.

d. The PBO will maintain a lease equipment file. The file will contain lease authorization, lease agreement with amendments, and receipt and turn in documents. On termination of the lease contract, the PBO will submit a turn-in with the original receipt document to the SSA. If the equipment has been returned to the contractor by the using unit, a copy of the shipping document or receipt acknowledged by the contractor will be provided the SSA. The SSA will process the turn-in as a wash transaction.

e. Renewal of lease contract will be coordinated between the PBO and the Contracting Officer. The Contracting Officer will provide an amendment of the lease contract to the PBO. The PBO will provide a copy of this document to the servicing F&AO.

4–41. Accounting for chaplain kits and other nonexpendable, nonrecoverable ecclesiastical supplies

Chaplain kits and other nonexpendable, nonrecoverable ecclesiastical supplies are issued on an individual basis under CTA 50-909, chapter 4 and AR 165-20. Prepare DA Form 3161 in two copies from the property book officer to the individual chaplain. Assign a document number from the nonexpendable document register. After the chaplain receipts for the items, post the loss to the applicable property book records. File the original copy of the DA Form 3161 in the supporting document file and the duplicate copy with the chaplain's OCIE record.

4–42. Accounting for system furniture

When system furniture (as defined in the glossary) is installed:

a. Obtain the applicable permanent management control number (MCN) from the installation supply division.

b. Prepare a single property book page for each system-furniture MCN.

c. Using the contract under which the system furniture was procured and installed, inventory all components and prepare a component hand receipt for each system-furniture MCN.

4–43. Total package fielding (TPF)

For total package (TP) the following procedures apply:

a. The AMC fielding command will initiate requisitions for the gaining units. The document number is composed of the gaining units DODAAC, the fielding command assigned document number, and serial number. The first position of the document serial number will be a letter A through F.

b. Receiving report.TPF materiel will be shipped to the location designated by the gaining command. This will normally be the central receiving point (CRP) or the DSU. Normally, the fielding command will have a fielding team at the receiving location to assist unit on the hand-off. Shipments should be received with a receiving report document (DIC D6S) and a requisition document (DIC AOA). The CRP or DSU will process the D6S document to the SAILS activity (installation SSA or COSCOM/TAACOM MMC) for reporting to the CBS-X, as the intransit data is maintained by the CBS-X central collection activity to maintain receipts. The document number on the D6S must not be altered. When shipment is received without a D6S, a D6S will be prepared if the document number is known; otherwise, hold shipment and notify the fielding command for disposition instructions. For units on SPBS, D6S will be processed through SPBS to CBS-X. The AOA document that accompanied the materiel will be used as receipt document for PB posting.

c. Unit will not assign a document number to cross reference the fielding command assigned document number. Discrepancies in the DODAAC will be addressed to the fielding command for corrective action. Unit will submit cancellations on any unit request for the same item on the requisition listing.

d. An A0A document will accompany the shipment to the gaining unit. The PBO will process the A0A document as a non-expendable receipt to the property records per chapter 2. A separate supporting document file will be prepared and the receipt documents filed in document number sequence.

e. Total package fielding of B56 managed classified COMSEC equipment will be provided the gaining unit as a separate package through coordination between USACSLA and the major system fielding command.Fielding commands will provide USACSLA sufficient advance notification of requirements to ensure compliance with required delivery dates (RDD). classified COMSEC materiel must be shipped to a designated COMSEC account.

4–44. Air delivery material

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

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

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

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

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

4–45. Confiscated property

Confiscated property will be accounted for IAW AR 710-2.

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
	BALANCE BROUGHT FORWARD								
						BALANCE CARRIED FORWARD			

UIC	AUTHORITY	STOCK NUMBER	UI
WA2HAA	MTOE 06 153300100		

LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC
X60833	A	30	30	2			HB

ITEM DESCRIPTION: TRUCK UTILITY: 1/4 TON 4 x 4 W/E

DA FORM JAN 82 3328

Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

Figure 4-1. Sample DA Form 3328, property book basic page

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
5319	BALANCE BROUGHT FORWARD			0					
5319	5031-0001	27		27					
						BALANCE CARRIED FORWARD			

UIC	AUTHORITY	STOCK NUMBER	UI
WA2HAA		2320-00-177-9258	EA

LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC
X60833	A			2	A	U	HB

ITEM DESCRIPTION: TRK UTIL 1/4 T M151A2 EIC: BAF

DA FORM JAN 82 3328 Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

PROPERTY

For use of this form, see DA PAM 710-2

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
5319	BALANCE BROUGHT FORWARD			0
5319	5031-0001			3

UIC	AUTHORITY	STOCK NUMBER	UI
WA2HAA		2320-00-763-1092	EA

LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC
X60833	A			2	B	U	HB

ITEM DESCRIPTION: TRK UTIL 1/4 T M151A1 EIC: BAJ

DA FORM JAN 82 3328 Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

Figure 4-2. Sample DA Form 3328, make\model page

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1006	BALANCE BROUGHT FORWARD			27					
						BALANCE CARRIED FORWARD			

UIC	AUTHORITY	STOCK NUMBER	UI
WA2HAA	MTOE 06 153300100	2320-00-177-9258	EA

LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC
X60833	A	30	30	2	A	U	HB

ITEM DESCRIPTION: TRK UTIL 1/4T M151A2 EIC: BAF

DA FORM JAN 82 3328

Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

Figure 4-3. Sample DA Form 3328

Legend for Figure 4-3;
Completion instructions by block number for DA Form 3328

Date posted Enter the Julian date the page is prepared.
Balance Enter "O" or balance from old page (ink entry).
UIC Enter the unit identification code (ink or typewriter entry).

Authority Enter the authorization document at identified in paragraph 4-1 (pencil entry).
Stock Number
1. Enter the stock number of the item (ink entry).
2. For ammunition, enter the FSC and DOD Ammunition Code (DODAC) (pencil entry).

Note. A parenthetical entry may be used to identify colored furniture (pencil entry).

UIC	STOCK NUMBER			ITEM DESCRIPTION			
WA2HAA	2320-00-177-9358			truck utility 1/4 ton M151A2			

DA FORM JAN 82 3328-1

Figure 4-4. Sample DA Form 3328-1

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1005	BALANCE BROUGHT FORWARD			21					
					8 EA	SUBSTITUTED BY LIN X40146			
						BALANCE CARRIED FORWARD			

UIC	AUTHORITY	STOCK NUMBER	UI
WA2HAA	MTOE 06 155300100	2320-00-077-1616	EA

LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC
X40009	A	29	29	2	A	U	HG

ITEM DESCRIPTION: TRK CARGO 2 1/2 TON M35A2 EIC: BMA

DA FORM JAN 82 3328 — Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

(A)

PROPERTY

For use of this form, see DA PAM 710-2

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1006	BALANCE BROUGHT FORWARD			0
1006	0351-0002	8		8

UIC	AUTHORITY	STOCK NUMBER	UI
WA2HAA	SUBSTITUTE FOR LIN X40009	2320-00-077-1617	EA

LIN	ERC	REQUIRED ALW	AUTHORIZED ALW	RICC	LCC	SEC	ECC
X40146	A			2	A	U	HG

ITEM DESCRIPTION: TRK CARGO 2 1/2 TON M35A2 W/W EIC: BMB

DA FORM JAN 82 3328 — Together with DA Form 3328-1 replaces DA Forms 3328 Jan 77, and 3329, Aug 78, which are obsolete.

(B)

A. AUTHORIZED ITEM PAGE

B. SUBSTITUTE ITEM PAGE

Figure 4-5. Sample DA Form 3328, showing entries for a substitute item

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1008	BALANCE BROUGHT FORWARD			26					
1015	1015-0001		2	24					
1029	1015-0002	2		26					

Figure 4-6. Sample DA Form 3328, of a posting transaction to front of property book page

PUBLICATION DATA

TM 9-2320-218-10 10 AUG 78

LOCATION	QUANTITY AUTHORIZED	QUANTITY ON HAND	DOCUMENT NUMBER	QUANTITY DUE-IN	LOCATION	QUANTITY AUTHORIZED	QUANTITY ON HAND	DOCUMENT NUMBER	QUANTITY DUE-IN
HR 1	2	2							
HR 2	3	2	1028-0001	1					
HR 5	1	1							

REMARKS

HR #5 HAS 1 IN MAINT

Reverse of DA Form 3328

☆U.S. Government Printing Office: 1982—361-646/8445

Figure 4-7. Sample DA Form 3328, posting of management data to reverse side of property book page

SERIAL/REGISTRATION NUMBER RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

[redacted]/ REGISTRATION NUMBER	[redacted]	SERIAL/ [redacted] NUMBER	LOCATION	[redacted]/ REGISTRATION NUMBER	[redacted]	SERIAL/ [redacted] NUMBER	LOCATION
6F4118		2276226	HR1				
6F4321		3267819	HR1				
6F4436		2260021	HR2				
6F4865		85496	HR2				
~~6F4923~~		~~2210176~~	HR2				
6F4919		232101	HR5				

UIC	STOCK NUMBER	ITEM DESCRIPTION
WA2HAA	2320-00-177-9258	TRK UTIL 1/4T M151A2

DA FORM JAN 82 3328-1

Figure 4-8. Sample DA Form 3328-1, serial/registration number record

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1014	BALANCE BROUGHT FORWARD			42					
1020	1005-0008	1	+	43					

The information listed on this form is to be used as a general guide only.

Figure 4-9. Sample DA Form 3328, balance brought forward

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
1028	BALANCE BROUGHT FORWARD			10					
1034	1007-0005 ~~1007-0006~~	1		11					

The information listed on this form is to be used as a general guide only.

Figure 4-10. Sample DA Form 3328, correction of error in posting wrong document numbers

PROPERTY RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE	DATE POSTED	DOCUMENT NUMBER	QUANTITY RECEIVED	QUANTITY TURN-IN	BALANCE
7197	BALANCE BROUGHT FORWARD			14					
7198	7005-0003	1	CORR	~~16~~					
7200	7019-0001		1	15	1	Correction of a mistake when balance is effected			
7210	7005-0003		CORR	14					
7218	7218-0001		1	13					
7218	7218-0001	1		14	2	Posting serial number correction using DA Form 4949			

Figure 4-11. Sample DA Form 3328, correction of a mistake when balance is effected and when posting a serial number correction using DA Form 4999

SERIAL/REGISTRATION NUMBER RECORD

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

SERIAL/ REGISTRATION NUMBER	LOCATION	SERIAL/ REGISTRATION NUMBER	LOCATION	SERIAL/ REGISTRATION NUMBER	LOCATION	SERIAL/ REGISTRATION NUMBER	LOCATION
232332	HR3						
246861	HR1						
246890	HR4						
246899 ~~246898~~	HR1						
247500	HR2						

The information listed on this form is to be used as a general guide only.

Figure 4-12. Sample DA Form 3328-1, serial registration number record annotation

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
1/651 Arty Bn	WK4ABC	2034	0007

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY
CHANGE FROM	1.	4240-00-926-4201 M11895	Mask, Fld ABC-M17A1, M RICC 2	N	EA	4
	2.	4240-00542-4450 M11895	Mask, Fld ABC-M17, S RICC 2	N	EA	2
CHANGE TO	1.	4240-00-926-4200 M11895	Mask, Fld ABC-M17A1, L RICC 2	N	EA	4
	2.	4240-00-542-4451 M11895	Mask, Fld ABC-M17, M RICC 2	N	EA	2

AUTHORITY
AR 710-2

☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY [ ] CONSUMED
☒ ADJUST ITEM ☐ CHANGE ACCOUNTING [ ] DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		Norman C De Ruiter	11 FEB 92

DA FORM JAN 82 4949

WUS GPO 1981 [illegible]

Figure 4-13. Sample DA Form 4949 to correct deficiencies within sizes

56th Engr Bn	WT7HEC	2011	0005

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	3805-00-466-0084	Grader Cat Mdl 120 Ser. No UE 2879, UE 2754	N	EA	2
CHANGE TO	1.	3805-01-029-0139 J74852	Grader Cat 120 W/ROPS Ser. No. UE 2879, UE 2754 RICC 2	N	EA	2

AUTHORITY SB 700-20
September 1981

☒ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED
☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		[illegible]	3 Feb 82

DA FORM JAN 82 4949

☆U.S. G.P.O. 1981 353 994

Figure 4-14. Sample DA Form 4949 prepared to change an NSN

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
1/651 Arty Bn	WK4ABC	2015	0002

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	7105-00-633-8720 D87120	Chair Str WO A Lad Bk	N	EA	100
CHANGE TO	1.	7105-00-633-8720 D87120	Chair Str WO A Lad Bk	N	BX	25

AUTHORITY			
AMDF, January, 1982	☐ CHANGE STOCK NO. ☒ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED ☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY		
INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE James P. Smith	DATE 15 Jan 82

DA FORM JAN 82 4949

The information listed on this form is to be used as a general guide only.

Figure 4-15. Sample DA Form 4949, for unit of issue change

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
1/651 Arty Bn	WK4ABC	2126	0002

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	4230-00-123-3180	Decon Kit Skin M258	N	KT	779
CHANGE TO			Item changed from accountable to nonaccountable.			

AUTHORITY Item transferred from CTA 50-900 to CTA 50-970

☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED
☐ ADJUST ITEM ☒ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		James P. Smith	6 May 82

DA FORM JAN 82 4949

The information listed on this form is to be used as a general guide only.

Figure 4-16. Sample DA Form 4949, administrative adjustment from accountable to nonaccountable

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)
For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
1/651 Arty Bn	WK4ABC	2026	0008

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM			Item changed from nonaccountable to accountable.			
CHANGE TO	1.	7330-00-234-8831 P23203	Pot Cooking St 24 Qt	N	EA	2

AUTHORITY Item transferred from CTA 50-970 to CTA 50-909

☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED
☐ ADJUST ITEM ☒ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		James P. Smith	26 Jan 82

DA FORM JAN 82 4949

The information listed on this form is to be used as a general guide only.

Figure 4-17. Sample DA Form 4949, for accounting requirements change from non-accountable to accountable

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
B Btry 1/651 Arty Bn	WK4ABC	2272	0003

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	8340-00-237-8749	Screen Latrine Doc No. WK4ABC-2243-0501	D	EA	1
	1a.	8340-00-261-9750	Pin, Tent, 16-in lg Doc No. WK4ABC-2243-0502	X	EA	8
	1b.	8340-00-188-8393	Pole, Tent, Ridge, 7-ft Doc No. WK4ABC-2243-0503	X	EA	1
	1c.	8340-00-188-8394	Pole, Tent, Ridge, 9-ft Doc No. WK4ABC-2243-0504	X	EA	2
	1d.	8340-00-188-8407	Pole, Tent, Upright, 7-ft Doc No. WK4ABC-2243-0505	X	EA	7
CHANGE TO	1.	8340-00-237-8752 LIN S58674	Screen Latrine	N	EA	1

AUTHORITY: AR 710-2

☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☒ ASSEMBLY ☐ CONSUMED
☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		Tomas J Tibiler	29 Sep 82

DA FORM JAN 82 4949

☆US GPO 1981 353 991

Figure 4-18. Sample DA Form 4949, administrative adjustment report prepared to assemble and end item

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
B Btry 1/651 Aty Bn	WK4ABC	2230	0001

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	6145-00-226-8812 C68719	Cable Tel WD-1/TT DR-8 RICC 2	N	RL	1
CHANGE TO	1.	8130-00-407-7859 R55920	Reel Cable DR-8 T/I Doc No. WK4ABC-2229-0001 RICC 2	N	EA	1
	1a.		Scrap Wire T/I Doc No. WK4ABC-2229-0501		LB	7

AUTHORITY			
AR 710-2	☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED ☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☒ DISASSEMBLY		
INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		James J. Johnston	18 Aug 82

DA FORM JAN 82 4949

☆U.S. G.P.O. 1981 353 994

Figure 4-19. Sample DA Form 4949, administrative adjustment report prepared to disassemble an end item

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
B Btry 1/651 Arty Bn	WK4ABC	1147	0006

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	8970-00-577-4513	Meal, Combat Individual Date of Pack: June, 1979	N	BX	25
	2.	9130-00-264-6218	Gasoline, Auto Regular	X	GL	600
	~~3.~~	~~1305-00-914-4719~~	~~Cartridge, 5.56mm M196~~ ~~Lot No. LGL 2200~~	~~X~~	~~EA~~	~~8200~~
CHANGE TO						

AUTHORITY			
FTX 10-26 May, 1981	☐ CHANGE STOCK NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☒ CONSUMED ☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY		
INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
[signature]	27 May 81	James P. Smith	27 May 81

DA FORM 4949 JAN 82

Figure 4-20. Sample DA Form 4949, administrative adjustment report for consumption of basic load items

ISSUE LOG FOR TOLL SCRIPT ($.25 SCRIPT)

DATE	NUMBER ISSUED	SIGNATURE
4 Jan 82	8	CW2 Jack R. Reed
5 Jan 82	6	SFC Paul D. Williams
5 Jan 82	4	CW2 Jack R. Reed

Figure 4-21. Sample issue log for negotiate media

FOR
SUBSTITUTE IN PROPERTY BOOK

CBSSUB
CC 1-6

ORGANIZATION	UIC	DATE
HQ 1st Bn, 651st Arty	WEACAA CC 7-12	85121 CC 13-17
DESCRIPTION OF SUBSTITUTE	**AUTHORIZED LIN**	**SUBSTITUTE LIN**
Truck Cargo, 2½ Ton, M35	X40146 CC 18-23	X40009 CC 24-29

NSN OF SUBSTITUTE	NEW QUANTITY
2320000771616 CC 30-42	00006 CC 43-47

NAME AND GRADE OF PERSON COMPLETING FORM

Mike Smith, CW3

The data on this form is intended to be keypunched by a designated centralized site within installation or corps. If this is not practical or circumstances do not permit, this form should be mailed to:

Commander, Depot System Command
ATTN: DRSDS-LW
Chambersburg, PA 17201

DA Form 4708, 1 Sep 78

NECC/HP-28803

Figure 4-22. Sample of completed DA Form 4708

ADMINISTRATIVE ADJUSTMENT REPORT (AAR)

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG.

ORGANIZATION/ACTIVITY	DOCUMENT NUMBER		
	DODAAC	DATE	SERIAL
1/651 Arty Bn	WK4ABC	7218	0001

	ITEM NO.	STOCK NUMBER	ITEM DESCRIPTION	ARC	UNIT OF ISSUE	QTY.
CHANGE FROM	1.	3805-01-029-0139	Grader Cat 120 W/ROPS Ser NO. 246898	N	EA	1
CHANGE TO	1.	3805-01-029-0139	Grader Cat 120 W/ROPS Ser NO. 246899 (see Reverse side for explanation)	N	EA	1

AUTHORITY: DA PAM 710-2-1 Para 4-11 b (2)

☒ CHANGE ~~STOCK~~ SER NO. ☐ CHANGE UNIT OF ISSUE ☐ ASSEMBLY ☐ CONSUMED ☐ ADJUST ITEM ☐ CHANGE ACCOUNTING ☐ DISASSEMBLY

INITIATING OFFICER'S SIGNATURE	DATE	PBO SIGNATURE	DATE
		[signature]	6 AUG 87

DA FORM JAN 82 4949

☆U.S. G.P.O. 1981 353 994

Figure 4-23. Sample DA Form 4949, administrative adjustment report used to document a serial number correction

REQUEST FOR ISSUE OR TURN-IN
(DA PAM 710-2-1)

ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS	3. REQUEST NO.
4. VOUCHER NO.			
1. SEND TO: CCA DODAAC: W26ATE	5. DATE MATERIEL REQUIRED	6. DODAAC	7. PRIORITY
8. ACCOUNTING/FUNDING DATA			
2. REQUEST FROM: HQ 1st Bn 651st Arty WEACAA	9. END ITEM IDENT	9a. NAME/MANUFACTURER	9b. MODEL
9c. SERIAL NO.			
*CODE — ISSUE: I—Initial, R—Replacement; TURN-IN: FWT—Fair Wear And Tear, RS—Report of Survey, EX—Excess, SC—Stmt of Charges		10. PUBLICATION	11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE	BY
1	C17889 5805-01-121-4395	"2" Beg Inv								
	APPROVED BY:									
		ROBERT C. DE RUITER								
		CW4, USA								
		PBO								
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM MAY 83 3161 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1983-[illegible]

Figure 4-24. Sample DA Form 3161 used to report a RICC change

Legend for Figure 4-24;
Completion instructions by block name for DA Form 4708

Organization Enter the reporting unit designation.

UIC Enter the UIC of the property book or accountable record.

Date Enter the 5-digit julian date comprised of the last two digits of the calendar year and the julian day (e.g. 85121).

Description or Substitute Enter the item description.

Authorized LIN Enter the LIN from the authorization document.

Substitute LIN Enter the LIN on the on-hand substitute for the authorized item.

NSN of substitute Enter the NSN of the substitute item on-hand.

New quantity Enter the current balance on-hand of the substitute item.

Name and grade of person completing the form Enter the Self-explanatory.

Chapter 5
Assigning Responsibility for Property

5–1. Overview

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

b. Various records are used to assign responsibility for property. hese records are:

(1) The property book.

(2) Hand and subhand receipts.

(3) Temporary hand receipts.

(4) Equipment receipts.

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

(1) Responsibility must be assigned for items accounted for on the property book.

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

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

5–2. The property book

a. The accountable officer at property book level must acknowledge accepting responsibility for the unit's property. The individual assuming accountability will sign the statement below after change of accountability inventory and the corrective actions required by the inventory that have been taken. See AR 710–2, table 2–1. "By authority of (indicate appointing document or change of command order and date) I hereby assume accountability for the property in thequantity shown on each record of this property book file. I furtherassume direct responsibility for property not issued on hand receipt."

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

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

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

5–3. Hand receipt procedures

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

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

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

(1) For hand receipts prepared by the PBO; the original is kept by the PBO. Copy number 2 is provided to the hand receipt holder.

(2) For subhand receipts prepared by the hand receipt holders; the original is kept by the hand receipt holder. Copy number 2 is provided to the subhand receipt holder. There is no restriction on the number of times property can be subhand receipted, but under normal circumstances, should not exceed from the commander, to the supervisor, to the user.

c. Figure 5–1 gives instructions for preparing DA Form 2062 for use as a hand or subhand receipt. A sample DA Form 2062 prepared as a subhand receipt is shown in figure 5–2. File hand and subhand receipts according to AR 25–400–2, as applicable.

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

(1) Use DA Form 3161 for issue and turn-in transactions between the PBO and the hand receipt holder. The form is also used for issue and turn-in transactions between the hand receipt holder and the subhand receipt holder. Prepare the form in two copies. The original is kept by the person who issues or turns in the item. The person receiving the property keeps the second copy. When an end item issued on a change document has component shortages, prepare a hand receipt annex (para 6–1) to document the missing components. Do not assign an annex number until the change document is posted to the hand or sub hand receipt. Add after the item description (col C) the words "with H/R Annex" for cross-reference purposes. Files copies of change documents with the proper hand or subhand receipt. Figure 5–3 gives instructions for preparing DA Form 3161 as a change document.

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

(a) At least every 6 months. The 6–month period is based on the date of the oldest change document.

(b) Before the change of hand or subhand receipt holders.

Note. When the hand receipt holder is replaced, all property listed on the hand receipt will be inventoried.

The inventory will be accomplished before the new hand receipt holder assumes responsibility for the property. Responsible officer will specify how much time will be allowed to conduct the inventory. When a hand receipt holder leaves the area of his/her primary duties for a period in excess of 30 calendar days e.g., TDY, leave, emergency, hospitalization or extended detached duty, the commander/activity chief will appoint a temporary hand receipt holder. A joint inventory will be conducted upon departure and return of the

hand receipt holder. This will ensure that direct responsibility for theproperty is maintained in a continuing basis.

(c) Before a change of responsible officer inventory is made.

(d) Change documents are not required to be posted to hand receipts for furnishings in family quarters.

(3) Post change documents to hand or subhand receipts as follows:

(a) Compare all change documents. When an issue and a turn-in has been made for the same item, post only the difference in quantity. Line out serial numbers for items turned in. Enter new serial numbers if they are recorded on the property book.

(b) Add quantities issued to the old quantity shown for the item; enter the new quantity in the next quantity column. Add new serial numbers to the hand receipt if they are recorded on the property book. If an issued item is not already listed on the hand or subhand receipt, enter it on the next available line.

(c) Subtract quantities turned in or expended as operational load from the old quantity shown for the item; enter the new quantity in the next quantity column. If new quantity is zero (0), line out the block. Line through the serial numbers of items turned in.

(d) Advance all other quantities to the next quantity column. Line out unused blocks in the column. Have the hand or subhand receipt holder sign and date the receipt.

(e) Destroy change documents after actions in (a) through (d) above have been completed.

(f) Hand receipt annexes prepared per paragraph 5–3d(1) above will be assigned an annex number and filed with the hand receipt or subhand receipt to which it applies.

(4) DA Form 2407 will be used to document items turned in for repair between the PBO and the hand receipt holder.

5–4. Temporary hand receipt procedures

Hand receipt holders of one unit will not loan items to members of another unit unless approval is first obtained from the appropriate authority. For temporary loans within a component the owning PBO is the approving authority. Exception: Equipment on hand receipt to USAR ECS and ARNG mobilization annual equipment training sites (MATES). For loan of ARNG and USAR equipment to the Active Component, requests must be initiated at the MACOM level and approved by the Reserve Component headquarters (NGB or USARC) owning the equipment. See paragraph 5–5, for temporary loans to Active Components. Equipment authorized an activity funded by AIF will not be permanently loaned to another activity. If the equipment is not required for mission accomplishment, action will be taken to change the applicable TDAs in accordance with AR 71–13. When property is issued or loaned for periods up to 30 calendar days, the following procedures may be used:

a. Prepare DA Form 3161 (in two copies) as a temporary hand receipt. The person issuing the items keeps the original copy. The person receiving the items keeps the second copy. Figure 5–4 gives instructions for preparing DA Form 3161 as a temporary hand receipt. Temporary hand receipt may be accomplished by use of a locally procured rubber stamp used in conjunction with the receipt document. The rubber stamp must contain the essential elements of data for a hand receipt.

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

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

d. Review the temporary hand receipt file daily to find if any are due to expire shortly. Within 5 days prior to expiration of the temporary hand receipt, take the following actions:

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

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

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

5–5. Temporary loan of ARNG and USAR equipment to the Active Component

a. Only MACOM headquarters may request temporary loan of ARNG and USAR equipment. Temporary loans are limited to 90 days. When a Reserve Component item on temporary loan must be held for over 90 days by the Active Component unit, the MACOM Commander will submit a request for withdrawal to HQDA, ODCSPS (DAMO-ODR) IAW AR 710–2 paragraph 7–3. The Reserve Component headquarters (NGB or USARC) owning the equipment is authorized to approve temporary loans of 90 days or less.

(1) Requests for ARNG owned equipment will be forwarded to Chief, NGB, ATTN: NGB-ARL-M, 111 S. George Mason Drive, Arlington, VA 22204.

(2) Request for USAR owned equipment will be forwarded to Commander, U.S. Army Reserve Command, ATTN: AFRC-LGS-E, 3800 North Camp Creek Parkway, SW, Atlanta, GA 30331–5099.

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

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

b. Gaining MACOMs will report all temporary loans over 60 days to HQDA, ATTN: DAMO-ODR, Washington DC 20310–0400 no later than the 65th day of the loan. Identify the gaining and losing units, LIN, NSN, nomenclature, quantities involved, date of loan and expected date of return.

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

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

a. Use DA Form 3749 to assign responsibility for property that is issued to the same person for brief recurring periods. Examples are the NBC masks, individually assigned weapons, and radiac equipment issued for training.

b. Prepare a DA Form 3749 for each individually assigned weapon and other items. Give the receipt to the soldier that will receive the item. Do not prepare new DA Forms 3749 when there is a change of the responsible officer. Continue to accept DA Forms 3749 issued by previous responsible officers as long as the bearer of the card is validly listed on the master authorization list. Prepare and send a new DA Form 3749 when old card is lost, mutilated, or destroyed; when a new member is assigned to a unit; or when the soldier is assigned a different item. Figure 5–5 gives instructions for preparing DA Form 3749.

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

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

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

d. Weapons will be controlled as follows:

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

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

(3) When individually assigned weapons are issued for periods over 24 hours, the receiving soldier must turn in the DA Form 3749 for the weapon to the person making the issue. The soldier will also

make an entry on the control sheet or the log that contains the date of the issue. The soldier will enter in ink the nomenclature and serial number of the item received, the time of issue, and his or her signature. Enter the signature as it appears on the DA Form 3749.

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

(5) Keep the weapons control sheet in the unit active file. Keep it until completion of the next monthly (quarterly for USAR and ARNG) inventory by serial number. Then destroy the control sheet.

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

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

(8) The responsible officer will set up different procedures for the issue and control of weapons for interior guards and other guard force personnel only when procedures in (1) through (7) above are not practical.

(9) A consolidated arms room operation requires establishment of a landlord/tenant relationship. This is needed to make the landlord responsible for physical security, including locking outer doors and controlling keys to those doors. The landlord will be responsible for setting up proper standing operating procedures (SOPs) for all using units. The landlord will also make sure the SOPs are followed. SOPs must also be developed for key control and for executing memorandum of agreement outlining responsibilities for sharing the arms room. The landlord does not have to enter the property accountability chain of the using units to maintain effective physical security. Arms stored in consolidated arms rooms will be separated by unit or battery (HQ battery, etc.). Tenant commanders are responsible for their own weapons.

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

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

a. Prepare DA Form 2062 in two copies, as an inventory list. The PBO or responsible officer keeps the original copy. Copy two is kept in the area where the property is located and placed where it can be easily seen. Prepare an inventory list for each room or other area. Figure 5–6 gives instructions for preparing DA Form 2062 as an inventory list.

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

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

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

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

(3) Any restrictions the PBO or responsible officer wants to include.

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

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

HAND RECEIPT
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG. (1)

FROM (2): PBO 1-651 Arty Bn

TO (3): Cdr, C Btry

HAND RECEIPT NUMBER (4): 3

FOR ANNEX CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY

STOCK NUMBER a	ITEM DESCRIPTION b	* c	SEC d	UI e	QTY AUTH f	QUANTITY g A	B	C	D	E	F
1005-00-726-5655	TM 9-1005-211-12 W/C 1-5, 16 SEP 68 Pstl .45 M1911A1 W/OE Ser No. 9677182		N	EA	1	1	1	1	1		
1220-00-588-7282	Pltg Board W/E M17		U	EA	2	2	1	2	2		
	Radiac Set AN/PDR-27				2	/	/	/	/		
6665-00-017-8903	TM 11-6665-209-15 W/C 1, 3, 6, 7, 2 SEP 69 Radiac Set AN/PDR-27Q		U	EA		1	1	1	1		
6665-00-961-0846	TM 11-6665-230-15 W/C 1, 3, 20 JUN 67 Radiac Set AN/PDR-27R		U	EA		1	1	1	1		
6665-00-752-7759	TM 11-6665-214-10 W/C 1-4, 27 NOV 62 Radiacmeter IM-93A/UD		U	EA	4	4	3	4	4		
	Radiacmeter IM-174/PD				2	/	/	/	/		
6665-00-999-5145	TM 11-6665-232-12, W/C 1-7, 21 AUG 67 Radiacmeter IM-174A/PD		U	EA		1	1	1	1		
6665-00-856-8037	TM 11-6665-213-12, W/C 1, 2, 31 JUL 69 Radiacmeter IM-174-PD		U	EA		1	1	1	1		
	Radio Set AN/GRC-160				3	/	/	/	/		
5820-00-223-7411	TM 11-5820-498-12, W/C 1-8, 31 MAY 67 Radio Set AN/GRC-125		U	EA		2	2	2	2		
5820-00-223-7473	TM 11-5820-498-12, W/C 1-8, 31 MAY 67 Radio Set AN/GRC-160		U	EA		1	1	1	1		
5820-00-223-7433	TM 11-5820-401-12, W/C 1-3, 7 SEP 72 Radio Set AN/VRC-46	4	U	EA	3	3	3	3	3		

* WHEN USED AS A
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

(5) PAGE 6 OF 14 PAGES

DA FORM 2062, JAN 82 — EDITION OF JAN 58 IS OBSOLETE.

(Reverse of DA Form 2062, quantity columns A–D signed:)

Column	Signature
A	[signature] CWO 4 JAN 82
B	[signature] CWO 17 OCT 82
C	[signature] CWO 3 MAR 83
D	[signature] CWO 9 AUG 83

Reverse of DA Form 2062 — PAGE 14 OF 14 PAGES

Figure 5-1. Sample DA Form 2062 prepared as a hand or subhand receipt

Legend for Figure 5-1;
Completion instructions by block or column for DA Form 2062.

(1) Title Line out the words annex number.

(2) From Enter the name of the organization, unit, section, or squad which issues the property. Do not enter a person's name.

(3) To—

1. Enter the name of the unit, section, or squad to which the property is issued.

2. For quarters furniture or property of a personal nature, such as sheets, pillow case, or bed, enter the name and rank of the person receiving the property.

(4) Hand Receipt Number Enter a locally designed number. Use it to post the location of property in the property book. A number is not required when property of a personal nature is issued directly to an individual.

(a) Stock Number—

1. Enter the stock number of the item being described.

2. Line item number (LIN) may be entered for identifying items to be inventoried on a cyclic basis (ink or pencil entry).

(b) Item Description—

1. Enter enough words to identify the item. Include the make or model number if the item has one.

2. Enter the type, number, date, and changes in force of the publication that contains the basic issue items list (BIIL), mandatory discretionary components, or other components list (ink or pencil entry). The publication number will normally be an operator's technical manual (-10 series) or supply catalog (SC). This entry will be made above the item description and within the same block.

Note. Use DA PAM 25-30, chapter 12, to research the publication data required.

3. Enter serial/registration numbers when recorded on the property book. Line out serial numbers when the item is turned in.

c - * When used as a hand or subhand receipt, enter the hand receipt annex number for the item (pencil entry). If hand receipt annex is not required, leave blank. Hand receipt for quarters furniture, enter the proper condition code at time of issue (ink or pencil entry). Condition codes are listed below. (Entry required only for family quarters occupants.)

d - SEC Enter the CIIC, formerly, SEC code of the item (pencil, ink, or typewriter entry). This code is in the AMDF.

e - UI Enter the unit of issue (pencil, ink, or typewriter entry).

f - Qty Auth Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).

(A thru F)

1. Enter the quantity on hand for each item listed. Line out all unused blocks in columns with recorded quantities.

2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when changing hand or subhand receipt holders.

3. The person receiving the property will sign, enter his or her rank and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.)

(5) Self explanatory.

Condition Codes (For Quarters Furniture Only)

BE--Bent
BR--Broken
BU--Burned
CH--Chipped
D--Dented
F--Faded
G--Gouged
L--Loose
M--Marred
MI--Mildewed
MO--Motheaten
R--Rubbed
RU--Rusted
SC--Scratched
SO--Soiled
T--Torn
W--Badly Worn
Z--Cracked

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

HAND RECEIPT
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

FROM:	TO	HAND RECEIPT NUMBER
Cdr, C Btry	Lt Veh Dr 1 (Ammo)	3-6

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY

STOCK NUMBER *a*	ITEM DESCRIPTION *b.*	* *c*	SEC *d.*	UI *e.*	QTY AUTH *f.*	*g.* QUANTITY A	B	C	D	E	F
8340-00-841-6456	Tarpaulin 17 x 12 ft.		U	EA	1	1					
2330-00-200-1785	TM 9-2330-231-14 W/C 1, 23 Mar 72 Tlr Ammo M332 USA # 3A1241 SER # 232101		U	EA	1	1					
2320-00-077-1617	TM 9-2320-209-1011, 29 Oct 76 Trk Cgo 2½T M35A2 USA # 9J7114 SER # 2260021	1	U	EA	1	1					

Jamie Bond, SFC E-7, 12 MAR 88

* WHEN USED AS A
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE ____ OF ____ PAGES.

DA FORM 2062 JAN 82 EDITION OF JAN 58 IS OBSOLETE.

Figure 5-2. Sample DA Form 2062 prepared as a subhand Receipt

REQUEST FOR ISSUE OR TURN-IN (DA PAM 710-2-1)	ISSUE / X TURN-IN	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. Change Document		4. VOUCHER NO.	
1. SEND TO: 1-651 FA Bn WHA2HAA	5. DATE MATERIAL REQUIRED			6. DODAAC	7. PRIORITY	8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM: C Btry, WA2HC0, H/R File 3	9. END ITEM IDENT			9a. NAME/MANUFACTURER		9b. MODEL	9c. SERIAL NO.
* CODE ISSUE I-Initial R-Replacement TURN-IN FWT-Fair Wear And Tear RS-Report of Survey EX-Excess SC-Stmt of Charges				10. PUBLICATION			11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE	BY
1	2320-00-177-9258	Trk, Util 1/2 T. USA N0 6F4130 Ser# 2566226 CIIC U	EA	1	FWT	/				
		Nothing Follows								
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY
	28 MAY 96	John E. Begood, CW3					28 May 96	Richard Jones, MSG

DA FORM 3161, MAY 83 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

Figure 5-3. Sample DA Form 3161 prepared as a change document

Legend for Figure 5-3;
Completion instructions by block or column for DA Form 3161.

Issue Enter "X" when used for an issue.

Turn-In Enter "X" when used for a turn-in.

Sheet No. Number sheets consecutively.

No. Sheets Enter total number of sheets.

(1)—

Send to Enter the name, UIC, and hand or subhand receipt number (if applicable) of the organization, unit, section, squad, receiving the items.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person receiving the property.

Request From—

1. Enter the name, UIC, and hand or subhand receipt number (if applicable) of the organization, unit, section, squad, which issues or turns in the items.

2. For turn-in of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person who turns in the items.

Request No. Enter "Change Document."

Colunm 12a Enter the item number, in sequence, for each item issued or turned in.

Column 12b Enter the stock number and LIN (if available), of each item issued or turned in.

Column 12c—

1. Enter a description of the item. Include the make or model if the item has one.

2. Enter serial numbers when recorded on the property book, hand, or subhand receipt.

3. Enter the CIIC code of the item. This code is in the AMDF.

4. Enter the condition code of quarters furniture. Codes are shown in figure 5-1.

Column 12d Enter the unit of issue.

Column 12e Enter the quantity to be issued or turned in.

Column 12f Enter the proper issue or turn-in code. Codes are shown on the form.

Column 12g The person that signs block 15 will enter the quantity received.

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

Block 13 The person who issues or turns in will print name, date and sign this block. Include rank.

Block 15 The person receiving the issue or turn-in will print name, date and sign this block. Include rank.

Note. All entries except signatures will be made in ink or typewritten. Signatures will be handwritten in ink.

REQUEST FOR ISSUE OR TURN-IN
(DA PAM 710-2-1)

X ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. Temporary Hand Receipt
4. VOUCHER NO.			

1. SEND TO: Sergeant of the Guard C, Btry 3/84th FA Bn	5. DATE MATERIAL REQUIRED	6. DODAAC	7. PRIORITY
8. ACCOUNTING/FUNDING DATA			

2. REQUEST FROM: C Btry, 3/84th FA Bn WA2HC0	9. END ITEM IDENT	9a. NAME/MANUFACTURER	9b. MODEL
9c. SERIAL NO.			

** CODE*	*ISSUE* *I-Initial* *R-Replacement*	*TURN-IN* *FWT-Fair Wear And Tear* *RS-Report of Survey*	*EX-Excess* *SC-Stmt of Charges*
10. PUBLICATION			11. JOB ORDER NO.

12. ITEM NO. *a*	STOCK NO. *b*	ITEM DESCRIPTION. *c*	UNIT OF ISSUE *d*	QUANTITY *e*	CODE* *f*	SUPPLY ACTION *g*	UNIT PRICE *h*	TOTAL COST *i*	*j.* POSTED DATE	POSTED BY
1	5805-00-543-0012	Telephone Set , TA 312	EA	7	I	7				
		Nothing Follows								
							SHEET TOTAL		GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE 26 MAY 96	BY John E. Begood, CW3	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE 26 MAY 96	BY Ernest Worker, SSG

DA FORM 3161, MAY 83 REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.

Figure 5-4. Sample of a DA Form 3161

Legend for Figure 5-4;
Completion instructions by block or column for DA Form 3161 prepared as a temporary hand receipt.

Issue Enter "X."

Sheet No. Number sheets consecutively.

No. Sheets Enter total number of sheets.

Send to

1. Enter the name and the UIC (if applicable) of the organization, unit, section, squad, receiving the issue.

2. For issue of quarters furniture or property of a personal nature, such as sheets, pillowcase, or bed, enter the name and rank of the person receiving the issue.

Request From Enter the name and the UIC (if applicable) of the organization, unit, section, squad, making the issue.

Request No. Enter "Temporary Hand Receipt."

Column 12a Enter the item number, in sequence, for each item issued.

Column 12b Enter the stock number of the item issued.

Colunm 12c

1. Enter a description of the item. Include the make or model number if the item has one.

2. Enter serial numbers when recorded on the property book, hand, or subhand receipt.

3. Enter the condition code of quarters furniture when issued to family quarters occupants. Codes are in figure 5-1.

Column 12d Enter the unit of issue.

Column 12e Enter the quantity to be issued.

Column 12f Enter an "I" for each item listed.

Column 12g The person that signs block 15 will enter the quantity received.

Note. Enter "NOTHING FOLLOWS" below the last item entered on the form. Make the entry in the "item description" column.

Block 13 The person making the issue will print name, date and sign this block. (Include rank.)

Block 15 The person receiving the issue will print name, date and sign this block. (Include rank.)

Note. Make all entries except signatures in ink or by typewriter. Signatures will be handwritten in ink.

EQUIPMENT RECEIPT *(DA PAM 710-2-1)*	
1. UNIT C Btry 1-651 Arty Bn	2. RECEIPT NO. 12
3. STOCK NO. 1005-00-073-9421	4. SERIAL NO. 1234567
5. ITEM DESCRIPTION Rifle, M16A1	
6. I hereby acknowledge receipt of this equipment from Arms Room of this unit.	
7. NAME GROVER D. FRANKS	8. SOCIAL SECURITY NO. 429-17-6528
9. SIGNATURE Grover D. Franks	10. GRADE SFC

DA FORM 3749, JAN 82 Edition of Aug 71 is obsolete.

INSTRUCTIONS

1. THIS CARD WILL BE SURRENDERED EACH TIME THIS EQUIPMENT IS ISSUED.
2. LOSS OF THIS CARD WILL BE REPORTED TO THE UNIT COMMANDER **IMMEDIATELY.**

(Signature of Issuing Officer)

The information listed on this form is to be used as a general guide only.

Figure 5-5. Sample of a completed DA Form 3749 prepared as a change document

Legend for Figure 5-5;
Completion instructions by block for DA Form 3749.

1 Enter the name of the unit.

2 Enter a locally designed number.

3 Enter the stock number of the item being described.

4 Enter the serial number of the item when recorded on the property book, hand, or subhand receipt.

5 Enter the nomenclature of the item.

6 Enter the name of the section, squad, etc., which issues the equipment.

7 Enter the name of the person who will receive the equipment.

8 Enter the SSN of the person who will receive the equipment. Obtain the SSN from the unit personnel information roster.

9 The person who will receive the equipment will sign this block.

10 Enter the grade of the person who will receive the equipment.

Reverse Side—

(Signature of issuing officer) The responsible officer of the unit will sign in the space indicated.

Note. All entries, except signatures, will be either printed in ink or typewritten. The signatures will be handwritten in ink.

HAND RECEIPT
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

FROM: PBO 1-651 Arty Bn (1)

TO: Bldg 804 Room 143 (2)

HAND RECEIPT NUMBER: Inventory List (3)

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY

STOCK NUMBER a	ITEM DESCRIPTION b	* c	SEC d	UI e	QTY AUTH f	g. QUANTITY A	B	C	D	E	F
7110-00-273-8793	Chair, Rot W/A Half Back		U	EA		4	4	3			
7110-00-143-0833	Desk, Typewriter		U	EA		4	4	3			
7110-00-286-3797	Filing Cab Cap SZ 5 DR		U	EA		1	1	1			
						1 MAR 82	1 JUN 82	31 AUG 82			

* WHEN USED AS A
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

(4) PAGE 1 OF 1 PAGES

DA FORM 2062 JAN 82 EDITION OF JAN 58 IS OBSOLETE.

Figure 5-6. Sample of DA Form 2062

Legend for Figure 5-6;

Completion instructions by block or column for DA Form 2062 prepared as an inventory list.

(1) From Enter the name of the organization that owns the property.

(2) To Enter the location of the property.

(3) Hand Receipt Number Enter "Inventory List."

(a) Enter stock number of the item being described.

(b)

1. Enter the item description.

2. Enter serial numbers when recorded on the property book. Line out serial numbers when items are issued on a hand receipt or turned in.

(c) Enter the CIIC, formerly, SEC of the item (pencil, ink, or typewriter entry).

(d) Enter the unit of issue (pencil, ink, or typewriter entry).

(A thru F)—

1. Enter the quantity on hand for each item listed. Advance all quantities to the next column after the quarterly inventory. Line out all unused blocks in the column where the quantities have been recorded.

2. Enter the date in the proper quantity column on the last page.

(4) Page Self explanatory.

Note. Make all entries in ink or by typewriter unless otherwise stated.

Chapter 6
Controlling Components of End Items

6–1. Hand-receipt annex procedures

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

b. Hand receipt annexes are prepared at the level where the document registers are kept. The PBO records nonexpendable/durable component shortages for hand receipt holders. Hand receipt holders will record all component shortages less expendable consumable i.e., cloth, string, paper, cheesecloth, sandpaper, ink, for

subhand receipt holders. Normally, replenishment of consumable will be a responsibility of the hand receipt holder. The PBO,commander, or S–4 depending on who keeps the expendable/durable document register, records durable component shortages. The person responsible for keeping document registers (PBO, commander, or S–4) will validate component shortages. They do this by initialing and dating the "quantity" column of DA Form 2062 after the last entry. Note: It is "recommended " that the person issuing the shortage annex also enter the document number of the request on which shortage items have been ordered in block b. This will assure the customer that items have been placed on order, and simplify the reconciliation process between both parties.

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

d. Keep hand receipt annexes current. Do this by posting changes as they occur or by using change documents. When change documents are used, follow the procedures in paragraph 5–3d. When all shortages listed on the hand receipt annex are filled, remove from the file and destroy.

e. Use aircraft inventory record to control components of aircraft and other items which complete the aircraft. (See DA Pam 738–751 for the procedures.)

6–2. Component hand-receipt procedures

a. A hand receipt for sets, kits and outfits (SKO) is a list of all components of an SKO less expendable consumable that have been issued to a using individual called a component hand receipt. A component hand receipt may also be used when first issuing property to a person that has supervisory responsibility over the user. Figure 6–2 gives instructions for preparing DA Form 2062 as a component hand receipt for SKOs. A Supply Catalog is a DA publication. It is a configuration control document which provides the user the identification of an SKO and its components. It also provides supply management data and is an accountability aid. Section I of the SC provides instructions on using the SC as a hand receipt for an SKO.

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

c. When available, preprinted DA Forms 2062 will be used for component hand receipts.

Note. The preprinted hand receipt is designed to be used as an issue document only. The HR will not be used as a basis for ordering items.

Remarks codes from Supply Catalogs must be considered when an SKO is documented. Items which are not authorized based on the remarks codes will be lined through on the HR. Preprinted DA Forms 2062 are published in conjunction with selected TMs for end items with components. Available preprinted DA Forms 2062 are identified in DA Pam 25–30 by the letters "HR" after the TM number. Previous editions of DA Form 2062 published prior to January 1982, in SCs or TMs should continue to be used until TM is updated with current form. Use blank DA Forms 2062 when preprinted forms are not available. In the ARNG, the use of ARNG components lists for items not listed in SCs or TM HRs is mandatory.

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

(1) Have an individual basis of issue.

(2) Are to be issued to the using individual.

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

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

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

6–3. Tool room or tool crib procedures

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

b. Controlling issues of tools for one day or less. When tools are issued for 1 day or less, use a log or temporary hand receipt. If a log is used, the SKO hand receipt holder determines the type of log, such as a log book, locally designed form, or card file.

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

(2) *Card file procedures.*

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

(b) File the cards in NSN, NIIN, or nomenclature sequence. Once a filing sequence is chosen, use the same sequence for suspense files. When a tool is issued, file the card in a separate suspense file reserved for issued tools. Use separate suspense files for each SKO

card file. Check the file at the end of each workday or shift, as applicable, to ensure all tools are returned.

(c) When a tool is issued from the tool room for more than one day on a temporary or permanent hand receipt, file copy number 2 of the hand receipt with the card for the tool issued in the issued tool suspense file. Keep them separate from daily issue cards. If more than one tool is issued on the hand receipt, pull all cards for the tools listed on the hand receipt. Arrange them in the same sequence as they are listed on the hand receipt. Attach them to the number 2 copy of the hand receipt and file them in the suspense file in the NSN, NIIN, or nomenclature sequence for the first tool listed on the hand receipt. Refile them in the SKO card file when the tools are returned.

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

c. Controlling issues of tools for more than one day but less than 31 days. Use a temporary hand receipt. Prepare DA Form 3161 in three copies (para 5–4). Find out how long the recipient needs to use the tool. Assign a return date and enter it in the "Date Materiel" block. File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.

d. Controlling issues of tool for 31 days and longer. Use a permanent hand receipt (para 5–3). Prepare DA Form 2062 in 3 copies. Find out how long the recipient needs to use the tool. Assign a return date and enter it in the top margin of the DA Form 2062. File the original in a suspense file arranged in alphabetical sequence by the recipient's last name. File copy 2 in another suspense file in tool NSN, NIIN, or nomenclature sequence. Give copy 3 to the recipient of the tool. Check return dates frequently. If the tool is not returned by the return date, notify the recipient to return the tool. When the tool is returned, destroy all copies of the hand receipt.

e. Controlling issue of special tools attached to Aircraft.The following procedures apply only to those special tools which are attached aircraft for extended periods while maintenance is being performed. The tool room operator will identify tools in this category and set up a special log to allow tools to be issued for a period not to exceed 5 working days. The tool user will sign for the item(s), and will not be required to re-sign for the tool(s) until the 5 day period has expired. If the tool is still attached to the aircraft after 5 days, a visual inspection will be performed by the tool room operator and the period extended for another 5 working days. Note: These procedures apply only to units which maintain aircraft such as AVIM, and AVCRAD.

6–4. Cash sales of handtools

a. When an individual loses a unit handtool and admits liability for the loss, the individual may voluntarily, or in response to a request, offer payment of the value of the hand too in cash or by check. Do not demand cash payment. If handtools are not stocked in the SSSC, or if the SSSC advises that specific handtool required is not available for sale, prepare and process DD Form 362 (Statement of Charges/Cash Collection Voucher), under AR 735–5 and make necessary hand receipt adjustments. If handtools are stocked at the SSSC:

(1) Prepare a written authorization statement in three copies signed by the commander, supervisor, or designated representative of the unit or activity for which the tool is being replaced. Include the statement, "Rank (or grade) and name is authorized to purchase the following handtool(s) authorized this unit (or activity)." The handtool(s) will remain the property of the U.S. Government. "Allowable depreciation is chargeable to (accounting classification)." Following the statement, list the NSN, nomenclature, and quantity of each handtool authorized for purchase. Include the unit's SSSC account number. Coordinate with the SSSC manager to determine if additional local requirements apply. Purchase of handtools from the SSSC for personal (private) use is prohibited. In the ARNG, USPFO sale of handtools to ARNG technicians and ARNG members is optional.

(2) File one copy of the authorization statement in a suspense file. Send the individual to the SSSC with the original and one copy of the authorization statement.

b. When the individual returns to the unit with the replacement handtool(s) and/or completed authorization statement, copy three (suspense) may be destroyed. The individual making the purchase retains copy two. Retain this copy until the unit has been inspected or audited. If the SSSC-annotated copy shows that some or all of the tools were not purchased because they were temporarily out of stock, or for any other reason, prepare and process DD Form 362 or DA Form 4697 (Department of the Army Report of Survey), as appropriate, per AR 735–5.

HAND RECEIPT/ANNEX NUMBER 1 (1) *For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.*	FROM: Cdr C Btry (2)	TO: Motor Pool (3)	HAND RECEIPT NUMBER 2 (4)
FOR ANNEX/CR ONLY: END ITEM STOCK NUMBER 5180-00-177-7033 (5)	END ITEM DESCRIPTION: Tool Kit General Mechanic (6)	PUBLICATION NUMBER: SC 5180-90-CL-N26 (7)	PUBLICATION DATE: 18 Oct 78 (8) / QUANTITY: 4 (9)

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC d.	UI e.	QTY AUTH f.	QUANTITY g. A	B	C	D	E	F
5120-00-061-8543	Hammer, Hand: machinists; ball peen	D		EA		3	2				
5120-00-230-6385	Ratchet type; Reversible; 1/2 in drive	D		EA		2	1				
5120-00-293-0032	Pliers: long round nose, w/cutter 7-in	D		EA		4	4				
						R&B	R&B				
						10 NOV 85	19 NOV 86				

* WHEN USED AS A:
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC). (10)

PAGE 1 OF 1 PAGES

DA FORM 2062 JAN 82 — EDITION OF JAN 58 IS OBSOLETE.

Figure 6-1. Sample of DA Form 2062 for hand receipt annex

Legend for Figure 6-1;
Completion instructions by column or block for DA Form 2062 prepared as a hand receipt annex.

When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

(1) Title Enter the consecutive annex number after the title.

(2) From Enter the same data recorded on the hand or subhand receipt to which the annex applies.

(3) To Enter the same data recorded on the hand or subhand receipt to which the annex applies.

(4) Hand Receipt Number Enter the same data recorded on the hand or subhand receipt to which the annex applies.

(5) End Item Stock Number Enter the stock number of the item for which shortages exist. Enter the LIN if the item has one.

(6) End Item Description Enter the description of the item for which shortages exist.

(7) Publication Number Enter the publication number listed for the end item on the hand or subhand receipt (ink or pencil entry). Include current changes, if any.

(8) Publication Date Enter the date of the publication listed for the end item on the hand or subhand receipt (ink or pencil entry).

(9) Quantity Enter the number of end items to which the annex applies.

Column a Enter the stock number of the missing item.

Column b Enter a description of the missing item.

Column c Enter the accounting requirements code (ARC) of the missing item (pencil, ink, or typewriter entry).

Column d Leave blank.

Column e Enter the unit of issue of the missing item (pencil, ink, or typewriter entry).

Column f Leave blank.

(A thru F)

1. Enter the quantity missing for each item listed. Line out all unused blocks in columns with recorded quantities.

2. Advance all quantities to the next quantity column when quantities change. Quantities must be advanced when the person that validated the shortages is replaced.

3. The person filling the position identified in the "From" block will initial and date the last page under the last recorded item (ink entry). Shortages must be validated by the current responsible person.

Page Self Explanatory.

Note. Make all entries in ink or by typewriter unless otherwise stated.

HAND RECEIPT
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG. (1)

FROM: Motor Pool, C Btry 1-651 Arty (2)

TO: SP4 Robert L. Johnson (3)

HAND RECEIPT NUMBER: 2-3 (4)

FOR ANNEX/CR ONLY

END ITEM STOCK NUMBER: 5180-00-177-7033 (5)

END ITEM DESCRIPTION: Tool Kit General Mechanic (6)

PUBLICATION NUMBER: SC 5180-90-CL-N26 (7)

PUBLICATION DATE: 18 OCT 78 (8)

QUANTITY: 1 (9)

STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC d.	UI e.	QTY AUTH f.	g. QUANTITY A	B	C	D	E	F
	PUNCH DRIVE PIN:										
5120-00-242-5966	Straight; 1/8 in. pt dia, 3/4 in. nom pt lg.	D	M	EA	1	1	1				
5120-00-240-6083	Straight; 1/4 in. dia of pt, 1 in. nom pt lg	D	M	EA	1	1	1				
5120-00-273-0001	Straight; 3/8 in. dia of pt; 1 in. nom pt lg	D	M	EA	1		1				
5120-00-239-0038	Straight; 3/4 in. dia of pt, 10 in o/a lg	D	M	EA	1	1					
5120-00-242-3433	Tapered; 1/8 in. dia of ptm 2-1/8 in. nom	D	M	EA	1	1	1				
	taper lg, 4-1/2 in. o/a lg.										
5120-00-182-9656	RULE, STEEL, MACHINSTS: 1/64 in. to 1/32 in.	D	M	EA	1	1	1				
	graduated edges, 6 in, lg, 7/32 in. w, 3/64										
	in thk.										
5120-00-832-6221	SCREW STARTER, HAND: Combination phillips 7	D	M	EA	1	1	1				
	straight tip; rotating wedge grip, 9/32 in.										
	tip dia, 7-3/16 in. o/a lg										
	SCREWDRIVER, CROSS TIP: plastic handle,										
	Phillips cross.										
5120-00-240-8716	No. 1 tip, 3 in. blade lg.	D	M	EA	1		1				

* WHEN USED AS A
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

(10)

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DA FORM JAN 82 2062

						Robert L. Johnson, SP4, 18 Jan 82	Robert L. Johnson, SP4, 29 Sep 82					

Reverse of DA Form 2062

(10) PAGE 10 OF 10 PAGES

The information listed on this form is to be used as a general guide only.

Figure 6-2. Sample of DA Form 2062 for component hand receipt

Legend for Figure 6-2;
Completion instructions by column or block for DA Form 2062 as a component hand receipt.

Note. When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

(1) Title Line out "Annex Number."

(2) From Enter the name of the organization, unit, section, or squad which issues the property.

(3) To Enter the name and rank of the person receiving the property (pencil entry). TOE/MTOE/TDA/MTDA paragraph, line number, and job title may be added as optional information.

(4) Hand Receipt Number Enter a locally designed number.

(5) End Item Stock Number Enter the stock number of the end item. Enter LIN if the item has one.

(6) End Item Description Enter a description of the end item.

(7) Publication Number Enter the description of the publication that contains the Basic Issue Items List (BIIL), Components of End Items (COEI) list, Additional Authorization List (AAL), mandatory discretionary components or other components list for the item.

(8) Publication Date Enter the date of the publication listed in the "Publication Date" block.

(9) Quantity Enter the number of the listing when the hand receipt is used as a component hand receipt or hand receipt. When used as a hand receipt annex for shortages, enter the number of end items to which the annex applies.

Column a Enter the stock number of all components of the end item.

Column b Enter a description of each component of the end item.

Column c Enter the accounting requirements code (ARC) of the component (pencil, ink or typewriter entry).

Column d Enter CIIC formerly, SEC of the component (pencil, ink or typewriter entry).

Column e Enter the unit of issue of the component (pencil, ink or typewriter entry).

Column f Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).

(A thru F)

1. Enter the quantity on hand for each component listed. When used as a hand receipt annex for shortages, enter the quantity short for applicable components. Line out all unused blocks in columns with recorded quantities.

2. Advance all quantities to the next column when quantities change. Quantities must be advanced when changing hand or sub-hand receipt holders.

3. The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.) When using the component hand receipt as a hand receipt shortage annex, the person filling the position identified in the "From" block signs and dates (ink entry) the last page under the last recorded item. The current responsible person must validate shortages.

(10) Page Self-explanatory.

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

HAND RECEIPT
For use of this form, see DA PAM 710-2-1
The proponent agency is ODCSLOG.

(1) FROM: 2nd Plt Ldr, A Co, 2nd Signal Bn (2) TO: SP4 Richard J. Cherry III (3) HAND RECEIPT NUMBER: 2-1 (4)

FOR ANNEX CR ONLY — END ITEM STOCK NUMBER: 2320-01-044-0333 (5) END ITEM DESCRIPTION: Truck, M888 (6) PUBLICATION NUMBER: TM 9-2320-266-10-HR (7) PUBLICATION DATE: 31 May 83 (8) QUANTITY: 1 (9)

STOCK NUMBER a	ITEM DESCRIPTION b	* c	SEC d	UI e	QTY AUTH f	QUANTITY g A	B	C	D	E	F
2320-00-579-8942	TRUCK, Cargo, 1-1/4 Ton, 4X4 M880	N	U	EA	1						
2320-00-579-8943	TRUCK, Cargo, 1-1/4 Ton, 4X4 M881	N	U	EA	1						
2320-00-579-8957	TRUCK, Cargo, 1-1/4 Ton, 4X4 M882	N	U	EA	1						
2320-00-579-8959	TRUCK, Cargo, 1-1/4 Ton, 4X4 M883	N	U	EA	1						
2320-00-579-8985	TRUCK, Cargo, 1-1/4 Ton, 4X4 M884	N	U	EA	1						
2320-00-579-8989	TRUCK, Cargo, 1-1/4 Ton, 4X4 M885	N	U	EA	1						
2320-00-579-8991	TRUCK, Cargo, 1-1/4 Ton, 4X2 M890	N	U	EA	1						
2320-00-579-9046	TRUCK, Cargo, 1-1/4 Ton, 4X2 M891	N	U	EA	1						
2320-00-579-9052	TRUCK, Cargo, 1-1/4 Ton, 4X2 M892	N	U	EA	1						
2310-00-579-9078	TRUCK, Ambulance, 1-1/4 Ton, 4X4, M886	N	U	EA	1						
2310-00-125-5679	TRUCK, Ambulance, 1-1/4 Ton, 4X2, M893	N	U	EA	1						
2320-01-044-0333	TRUCK, Telephone Maintenance, Tactical,	N	U	EA	1	1					
	1-1/4 Ton, 4X4, M888, USA No. 6F 4130										
	COMPONENTS OF END ITEM (COEI)										
	NOT APPLICABLE										

* WHEN USED AS A
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

(10) PAGE 1 OF 2 PAGES

DA FORM 2062 JAN 82 — EDITION OF JAN 58 IS OBSOLETE.

STOCK NUMBER a	ITEM DESCRIPTION b	* c	SEC d	UI e	QTY AUTH f	QUANTITY g A	B	C	D	E	F
	BASIC ISSUE ITEMS (BII)										
	JACK 3634004 (86403)	N	U	EA	1	1					
5120-00-152-2308	JACK HANDLE	D	M	EA	1	1					
	LUG WRENCH 3634409 (86403)	D	U	EA	1	1					
4210-00-889-2221	FIRE EXTINGUISHER, Portable with mounting J,K	X	U	EA	1						
	bracket										
	LADDERS, (Set), SEL 24 (45826) L	D	U	EA	1	1					

Richard J. Cherry III, SP4, 11 Feb 87

Receipt of DA Form 2062

(10) PAGE 2 OF 2 PAGES

Figure 6-3. Sample of a DA Form 2062 for hand receipt with end item components

Legend for Figure 6-3;

Completion instructions by column or block for DA Form 2062 as a component hand receipt of an end item with components.

Note. When using the preprinted DA Form 2062, most of the data for the following instructions will already be printed.

(1) Title Line out "Annex Number."

(2) From Enter the name of the organization, unit, section, or squad which issues the property.

(3) To Enter the name and rank of the person receiving the property (pencil entry).

(4) Hand Receipt Number Enter a locally designed number.

(5) End Item Stock Number Enter the stock number of the end item.

(6) End Item Description Enter a description of the end item.

(7) Publication Number Enter the description of the publication that contains the Basic Issue List (BIIL), Components of End Item (COEI) list, Additional Authorization List (AAL), mandatory discretionary components or other components list for the end item.

(8) Publication Date Enter the date of the publication listed in the "publication number" block.

(9) Quantity Enter the number of the listing when the hand receipt is used as a component hand receipt. When used as a hand receipt annex for shortages, enter the number of end items to which the annex applies.

Colunm a Enter the stock number of the end item, followed by stock numbers of COEI, BII, and AAL items.

Column b Enter a description of the end item, to include the make or model, and the serial/USA number, followed by item description of COEI, BII, and AAL items.

Column c Enter the accounting requirements code (ARC) for each item (pencil, ink, or typewriter entry).

Column d Enter the CIIC formerly, SEC code for each item (pencil, ink, or typewriter entry).

Column e Enter the unit of issue for each item (pencil, ink, or typewriter entry).

Column f Enter the quantity authorized to be on hand (pencil, ink, or typewriter entry).

(A through F)

1. Enter the number of the listing for the end item and enter the quantity on hand for each COEI, BII, and AAL item listed. When used as a hand receipt shortage annex, enter the quantity short for each COEI, BII, and AAL item listed.

2. Advance all quantities to the next column when quantities change.

3. Quantities must be advanced when changing hand or subhand receipt holders.

3 The person receiving the property will sign, enter his or her rank, and date the proper quantity column on the last page (ink entry). The last page is the last numbered page. It may be an odd or even number. The last page may be reserved for signatures only. (The original page will have an original signature; the copy may have a carbon signature.) When using the component hand receipt as a hand receipt shortage annex, the person filling the position identified in the "From" block signs and dates (ink entry) the last page under the last recorded entry. The current responsible person must validate shortages.

(10) Page, Self-explanatory.

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

Chapter 7
Management of Basic and Operational Loads

7–1. General

a. This chapter gives procedures for managing loads of all supplies except Class 8 medical repair parts and Class 9 for the Active Army. ARNG organizations (except ARNG SSAs) and USAR MTOE organizations will not keep basic loads for classes of supply in this chapter. This chapter also includes procedures for keeping the related records. Loads are a quantity of durable and expendable supplies kept by units to sustain their operations. There are three types of loads: basic loads, operational loads, and prescribed loads.

(1) Basic loads are MACOM designated quantities of class 1 through 5 and 8 supplies which allow a unit to initiate its combat operations. Basic loads are combat-deployable using organic transportation in a single lift. Basic load items subject to deterioration or having a shelf life are replaced as required. Excesses caused by unit pack may be kept and used.

(2) Operational loads consist of class 1,2,3,4,5, and 8 (except medical repair parts) kept by a unit to support operations for a given time. These supplies are combat-deployable only after essential-lift requirements are met.

(3) Prescribed loads are quantities of maintenance significant class 2 and 4, and 8 and 9 organizational maintenance repair parts that support a unit's daily peacetime organizational maintenance program. They are combat-deployable only after essential-lift requirements are met.

b. Chapter 2 gives procedures for requesting, receiving, and canceling items. Chapter 3 gives turn-in procedures.

7–2. Basic loads of class 1, 2, 3, 4, 5 (ammunition basic load) and 8 (except medical repair parts) supplies

a. MACOMs designate the units which must keep basic loads of Class 1, 2, 3, 4 (type classified only), 5 (ammunition basic load), and 8 (except medical repair parts) supplies. Use the method prescribed by the MACOM to establish stockage levels.

b. Account for basic loads of Class 1, and 5 supplies on the property book. Use the procedures in chapter 4. Records of responsibility are also required. Use proper procedures in chapter 5.

c. Inventory class 1 items semiannually and class 5 items monthly.

7–3. Basic loads of class 2, (durable and expendable), 3, 4, and 8 (except medical repair parts) supplies

a. General.

(1) MACOMs designate the units which must keep basic loads of Class 2, (durable and expendable), 3, 4, and 8 (except medical repair parts) supplies. Health care activities manage medical equipment repair parts under AR 40–61, chapter 6. MACOMs also prescribe the method of establishing the loads and stockage levels.

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

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

(4) Records required for the loads are the DA Form 2063–R (Prescribed Load List) and the DA Form 3318 (Record of Demands-Title Insert). DA Form 2063–R will be reproduced locally on 8 1/2– by 11–inch paper. A blank copy of DA Form 2063–R at the back of this pamphlet. Keep one set of records for the Class 2 and 4 load. Keep another set of records for the Class 8 load. Do not consolidate the records.

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

(6) The loads must be inventoried when DA Forms 3318 are reviewed. (See f below.)

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

b. Preparing DA Form 2063-R as a basic load list. DA Form 2063–R is prepared as the basic load list. Prepare the form in

enough copies to meet local needs. List Class 2 and 4 items authorized for stockage on the same list; list Class 8 items on a separate list. Prepare the load list like the example shown in figure 7–1.

c. Processing the load list. After the load list is prepared, process it as follows:

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

(2) File a copy of the approved load list in the unit file.

(3) Send a copy of the approved load list to the SSA for review. Do this within 5 calendar days after approval. If the SSA finds obvious errors in a stock number or unit of issue, the unit will be told.

(4) Correct any errors found by the SSA.

d. Changes to the load list. After giving the SSA an initial load list, keep the list current. Update the list as follows:

(1) Give any changes to the SSA as they occur. List changes on DA Form 2063–R. Prepare the change list in the same format as the initial list. Prepare a consolidated list for items:

(a) Added to the load.

(b) Deleted from the load.

(c) Having an increase in stockage quantity.

(d) Having a decrease in stockage quantity.

(2) Enter the new stockage quantity in the "Basic " column.

(3) Enter "added, change, or deleted" in the "Remarks" column for each item to show the type of change.

(4) Give the SSA a new load list which includes previous changes at the second and alternating review periods.

e. Preparing and maintaining DA Form 3318 (Record of Demands-Title Insert). DA Form 3318 is a two-part form. The Record of Demands/Requests section is designed to record quantities of an item demanded or requested, regardless of the supply source. When the Demands or the Requests section is filled, it may be separated from the Title Insert section and turned over for more postings. Prepare a DA Form 3318 for each authorized line item. File the forms in NIIN sequence in a visible file cabinet or visible file folder. Signals made of colored tabs may be used in the visible file with the DA Form 3318 to show status of an item. Make all entries on DA Form 3318 in pencil. Figure 7–2 gives instructions for preparing DA Form 3318.

f. Review of DA Form 3318 and Inventory of the Load. DA Form 3318 must be reviewed semiannually (180 days) . The review includes an inventory of the load. Make the review and inventory as follows:

(1) Compare storage location of each item with the location listed on the Title Insert. Correct any differences.

(2) Count all items and change the Balance On Hand quantity if necessary.

(3) Make a visual check of the items' condition. Damaged items must be repaired or replaced.

(4) See if the balance on hand, plus dues-in, minus dues-out equals the authorized stockage level. Make a list of any items that need to be requested or have excess.

(5) Post the review results on the next available line in the Demands section of DA Forms 3318. Make the posting as shown in figure 7–3 and explained below.

(a) Date column.Enter the Julian date of the review.

(b) User column.Enter the letters "REV" (to indicate a review).

(c) Quantity demanded column. Enter the total quantity demanded during the review period. Demands which have been canceled are not included.

(d) Review entry. Draw a dark line just below the review entry.

(6) On completion of the review and inventory, take these actions:

(a) Report any inventory shortages of durable items to the unit commander.

(b) Submit requests for issue to replace shortages.

(c) Submit requests for cancellation for excess dues-in.

(d) Turn-in excess items. Turn-in procedures are in chapter 3.

7–4. Operational load of class 1 supplies

Manage this load according to AR 30–1 and AR 30–18.

7–5. Operational loads of class 2, 3 (pkg), 4, and 8 (except medical repair parts) supplies

a. All units are authorized operational loads of class 2, 3 (pkg), 4, and 8 (except medical repair parts) supplies. Up to a 15–day stockage of supplies is authorized, based on allowances in CTA 50–970 and CTA 8–100. If the items are available through a SSSC, then 7–day stockage is sufficient. No records of demands are required. Develop stockage quantity based on local experience.

b. No accounting records are required, but responsibility must be assigned for durable items. Use the proper procedures in chapter 5 or tool room procedures.

c. Durable items in these loads must be inventoried:

(1) When the hand receipt holder changes. Use the procedures in paragraph 9–4b.

(2) Semiannually by the hand receipt holder. Inventory the items as follows:

(a) Check all items to make sure the item matches the description on the hand receipt. Make a list of any differences.

(b) Count all items. Make a list of any differences between the quantity on hand and that shown on the hand receipt.

(c) Make a visual check of the items' condition. Unserviceable items must be turned in. Damaged items must be repaired.

(d) Make sure excess items are turned in.

(e) Record the results of the inventory on a memorandum. The memorandum will state that the required items were completely inventoried. The hand receipt holder must sign the memorandum. Give the original of the memorandum to the unit commander for filing. The hand receipt holder will keep a copy of the memorandum.

d. When the inventory is completed, the unit commander will:

(1) Determine if an adjustment document for shortages is required. If required, prepare and process the adjustment document according to AR 735–5.

(2) Make sure shortages are requested.

7–6. Operational load of class 3 (bulk) supplies

Manage this load as directed by the MACOM.

7–7. Operational load of class 5 supplies

a. All units are authorized an operational load of Class 5 supplies. In the ARNG, the State Adjutant General designates those units authorized to maintain operational loads of Class 5 supplies. Stockage of the following two types of operational load is authorized:

(1) Ammunition authorized by CTA 50–909 that is not expected to be expended (i.e., security guards, emergency signals, site security, etc.) will be maintained on the property book and controlled through hand receipt procedures. (CG, USACIDC, will specify procedures for inventory of weapons and ammunition at the U.S. Army Criminal Investigation Laboratories).

(2) Ammunition authorized by CTA 50–909 that is expected to be expended, (i.e., qualification for civilian guards, rock quarry operations, and dud disposal ammunition) is not maintained on the property book, but is controlled through the use of hand receipts.

b. Because Class 5 items are sensitive, keep stockage to a minimum. Stockage levels are based on allowances in DA training ammunition letters.

c. No accounting records are required, but responsibility must be assigned when items are issued to individuals. Use the proper procedures in chapter 5.

d. When there is a shortage between the quantity of unexpended ammunition turned-in and the quantity issued less expended, the using unit's commander takes action under AR 190–11, chapter 8, to account for the shortages and signs a statement on the turn-in document verifying the action taken to account for shortages.

PRESCRIBED LOAD LIST

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG

1 DATE: 4 Jan 82

2 UNIT/ORGANIZATION: Co A 2nd Bn 1st Inf

3 UNIT IDENTIFICATION CODE: WABCAO

4 ITEM OF EQUIPMENT: Class 2 and 4 Basic Load

5 PUBLICATION DATA:

STOCK NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE	AUTHORIZED QUANTITY		REMARKS
			BASIC	OPERATIONAL	
5660-00-107-1701	Barbed Tape	PG	5		
6230-00-264-8261	Flashlight, Plastic	EA	12		
8105-00-285-4744	Bag, Sand	HD	5		

William D. Miller
WILLIAM D. MILLER
CPT, IN
Commanding

DA FORM 2063-R, JAN 82 EDITION OF APR 68 IS OBSOLETE.

NOTE: Blocks 4 and 5 will not be used on Consolidated Prescribed Load List

Figure 7-1. Sample of DA Form 2063–R prepared as a basic load list

DA FORM 3318
JAN 82

EDITION OF MAR 68 IS OBSOLETE.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 6230-00-264-8261

DEMANDS								REQUESTS					
DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.
1202	COMMO	2	0					1181-0206	12	0			
1216	MTR PL	1	0					1202-0203	CXL 2 ~~2~~	~~2~~ 0			
1216	NBC	1	0					1216-0208	2	1			
								1222-0201	2	2			

Detached from DA 3318 **TITLE INSERT**

BALANCE ON HAND	REMARKS	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
9	LTR, FORSCOM, 22 JAN 81 SOURCE: SSA CTA 50-970, JUN 79	EA	U	BASIC LOAD	1181	
		ARC: X	RC: Z	AUTHORIZED STOCKAGE LEVEL		12

STOCK NUMBER	ITEM DESCRIPTION		LOCATION
6230-00-264-8261	FLASHLIGHT	CABINET	#1

The information listed on this form is to be used as a general guide only.

Figure 7-2. Sample of DA Form 3318

Legend for Figure 7-2;
Completion instructions by column or block for DA Form 3318 for a Class 2, 4, or 8 basic load item.

Title insert

Balance On Hand Block Enter the quantity of stock actually on hand. Change it as the quantity changes. Clerks may put a piece of clear tape over this space and write the quantity on the tape in pencil; then erasing and changing the quantity will not wear through the paper.

Remarks Block Enter at least the following data:

a. The date and reference number of the MACOM correspondence authorizing the load. Also enter the number and date of the DA authorization document.

b. The local source of supply for the item. (Examples are the SSA and SSSC.)

c. Interchangeable and substitute (I&S) data available from supply letters, supply bulletins, SSA, MILSTRIP, or an I&S list. Enter the NSN of other items that can be used when this item is not available.

UI Block Enter the unit of issue of the item.

CIIC Block Enter the CIIC of the item from the AMDF.

ARC Block Enter ARC of the item from the AMDF.

RC Block Enter the RC of the item from the AMDF.

Stockage Code Block Enter "Basic Load."

Date Block Enter the Julian date the item was placed on the load list.

Quantity Block Leave blank.

Authorized Stock Level Block Enter the authorized stockage quantity.

Stock Number Block Enter the stock number of the item.

Item Description Block Enter one or two words that describe the item.

Location Block Enter the storage location of the item. If the item is issued on hand receipt, enter the hand receipt number.

Record of Demands

Stock Number Block Enter the stock number of the item.

Demands Section

(a) Enter the Julian date the item was demanded in the unit.

(b) Enter the identification of the equipment or the section that needs the item.

(c) Enter the quantity demanded.

(d) Enter the quantity owed if there was not enough stock on hand to meet the demand. As stock becomes available, change this number until it finally becomes zero. A quick look at this column will show if all demands have been met. Adding the numbers in this column will give the total quantity due out.

Note. Show all demands that are canceled by entering the quantity canceled in the Quantity Demanded column and the abbreviation "CXL." Change the quantity in the Quantity Due Out column accordingly. Cancel the same quantity on request to supporting supply if necessary.

Requests Section

(e) Enter the document number of the request. For SSSC items, enter the Julian date and the letters "SSSC."

(f) Enter the quantity requested from the supply source.

(g) Enter the quantity still owed to the unit. Change this number as stock is received, until it finally becomes zero. A look at this column will show if all requests have been received. Adding the numbers in this column will give the total quantity due-in.

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

DA FORM 3318
JAN 82

EDITION OF MAR 68 IS OBSOLETE.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 6230-00-264-8261

DEMANDS								REQUESTS					
DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.
1202	COMMO	2	0					1181-0206	12	0			
1216	MTR PL	1	0					1202-0203	CXL 2	~~2~~ 0			
1216	NBC	1	0					1216-0208	2	1			
1273	REV	4						1222-0201	2	2			

Detached from DA 3318 **TITLE INSERT**

BALANCE ON HAND	REMARKS	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
9	LTR, FORSCOM, 22 JAN 81 SOURCE: SSA CTA 50-970, JUN 79	EA	U	BASIC LOAD	1181	
		ARC X	RC Z	AUTHORIZED STOCKAGE LEVEL 12		

STOCK NUMBER	ITEM DESCRIPTION		LOCATION
6230-00-264-8261	FLASHLIGHT	CABINET	#1

The information listed on this form is to be used as a general guide only.

Figure 7-3. Sample of DA Form 3318 showing a posting of a review.

Chapter 8
Repair Parts Procedures

Section I
Prescribed Load List (PLL) Procedures

8–1. Overview

a. This section gives the procedures for managing prescribed load list (PLL) of repair parts and keeping related records. These procedures apply to the Active Army, ARNG, and the USAR. A PLL is kept to support a unit's daily organizational maintenance operations. Normally this is for a prescribed number of days of supply. The prescribed number of days depends on the average customer wait time (ACWT). In the ARNG, the prescribed number of days of supply is 15 days.

b. The total number of lines carried on the PLL will not exceed 300. A unit may request an exception to the 300 line limit from the first general staff level in the chain of command. The request for exception must be justified. This limit does not apply to:

(1) Non-deployable TDA activities keeping a consolidated PLL may exceed the 300-line limit.

(2) U.S. Army Information Systems Command (USAISC) and INSCOM units may exceed the 300-line limit when required to support low density communications and electronic equipment.

(3) Repair parts to support medical equipment or aviation unit maintenance (AVUM).

(4) Support units authorized to keep repair parts as part of the authorized stockage list (ASL).

(5) MTOE organizations may exceed the 300 line limit when all the following conditions exist:

(a) The combination of mandatory stockage prescribed by an Initial Mandatory Parts List (IMPL), for missile systems only, and Support List Allowance Computation (SLAC), together with demand supported stockage of repair parts, exceeds 300 lines.

(b) Unit has the capability to move PLL into combat in one lift using organic transportation.

(c) Approval in writing is obtained from the first general staff level in the chain of command. Approval will state the maximum of lines that may be stocked on the PLL. Approval will be reviewed and renewed annually with the objective to ultimately reduce stockage below the 300 linelimit.

c. The commander keeping the PLL is also its approving authority.

d. All PLL stocks must be on hand or on request.

e. Units that regularly support other units without maintenance capabilities will include the supported units' equipment in their PLL computations.

f. DA technical manuals identify repair parts by NSN or part number, name, and recoverability code. They also prescribe the level of maintenance authorized to request and use the repair parts. The AMDF can be used to check request data for items assigned an NSN.

g. The PLL records consist of the following:

(1) DA Form 2063-R.

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

Note. IMPL may not be reduced below the prescribed level, unless directed by HQDA. Quantities may be increased upon actual demand data.

(3) Support List Allowance Computations.

(4) DA Form 2064.

(5) Due-in status file

(6) DA Form 3318.

8–2. Units required to keep a PLL

a. Units that are authorized personnel, tools, and equipment to perform maintenance will normally keep a PLL.

b. An IMPL is mandatory in Active Army TOE units. A IMPL is mandatory initial parts to support fielded missile systems, and may not be reduced below the prescribed level, unless directed by HQDA.

c. All D to D+60 deploying forces of the ARNG (upon allocation of funds by CNGB) and MTOE USAR organizations will maintain a PLL consisting of parts required for stockage by an IMPL and/or SLAC parts for end items not supported by an IMPL. Additional demand supported essential parts may be stocked up to a maximum of 300 total lines. Aviation units are not restricted to the 300-line limit except in the ARNG. In the ARNG, The Adjutant General (TAG) is the approving authority to exceed the 300-line limit. In the ARNG, manage PLL stocks at the location where maintenance is performed. ARNG units with an organizational maintenance capability and separated by distance from supporting maintenance facility are authorized to stock a portion of repair parts at the unit in quantities determined by the organizational maintenance shop and the unit commander.

8–3. COMSEC maintenance activity PLL

Uninstalled unclassified CCI repair parts must be tracked Armywide through SIMS-X and cannot be issued to, or stocked in, the COMSEC maintenance activity PLL.

8–4. Location of PLL stocks and records

a. PLL stocks and records will be kept in an area convenient for maintenance personnel.

b. Commanders may keep PLL stocks and related records for several units in a central location if circumstances require centralized maintenance and supply operations for several units. The stocks and records for each unit will be kept separately. Nondeployable TDA activities may combine PLL stocks and keep one set of records. For the ARNG, the USPFO may elect to use a consolidated document register at TDA facilities.

c. When dedicated maintenance personnel and tools are not authorized for unit-level maintenance operations, PLLs may be consolidated at the level where maintenance personnel and tools are authorized.

8–5. Items authorized for PLL stockage

a. A PLL may consist of:

(1) Items and quantities designated as initial stockage. See paragraph 8-6.

(2) Demand supported organizational maintenance items that are essential, essentiality code (EC) C and have a maintenance use code MUC for the applicable repair part from the TM of "O." Three demands within a control period qualify an item for stockage. Control periods are 180 days for Active Army and 360 days for ARNG and the USAR. If the "EC" in the AMDF is suspected to be in error, submit a request for review of the validity of the code through command channels to Executive Director, USAMC LOGSA, ATTN: AMXLS-RAC, Redstone, AL 35898-7466. MACOMs are authorized to approve PLL additions of these items pending review of codes BY USAMC LOGSA. EC criteria do not apply to nontactical telecommunications systems, air traffic control, or lifesaving systems.

(3) Repair parts identified as Initial Mandatory Parts List (IMPL). Stockage of these items is mandatory.

(4) Other nondemand supported items only when authorized by the first general staff level in the chain of command. In the ARNG, when authorized by the State Adjutant General. Items must be essential (ECC) and maintenance use code MUC for the applicable repair part of "O." EC criteria do not apply to nontactical telecommunications systems, air traffic control, or lifesaving systems.

(5) Repair parts for commercial design equipment based on local experience. The manufacturers' recommended list will be used for initial stockage.

(6) Items and quantities prescribed in TMs for nuclear weapons and related materiel. Change the stockage quantity of these items only when directed by the MACOM. DA Form 3318 is not required for these items.

(7) Items procured and provided to U.S. Army INSCOM units through provisioning actions for new equipment. Stockage of these items is mandatory. Proposed changes in stockage must be approved by the Commander, INSCOM.

(8) Units authorized to perform maintenance above the organizational level may include items prescribed by TMs for the maintenance level they perform if the items qualify for stockage. These items are not subject to the 300-line limit placed on PLLs.

(9) Basic issue repair parts that are packed with equipment received by units; for example, hoses, belts, filters, etc. Prepare DA Form 3318 for these items; use stockage code MS and adjust authorized stockage quantities based on demands per paragraph 8-22.

b. An IMPL is in support of missile systems only and may not be reduced below the prescribed level unless directed by HQDA. Quantities may be increased based upon actual demand data. Stockage of IMPL items is mandatory.

c. Quick supply store (QSS) items may be requested and stocked based on usage. These items may be on hand in quantities up to an estimated 7 days of supply (15 days of supply in the ARNG). Do not include these items in the PLL. Units not supported by a QSS may maintain a 15 day supply of consumable, unpredictably used items of maintenance significant class 2, 4, and 9 supplies. Recording demand data is not required, however, usage factors and previous workload experience must be considered when quantities are requested. Quantities on hand must be justified by a combination of the factors noted above during the inspection process.

8–6. Initial stockage PLL for newly activated units and units having changes in assigned equipment

a. Assistance in determining initial PLL stockage requirements for newly activated units, and units having changes in assigned equipment (excluding D to D+60 ARNG and MTOE USAR) can be obtained from USAMCLOGSA. Initial recommended peacetime

PLL stockage information will be provided only for unit consolidation or a unit undergoing changes in mission, but will not be used for new equipment fieldings. Send the request to Executive Director, USAMC LOGSA, ATTN: AMXLS-RAC. The request will contain the following:

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

(2) Level of maintenance of the requesting unit, (i.e. unit, intermediate direct support (IDS), or intermediate general support (IGS)).

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

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

(5) Newly activated units will include the information in (a) through (c) below for each on hand item for which they are authorized to perform maintenance. Units with changes in equipment will include the information for only newly received equipment.

(a) For airplanes, helicopters, and generators with multiapplication engines, furnish both the end item NSN and the engine NSN . For power units, furnish the end item NSN, the engine NSN, and the trailer/truck NSN.

(b) Line item number (LIN) for each end item.

(c) Quantity on hand.

b. Send requests for medical equipment PLL data to Commander, U.S. Army Medical Material Agency, ATTN: SGMMA-M, Fredrick, MD 21701-5101. The request must contain the data in a(1) through (3) above (does not apply to initial provisioning to support newly deployed equipment).

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

d. Upon receipt of the recommended peacetime PLL data, take the following actions:

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

(2) Prepare a DA Form 3318 for each item selected for stockage. Use Stockage code "P".

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

e. Send requests for COMSEC equipment PLL to Commander, U.S. Army Communications Security Logistics Activity, ATTN: SELCL-KP, Fort Huachuca, AZ, 85613-7090.

8–7. Initial mandatory parts lists

Initial mandatory parts list (IMPL) will be delivered when a new missile system is fielded. Parts authorized by the IMPL will be stocked using stockage list code "P". During the initial stockage period, the unit must capture the demand data for review at the end of the initial period. Items qualifying for stockage by normal demand support become demand supported PLL. Use instructions provided by paragraph 8-4 above for demand supported PLL.

8–8. Updating PLL records when initial mandatory parts lists are received

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

a. Determine the IMPL stockage quantity for each repair part.

(1) Select the repair parts stockage quantity from each IMPL applicable to the unit as follows:

(2) Determine the on-hand quantity of the end item.

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

Note. For repair parts common to two or more types of equipment, select stockage quantity based on the total number of applicable end items on hand.

b. Update the PLL records as follows:

(1) For items that are on the present PLL, but not on the IMPL:

(a) It is not necessary to make any changes to the DA Form 3318 for these items.

(b) Continue to stock the items as long as retention criteria is met.

(2) For items that are on the IMPL, but not on the present PLL:

(a) Prepare a DA Form 3318 for each item. Use stockage code "P" .

(b) Prepare a request for the stockage quantity. Use UND "C."

(c) Post the request to the document register.

(d) Post the request to the DA Form 3318.

(3) For items that are on both lists, but the IMPL stockage quantity is less than the quantity on the present PLL:

(a) Change the stockage code on the title insert to "P" .

(b) Enter the Julian date in the "date" block.

(c) Enter the IMPL stockage quantity in the "quantity" block.

(d) Do not change the "authorized stockage level." This quantity will be adjusted during regularly scheduled reviews, but will not be reduced below the IMPL stockage quantity.

(4) For items that are on the IMPL and present PLL, but the IMPL stockage quantity is greater than the quantity authorized on the present PLL:

(a) Change the stockage code on the title insert to "P" .

(b) Enter the Julian date in the "date" block.

(c) Enter the IMPL stockage quantity in the quantity block.

(d) Change the "authorized stock level" to the IMPL stockage quantity.

(e) Prepare a request for the amount the authorized stockage was increased. Use UND "C."

(f) Enter the request on the document register.

(g) Post the request to the record of demands.

(5) The 300-line limit will still apply. Unless the limit is surpassed by the sum of the IMPL, SLC and demand supported items.

(6) Prepare a new consolidated DA Form 2063-R. Have the commander approve the list. Send the SSA two copies of the approved list and the requests that were prepared for new items and increases.

8–9. Preparing, processing, and updating DA Form 2063-R

For units establishing a PLL or undergoing a change in equipment, prepare a separate DA Form 2063-R for each type of equipment on hand in the unit for which repair parts are to be stocked. The repair parts from these lists are then combined on another DA Form 2063-R. (Medical units will list class 8 and 9 repair parts separately.) Prepare the lists in enough copies to meet local needs.

a. Preparing DA Form 2063-R for each type of equipment. Prepare DA Form 2063-R for each item of equipment as shown in figure 8-1 and explained below.

(1) *Block 1.* Enter the date the list is prepared.

(2) *Block 2.* Enter the name of the unit or organization.

(3) *Block 3.* Enter the UIC of the unit or organization.

(4) *Block 4.* Enter a description and model number of the end item for which parts are stocked. Enter the EIC for the end item. EICs can be found in the AMDF to the left of the line item (LIN) number for most end items in the Army inventory. The EIC is a three position code replacing the W/ESDC on requests for issue. If no EIC is listed, leave blank. Transpose the EIC to the DA Form 3318 for each item on the PLL. Enter it in the remarks block of the form.

(5) *Block 5.* Enter the number of the TM or DA Pam, or both listing the repair parts and the date of the current edition.

(6) *Stock number column.* List all repair parts with an NSN that are authorized for stockage, in NIIN sequence. Enter part numbered items after the NSN items in FSCM sequence.

(7) *Item description column.* Enter a description of each item.

(8) *Unit of issue column.* Enter the unit of issue for each item.

(9) *Basic column.* Enter the quantity prescribed by the IMPL for each item.

(10) *Operational column.* Enter the demand supported quantity for each item. For those items prescribed by an IMPL, and the IMPL quantity is greater than the demand support quantity, leave

blank. If the demand supported quantity is greater than quantity prescribed by an IMPL, enter the difference.

(11) *Remarks column.* Leave blank.

b. Preparing DA Form 2063-R as a consolidated PLL. Prepare DA Form 2063-R as a consolidated PLL as shown in figure 8-2 and explained below.

(1) *Upper left corner.* Enter "CONSOLIDATED."

(2) *Block 1.* Enter the date the list is approved by the commander.

(3) *Block 2.* Enter the name of the unit or organization.

(4) *Block 3.* Enter the UIC of the unit or organization.

(5) *Blocks 4 and 5.* Leave blank.

(6) *Stock number column.* List all repair parts with an NSN from the separate lists in NIIN sequence. Enter part numbered items after the NSN items in CAGE sequence.

(7) *Item description column.* Enter a description of each item.

(8) *Unit of issue column.* Enter the unit of issue for each item.

(9) *Authorized quantity column.* Add the quantities of repair parts that are common to two or more different types of equipment to get the authorized quantity.

(a) "Basic" column. Enter the total basic quantity from the separate lists.

(b) "Operational" column. Enter the total operational quantity from the separate lists.

c. Processing DA Form 2063-R. After the individual and consolidated A Form 2063-R are prepared, process as follows:

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

(2) File a copy of the individual PLLs and approved consolidated PLL in the unit file.

(3) Send a copy of the approved PLL to the SSA for review. Do this within 5 days after approval. Changes to the unit PLL by the SSA are authorized only when errors are found such as incorrect stock numbers or unauthorized repair parts. The SSA will inform the unit if any errors are found in the list. Correct any errors found by the SSA.

d. Updating DA Form 2063-R.After giving the SSA an initial load list, keep the list current. Update the list as follows:

(1) Give any changes to the SSA as they occur. List changes on DA Form 2063-R. Prepare a consolidated list for items:

(a) Added to the PLL.

(b) Deleted from the PLL.

(c) Having an increase in stockage quantity.

(d) Having a decrease in stockage quantity.

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

(3) Enter "added," "change," or "deleted" in the remarks column for each item to show the type of change.

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

8–10. Preparing request documents

Chapter 2 gives instructions for preparing request documents.

8–11. Requests for PLL items

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

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

8–12. Forecasting requirements

The PLL stockage is not computed to support scheduled equipment servicing. Submit requests in advance for items needed for servicing or seasonal requirements.

8–13. Reparable management

Reparable items are supplied to using units through a DSU. Unserviceable items may be exchanged for serviceable items. The items are exchanged on a "one-for-one" basis. Prepare DA Form 2765-1 to turn-in the unserviceable reparable. If components are missing or the item is unserviceable due to other than FWT, follow the procedures in AR 735-5. Request a serviceable replacement using a separate DA Form 2765-1. Enter the turn-in document number in block P of the request document and the request document number in block P of the turn-in document.

8–14. Posting the DA Form 2064

All requests for issue or turn-in of repair parts must be posted to the document register. Paragraph 2-23 gives instructions for keeping the document register.

8–15. Keeping the due-in status file

Use the procedures in chapter 2 for keeping the due-in status file. Chapter 2 also gives instructions for processing supply status cards.

8–16. Follow-up, cancellation, and modification of requests

Use the procedures in chapter 2, section IV.

8–17. Reconciliation and validation of supply requests with the SSA

The SSA must reconcile and validate open supply requests with its customers monthly (ARNG, quarterly). Use the procedure set up by the SSA.

8–18. Preparing and maintaining DA Form 3318

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

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

c. Make all entries on DA Form 3318 in pencil. Figure 8-3 gives instructions for preparing DA Form 3318.

8–19. Review of DA Form 3318 and inventory of the PLL

A Form 3318 must be reviewed every 90 days (USAR and ARNG: 180 days) or on the last day of the calendar quarter. The review includes an inventory of the PLL. Make the review and inventory as follows:

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

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

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

d. Compute authorized stock levels for items that have been on the PLL for one full review period. Follow the procedures in paragraph 8-22.

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

f. Post the review results on the next available line in the Demands section. (Do not make any posting if the review is for a period during which an item was added to the PLL.) Make the posting as shown in figure 8-4 and explained below.

(1) *Date column.* Enter the Julian date of the review.

(2) *User column.* Enter the letters "REV" (to indicate a review).

(3) *Quantity Demanded column.* Enter the total quantity demanded during the review period. Demands which have been canceled are not included.

(4) *Review entry.* Draw a dark line just below the review entry.

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

(1) Prepare a request for the required quantity.

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

(3) Update the Authorized Stock Level block on the Title Insert.

(4) Prepare a change to the PLL (DA Form 2063-R).

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

8–20. Keeping the nonstocked item demand file

A separate file of DA Forms 3318 must be kept to record demands for nonstocked items. These items may be added to the PLL after meeting the stockage criteria of three demands in the most recent 180 days (USAR and ARNG: 360 days). These items may be added to the PLL at the time of the third demand.

a. When a nonstocked item is demanded for the first time, take these actions:

(1) Prepare a DA Form 3318 for the item. In the Title Insert section, enter the applicable end item and complete the UI, SEC, (now known as the CIIC), ARC, RC, stock number, and item description blocks. Figure 8-3 gives instructions for preparing the DA Form 3318. (Keep only one card for each stock number.)

(2) Post the demand to the form. It is not necessary to keep track of dues out or the request sent to the SSA. Use the document register for this purpose.

(3) File the form in the nonstocked file in NIIN sequence.

b. When a nonstocked item is demanded the second and following times, take these actions:

(1) Post the demand to the DA Form 3318 for the item.

(2) Line out demands more than 180 days old (USAR and ARNG: 360 days old).

(3) Review the form to see if the stockage criteria has been met.

c. Review the nonstocked file every 90 days (USAR and ARNG: 180 days). Note: Do not post this review. Take these actions:

(1) Remove cards from the file that—

(a) No longer apply to equipment on hand, or

(b) Have had no demands in the most recent 180 days (USAR and ARNG: 360 days). (Reuse these DA Forms 3318 when practical; destroy those forms that cannot be reused.)

(2) Submit cancellation requests for any dues in that do not apply to equipment on hand.

d. When an item meets the PLL stockage criteria, inform the unit commander. The commander will decide whether to add the item to the PLL.

Note. The commander will give special attention to management of repair parts for intensively managed systems, i.e., the AN/TPQ-37, Firefinder. These high tech, low density systems often require that special conditions be met when stockage levels and location of repair parts is considered. When the item will be added to the PLL, take these actions:

(1) Add the quantities of the three demands. Enter this quantity in the Quantity Demanded column of DA Form 3318. (Use the next available line.) Underline this entry. Do not count any of the demands above this line during future review. Figure 8-5 shows an example of entries posted when an item is added to the PLL.

(2) Determine the initial stockage quantity for the item. Follow the procedures in paragraph 8-21.

(3) Prepare a request for the initial stockage quantity using UND "C." Post the request on the first available line in the Requests section of DA Form 3318.

(4) Complete the Title Insert section of DA Form 3318.

(5) File the DA Form 3318 in the PLL visible file.

(6) Prepare a change to the PLL (DA Form 2063-R). Obtain the unit commander's approval.

(7) Send the PLL change and the request for initial stockage to the SSA.

e. When a nonstocked item has met the PLL stockage criteria but is not added to the PLL, take these actions:

(1) Write "Commander does not desire to stock this item" on the DA Form 3318. Make this entry on the next line of the Demands section.

(2) Continue keeping the card in the nonstocked file. Start keeping track of demands again.

8–21. How to determine initial stockage level for a demand supported item

a. Stock level tables are used to determine the initial stockage level for a demand supported item. They are based on the demand rate and the average customer wait time (ACWT). ARNG will use the 15-day ACWT table.

b. Determine the initial stockage level for a demand supported item as follows:

(1) Add the quantities of the three demands that qualified the item for stockage.

(2) Find this quantity in the "Total Quantity Demanded" row of the proper stock level table. Use the ACWT table directed by the MACOM. ARNG will use the 30-day ACWT table.

(3) Find the column across the top of the table that shows the number of days it took for three demands to occur.

(4) The initial stockage quantity is found where the row and column cross.

8–22. Adjusting PLL authorized stockage quantities

a. General.

(1) The stockage quantity for PLL items will be adjusted when DA Forms 3318 are reviewed.

(2) Items must be on the PLL for one full review period before the stockage quantity can be increased.

(3) The stockage quantity for basic load PLL items will not be reduced below that prescribed by the IMPL.

(4) Demand supported items must be on the PLL for two full review periods before the stockage level can be reduced.

(5) Stockage code "M" items must be on the PLL for four full review periods before the initial stockage quantity can be reduced. These items will qualify for stockage code change to "Q" however, when a review indicates that the criteria set forth in paragraph 8-5a(2) above have been met.

b. Computing Authorized Stock Level. Determine authorized PLL stockage quantities as follows:

(1) Add the quantity demanded for the item during the last two review periods. If the item has been on the PLL less than two review periods, use one review period (90 days) to determine if an increase in stockage is authorized.

(2) Find this quantity in the total quantity demanded row of the proper stock level table. Read across on the same line to the last column to find the authorized stock level. For total quantity demanded of 1 or 2, the stockage level is 1.

c. Stock Level Increase. If there is an increase in stockage, take action according to paragraph 8-19g(5).

d. Stock Level Decrease. If there is a decrease in stockage, take these actions:

(1) Update the Authorized Stock Level block on the Title Insert.

(2) Submit requests for cancellation for any excess dues in.

(3) Turn-in any excess quantity. Quantities less than full unit pack may be kept.

8–23. Deletion and retention of PLL items

a. Items in the following categories will be deleted from the PLL.

(1) Stockage code "Q" items that have not had one demand in the last two full review periods.

(2) Stockage code "M" items that fail to become demand supported during their first four full review periods on the PLL. Items authorized by the first general staff level may be kept on the PLL if newly authorized.

(3) Stockage code "P" items that have been deleted from the IMPL. Also a reduction of equipment authorizations due to MTOE change may result in a reduction or deletion of a "P" item. For initial stockage of repair parts for newly introduced end items as identified by SLAC listing. Stockage quantities on initial provisioning items will not be reduced for 1 year. If end item is under warranty, 1 year will begin on expiration of warranty. Quantities may be increased after the first review period. Stockage quantities

will be reviewed at the end of the first year to determine if retention is required. Items experiencing no demands during the first year and no demand is anticipated during the second year, may be deleted from the PLL. Items failing to be demand supported by the end of the second year will be deleted.

Note. Repair parts for high tech, low density, intensively managed systems such as the AN/TPQ-37, Firefinder will receive special consideration before being deleted from the PLL.

These systems will in many cases be subject to unique conditions or requirements that must be met before deletion is made.

(4) Obsolete items that are no longer required.

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

(a) The Reverse SLAC Report is a three-part report.

1. Section I lists the end items used in the comparison process.

2. Section II is the Unique Items Listing. This listing identifies repair parts used on the end items being replaced or turned-in. These repair parts are not used on the other end items remaining in or being gained by the unit.

3. Section III is the Common Items Listing. This listing identifies repair parts used on the end items being turned-in and also used on one or more of the unit's other end items. The unit may want to reduce stockage levels for some of the common items.

(b) Request a Reverse SLAC Report by writing to the Director, USAMC LOGSA, ATTN: AMXLS-RAC Redstone Arsenal, AL 35898-7466.

1. Provide the information requested below.

2. The National Stock Number (NSN) of the replaced/displaced end item(s).

3. The National Stock Numbers of the end item(s) you are gaining in place of the replaced/displaced end item(s). For aircraft and generators, include the NSN of the engine as well as the end-item NSN.

4. Obtain from your supporting DSU/SSA a copy of the current ASL on 9 track, 1600 BPI tape with NSNs of items stocked in cc.

5. Provide the Unit Identifier Code of the supporting DSU/SSA and include a listing by UIC of all units supported.

6. Action officer's name, rank, mailing address, and telephone number (DSN and commercial).

(c) Request a reverse SLAC report for COMSEC equipment from Commander, U.S. Army Communications Security Logistics Activity, ATTN: SELCL-KP, Fort Huachuca, AZ 85613-7090.

b. When an item is deleted from the PLL, take these actions:

(1) Turn-in any quantities on hand to the SSA. Follow the methods in chapter 3.

(2) Submit requests for cancellation for any dues in.

(3) Destroy the DA Form 3318 for the item.

c. The following items will not be deleted from the PLL:

(1) Items with a stockage code of "P" unless paragraph a (3) above applies.

(2) Items that support:

(a) Equipment that has not been operated during most of the last two full review periods.

(b) Seasonal requirements for which demand is expected.

(c) Nonstandard equipment.

Table 8–1
PLL stockage levels (based on 20-day ACWT)

Total Quantity Demanded	Number of Days in Which 3 Demands Occurred											
ACTIVE ARMY	1-22	23-37	38-52	53-67	68-82	83-97	98-112	113-127	128-142	143-157	158-172	173-180
ARNG/USAR	1-44	45-74	75-104	105-134	135-164	165-194	195-224	225-254	255-284	285-314	315-344	345-360
3	5	2	1	1	1	1	1	1	1	1	1	1
4	7	3	2	1	1	1	1	1	1	1	1	1
5	9	3	2	2	1	1	1	1	1	1	1	1
6	11	4	3	2	2	1	1	1	1	1	1	1
7	13	5	3	2	2	2	1	1	1	1	1	1
8	15	5	4	3	2	2	2	1	1	1	1	1
9	16	6	4	3	2	2	2	1	1	1	1	1
10	18	7	4	3	3	2	2	2	1	1	1	1
11	20	7	5	4	3	2	2	2	2	1	1	1
12	22	8	5	4	3	3	2	2	2	2	1	1
13	24	9	6	4	3	3	2	2	2	2	2	1
14	25	9	6	5	4	3	3	2	2	2	2	2
15	27	10	7	5	4	3	3	3	2	2	2	2
16	29	11	7	5	4	4	3	3	2	2	2	2
17	31	11	8	6	5	4	3	3	3	2	2	2
18	33	12	8	6	5	4	3	3	3	2	2	2
19	35	13	8	6	5	4	4	3	3	3	2	2
20	36	13	9	7	5	4	4	3	3	3	2	2
21	38	14	9	7	6	5	4	3	3	3	3	2
22	40	15	10	7	6	5	4	4	3	3	3	3
23	42	15	10	8	6	5	4	4	3	3	3	3
24	44	16	11	8	6	5	5	4	4	3	3	3
25	45	17	11	8	7	6	5	4	4	3	3	3
26	47	17	12	9	7	6	5	4	4	3	3	3
27	49	18	12	9	7	6	5	4	4	4	3	3
28	51	19	12	9	7	6	5	5	4	4	3	3
29	53	19	13	10	8	6	6	5	4	4	4	3
30	55	20	13	10	8	7	6	5	4	4	4	3
31	56	21	14	10	8	7	6	5	5	4	4	4
32	58	21	14	11	9	7	6	5	5	4	4	4
33	60	22	15	11	9	7	6	5	5	4	4	4

Table 8–1
PLL stockage levels (based on 20-day ACWT)—Continued

Total Quantity Demanded	Number of Days in Which 3 Demands Occurred											
ACTIVE ARMY	1-22	23-37	38-52	53-67	68-82	83-97	98-112	113-127	128-142	143-157	158-172	173-180
ARNG/USAR	1-44	45-74	75-104	105-134	135-164	165-194	195-224	225-254	255-284	285-314	315-344	345-360
34	62	23	15	11	9	8	6	6	5	5	4	4
35	64	23	16	12	9	8	7	6	5	5	4	4
36	65	24	16	12	10	8	7	6	5	5	4	4
37	67	25	16	12	10	8	7	6	5	5	4	4
38	69	25	17	13	10	8	7	6	6	5	5	4
39	71	26	17	13	10	9	7	6	6	5	5	4
40	73	27	18	13	11	9	8	7	6	5	5	5
41	75	27	18	14	11	9	8	7	6	5	5	5
42	76	28	19	14	11	9	8	7	6	6	5	5
43	78	29	19	14	11	10	8	7	6	6	5	5
44	80	29	20	15	12	10	8	7	7	6	5	5
45	82	30	20	15	12	10	9	8	7	6	5	5
46	84	31	20	15	12	10	9	8	7	6	6	5
47	85	31	21	16	13	10	9	8	7	6	6	5
48	87	32	21	16	13	11	9	8	7	6	6	5
49	89	33	22	16	13	11	9	8	7	7	6	6
50	91	33	22	17	13	11	10	8	7	7	6	6
51	93	34	23	17	14	11	10	9	8	7	6	6
52	95	35	23	17	14	12	10	9	8	7	6	6
53	96	35	24	18	14	12	10	9	8	7	6	6
54	98	36	24	18	14	12	10	9	8	7	7	6
55	100	37	24	18	15	12	10	9	8	7	7	6
56	102	37	25	19	15	12	11	9	8	7	7	6
57	104	38	25	19	15	13	11	10	8	8	7	6
58	105	39	26	19	15	13	11	10	9	8	7	6
59	107	39	26	20	16	13	11	10	9	8	7	7
60	109	40	27	20	16	13	11	10	9	8	7	7
61	111	41	27	20	16	14	12	10	9	8	7	7
62	113	41	28	21	17	14	12	10	9	8	8	7
63	115	42	28	21	17	14	12	11	9	8	8	7
64	116	43	28	21	17	14	12	11	9	9	8	7
65	118	43	29	22	17	14	12	11	10	9	8	7
66	120	44	29	22	18	15	13	11	10	9	8	7
67	122	45	30	22	18	15	13	11	10	9	8	7
68	124	45	30	23	18	15	13	11	10	9	8	8
69	125	46	31	23	18	15	13	12	10	9	8	8
70	127	47	31	23	19	16	13	12	10	9	8	8
71	129	47	32	24	19	16	14	12	11	9	9	8
72	131	48	32	24	19	16	14	12	11	10	9	8
73	133	49	32	24	19	16	14	12	11	10	9	8
74	135	49	33	25	20	16	14	12	11	10	9	8
75	136	50	33	25	20	17	14	13	11	10	9	8
76	138	51	34	25	20	17	14	13	11	10	9	8
77	140	51	34	26	21	17	15	13	11	10	9	9
78	142	52	35	26	21	17	15	13	12	10	9	9
79	144	53	35	26	21	18	15	13	12	11	10	9
80	145	53	36	27	21	18	15	13	12	11	10	9
81	147	54	36	27	22	18	15	14	12	11	10	9
82	149	55	36	27	22	18	16	14	12	11	10	9
83	151	55	37	28	22	18	16	14	12	11	10	9
84	153	56	37	28	22	19	16	14	12	11	10	9
85	155	57	38	28	23	19	16	14	13	11	10	9
86	156	57	38	29	23	19	16	14	13	11	10	10
87	158	58	39	29	23	19	17	15	13	12	11	10
88	160	59	39	29	23	20	17	15	13	12	11	10
89	162	59	40	30	24	20	17	15	13	12	11	10
90	164	60	40	30	24	20	17	15	13	12	11	10
91	165	61	40	30	24	20	17	15	13	12	11	10
92	167	61	41	31	25	20	18	15	14	12	11	10
93	169	62	41	31	25	21	18	16	14	12	11	10
94	171	63	42	31	25	21	18	16	14	13	11	10
95	173	63	42	32	25	21	18	16	14	13	12	11

Table 8–1
PLL stockage levels (based on 20-day ACWT)—Continued

Total Quantity Demanded		Number of Days in Which 3 Demands Occurred										
ACTIVE ARMY	1-22	23-37	38-52	53-67	68-82	83-97	98-112	113-127	128-142	143-157	158-172	173-180
ARNG/USAR	1-44	45-74	75-104	105-134	135-164	165-194	195-224	225-254	255-284	285-314	315-344	345-360
96	175	64	43	32	26	21	18	16	14	13	12	11
97	176	65	43	32	26	22	18	16	14	13	12	11
98	178	65	44	33	26	22	19	16	15	13	12	11
99	180	66	44	33	26	22	19	17	15	13	12	11
100	182	67	44	33	27	22	19	17	15	13	12	11

Notes:
1. Use last column to find revised stockage using demands in the most recent 2 review periods.

Table 8–2
PLL stockage levels (based on 25-day ACWT)

Total Quantity Demanded		Number of Days in Which 3 Demands Occurred										
ACTIVE ARMY	1-22	23-37	38-52	53-67	68-82	83-97	98-112	113-127	128-142	143-157	158-172	173-180
ARNG/USAR	1-44	45-74	75-104	105-134	135-164	165-194	195-224	225-254	255-284	285-314	315-344	345-360
3	7	2	2	1	1	1	1	1	1	1	1	1
4	9	3	2	2	1	1	1	1	1	1	1	1
5	11	4	3	2	2	1	1	1	1	1	1	1
6	14	5	3	2	2	2	1	1	1	1	1	1
7	16	6	4	3	2	2	2	1	1	1	1	1
8	18	7	4	3	3	2	2	2	1	1	1	1
9	20	7	5	4	3	2	2	2	2	1	1	1
10	23	8	6	4	3	3	2	2	2	2	2	1
11	25	9	6	5	4	3	3	2	2	2	2	2
12	27	10	7	5	4	3	3	2	2	2	2	2
13	30	11	7	5	4	4	3	3	2	2	2	2
14	32	12	8	6	5	4	3	3	3	2	2	2
15	34	13	8	6	5	4	4	3	3	2	2	2
16	36	13	9	7	5	4	4	3	3	3	2	2
17	39	14	9	7	6	5	4	4	3	3	3	2
18	41	15	10	7	6	5	4	4	3	3	3	3
19	43	16	11	8	6	5	5	4	4	3	3	3
20	45	17	11	8	7	6	5	4	4	3	3	3
21	48	17	12	9	7	6	5	4	4	3	3	3
22	50	18	12	9	7	6	5	5	4	4	3	3
23	52	19	13	10	8	6	5	5	4	4	3	3
24	55	20	13	10	8	7	6	5	4	4	4	3
25	57	21	14	10	8	7	6	5	5	4	4	4
26	59	22	14	11	9	7	6	5	5	4	4	4
27	61	22	15	11	9	7	6	6	5	4	4	4
28	64	23	16	12	9	8	7	6	5	5	4	4
29	66	24	16	12	10	8	7	6	5	5	4	4
30	68	25	17	13	10	8	7	6	6	5	5	4
31	70	26	17	13	10	9	7	6	6	5	5	4
32	73	27	18	13	11	9	8	7	6	5	5	5
33	75	27	18	14	11	9	8	7	6	5	5	5
34	77	28	19	14	11	9	8	7	6	6	5	5
35	80	29	19	15	12	10	8	7	6	6	5	5
36	82	30	20	15	12	10	9	7	7	6	5	5
37	84	31	21	15	12	10	9	8	7	6	6	5
38	86	32	21	16	13	11	9	8	7	6	6	5
39	89	32	22	16	13	11	9	8	7	6	6	6
40	91	33	22	17	13	11	10	8	7	7	6	6
41	93	34	23	17	14	11	10	9	8	7	6	6
42	95	35	23	17	14	12	10	9	8	7	6	6
43	98	36	24	18	14	12	10	9	8	7	7	6
44	100	37	24	18	15	12	10	9	8	7	7	6
45	102	38	25	19	15	13	11	9	8	7	7	6
46	105	38	26	19	15	13	11	10	9	8	7	7
47	107	39	26	20	16	13	11	10	9	8	7	7

Table 8–2
PLL stockage levels (based on 25-day ACWT)—Continued

Total Quantity Demanded	Number of Days in Which 3 Demands Occurred											
ACTIVE ARMY	1-22	23-37	38-52	53-67	68-82	83-97	98-112	113-127	128-142	143-157	158-172	173-180
ARNG/USAR	1-44	45-74	75-104	105-134	135-164	165-194	195-224	225-254	255-284	285-314	315-344	345-360
48	109	40	27	20	16	13	11	10	9	8	7	7
49	111	41	27	20	16	14	12	10	9	8	7	7
50	114	42	28	21	17	14	12	10	9	8	8	7
51	116	42	28	21	17	14	12	11	9	8	8	7
52	118	43	29	22	17	14	12	11	10	9	8	7
53	120	44	29	22	18	15	13	11	10	9	8	8
54	123	45	30	22	18	15	13	11	10	9	8	8
55	125	46	31	23	18	15	13	11	10	9	8	8
56	127	47	31	23	19	16	13	12	10	9	8	8
57	130	47	32	24	19	16	14	12	11	9	9	8
58	132	48	32	24	19	16	14	12	11	10	9	8
59	134	49	33	25	20	16	14	12	11	10	9	8
60	136	50	33	25	20	17	14	13	11	10	9	9
61	139	51	34	25	20	17	15	13	11	10	9	9
62	141	52	34	26	21	17	15	13	11	10	9	9
63	143	52	35	26	21	17	15	13	12	10	10	9
64	145	53	36	27	21	18	15	13	12	11	10	9
65	148	54	36	27	22	18	15	14	12	11	10	9
66	150	55	37	27	22	18	16	14	12	11	10	9
67	152	56	37	28	22	19	16	14	12	11	10	10
68	155	57	38	28	23	19	16	14	13	11	10	10
69	157	57	38	29	23	19	16	14	13	11	10	10
70	159	58	39	29	23	19	17	15	13	12	11	10
71	161	59	39	30	24	20	17	15	13	12	11	10
72	164	60	40	30	24	20	17	15	13	12	11	10
73	166	61	41	30	24	20	17	15	14	12	11	10
74	168	62	41	31	25	21	18	15	14	12	11	11
75	170	63	42	31	25	21	18	16	14	13	11	11
76	173	63	42	32	25	21	18	16	14	13	12	11
77	175	64	43	32	26	21	18	16	14	13	12	11
78	177	65	43	32	26	22	19	16	14	13	12	11
79	180	66	44	33	26	22	19	16	15	13	12	11
80	182	67	44	33	27	22	19	17	15	13	12	11
81	184	67	45	34	27	22	19	17	15	13	12	12
82	186	68	46	34	27	23	20	17	15	14	12	12
83	189	69	46	35	28	23	20	17	15	14	13	12
84	191	70	47	35	28	23	20	17	16	14	13	12
85	193	71	47	35	28	24	20	18	16	14	13	12
86	195	72	48	36	29	24	20	18	16	14	13	12
87	198	72	48	36	29	24	21	18	16	14	13	12
88	200	73	49	37	29	24	21	18	16	15	13	13
89	202	74	49	37	30	25	21	19	16	15	13	13
90	205	75	50	38	30	25	21	19	17	15	14	13
91	207	76	51	38	30	25	22	19	17	15	14	13
92	209	77	51	38	31	26	22	19	17	15	14	13
93	211	77	52	39	31	26	22	19	17	15	14	13
94	214	78	52	39	31	26	22	20	17	16	14	13
95	216	79	53	40	32	26	23	20	18	16	14	13
96	218	80	53	40	32	27	23	20	18	16	15	14
97	220	81	54	40	32	27	23	20	18	16	15	14
98	223	82	54	41	33	27	23	20	18	16	15	14
99	225	82	55	41	33	27	24	21	18	16	15	14
100	227	83	56	42	33	28	24	21	19	17	15	14

Notes:
1. Use last column to find revised stockage using demands in the most recent 2 review periods.

PRESCRIBED LOAD LIST

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

1. DATE: 4 JAN 82

2. UNIT/ORGANIZATION: BTRY C 1-651 ARTY BN

3. UNIT IDENTIFICATION CODE: WA2HCO

4. ITEM OF EQUIPMENT: TRK UTIL 1/4 TON EIC: BBA

5. PUBLICATION DATA: TM 9-2320-218-20P, 12 JAN 72

STOCK NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE	AUTHORIZED QUANTITY		REMARKS
			BASIC	OPERATIONAL	
6140-00-057-2553	BATTERY	EA	1		
2910-00-176-8928	FILTER	EA	1		
2610-00-269-7332	INNER TUBE	EA	2	1	
2610-00-678-1363	TIRE	EA	2		
2520-00-678-3115	PARTS KIT	EA	1	1	
6220-00-678-9046	HEADLIGHT MARKER	EA		6	
3030-00-832-5671	BELTS V	SE	2		
4310-00-863-3155	COMPRESSOR	EA	2		
2920-00-903-9534	GENERATOR	EA	2		
2940-00-930-2066	FILTER	EA	1	1	
6620-00-938-8212	INDICATOR	EA	2	1	

DA FORM 2063-R, JAN 82 EDITION OF APR 68 IS OBSOLETE.

NOTE: Blocks 4 and 5 will not be used on Consolidated Prescribed Load List.

Figure 8-1. Sample of a Prescribed Load List

CONSOLIDATED

PRESCRIBED LOAD LIST

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

1. DATE: 5 Jan

2. UNIT/ORGANIZATION: C Btry 1-651 Arty Bn

3. UNIT IDENTIFICATION CODE: WA3HCO

4. ITEM OF EQUIPMENT

5. PUBLICATION DATA

STOCK NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE	AUTHORIZED QUANTITY		REMARKS
			BASIC	OPERATIONAL	
2520-00-678-3115	J-Joint Kit	EA	1		
6220-00-678-9046	Headlight Marker	EA		6	
4240-00-831-2184	Sling	EA		4	
3030-00-832-5671	V-Belt Set	EA	1	2	
4310-00-863-3155	Compressor	EA		2	
5360-00-870-2118	Spring	EA		4	
2520-00-887-1341	Parts Kit	EA	1		
2920-00-903-9534	Generator	EA		2	
5305-00-912-7296	Screw	EA	4		
1005-00-978-1023	Pin	EA	3		
5360-00-979-3931	Spring	EA	9		
1005-00-992-6653	Pin	EA	2	4	
1005-00-992-6667	Detent	EA	4		
1005-00-992-7288	Extractor	EA	1		
1005-00-992-7294	Pin	EA	1		
5360-00-999-0404	Spring	EA	6	7	
5365-00-999-0864	Ring	EA	10		
1005-00-999-1509	Pin	EA	8		
2350-01-057-5717	Parts Kit	EA	1		
			George O. Kingsley		
			GEORGE O. KINGSLEY		
			CPT, FA		
			Commanding		

DA FORM 2063-R, JAN 82 EDITION OF APR 68 IS OBSOLETE.

NOTE: Blocks 4 and 5 will not be used on Consolidated Prescribed Load List.

Figure 8-2. Sample of a Consolidated Prescribed Load List

DA FORM 3318
JAN 82

EDITION OF MAR 68 IS OBSOLETE.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 5330-00-354-1420

DEMANDS								REQUESTS					
DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.
1005	MT-8	1						1084-1002	1	1			
1022	MT-9	1											
1084	MT-8	1											
		3											

Detached from DA 3318

TITLE INSERT

BALANCE ON HAND	REMARKS	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
Ø	RECOVERY VEHICLE, M88A1 TM 9-2350-256-20P, 31 MAY 77 SOURCE: SSA EIC: AQA	EA	U	Q	1084	1
		ARC: X	RC: Z	AUTHORIZED STOCKAGE LEVEL: 1		

STOCK NUMBER	ITEM DESCRIPTION	LOCATION
5330-00-354-1420	GASKET	BIN 6A

Figure 8-3. Sample of a Records of Demand - Title Insert

DA FORM 3318
JAN 82

EDITION OF MAR 68 IS OBSOLETE.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 3030-00-832-5671

DEMANDS								REQUESTS					
DATE a.	USER b.	QUANTITY DEMANDED c.	QUANTITY DUE OUT d.	DATE a	USER b	QUANTITY DEMANDED c	QUANTITY DUE OUT d.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.	DOCUMENT NUMBER e.	QUANTITY REQUESTED f.	QUANTITY DUE IN g.
1019	C-6	1	0					1005-0948	2	0			
1023	C-8	1	0					1019-0902	1	0			
1091	REV	2						1023-0903	CXL 1 / 1	0			
								1028-0901	1	1			

Detached from DA 3318 **TITLE INSERT**

BALANCE ON HAND	REMARKS	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
1	TRK UTIL 1/4T M151A2 TM 9-2320-218-20P, 12JAN 72 SOURCE: SSA EIC: BAJ	SE	U	P	1005	2
		ARC: X	RC: Z	AUTHORIZED STOCKAGE LEVEL: 2		

STOCK NUMBER	ITEM DESCRIPTION	LOCATION		
3030-00-832-5671	BELTS, V MATCHED	C-40	BIN A	DRAWER 2

Figure 8-4. Sample of a Records of Demand - Title Insert (revised)

DA FORM 3318
JAN 82

EDITION OF MAR 68 IS OBSOLETE.

RECORD OF DEMANDS - TITLE INSERT

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

STOCK NUMBER 5330-00-354-1420

DEMANDS								REQUESTS					
DATE a	USER b	QUANTITY DEMANDED c	QUANTITY DUE OUT d	DATE a	USER b	QUANTITY DEMANDED c	QUANTITY DUE OUT d	DOCUMENT NUMBER e	QUANTITY REQUESTED f	QUANTITY DUE IN g	DOCUMENT NUMBER e	QUANTITY REQUESTED f	QUANTITY DUE IN g
1005	MT-8	1						1084-1002	1	Ø			
1022	MT-9	1						1100-1002	1	Ø			
1084	MT-8	1						1100-1003	1	Ø			
		3						1134-1004	1	Ø			
1100		2	Ø					1145-1001	1	Ø			
1134		1	Ø					1233-1002	1	Ø			
1145		1	Ø					1233-1003	1	Ø			
1181	REV	4						1259-1002	1	1			
1233		2	Ø										
1259		1	Ø										
1273	REV	3											

Detached from DA 3318

TITLE INSERT

BALANCE ON HAND	REMARKS	UI	SEC	STOCKAGE CODE	DATE	QUANTITY
Ø	RECOVERY VEHICLE, M88A1 TM 9-2350-256-20P, 31 MAY 77 Source: SSA EIC: AGA	EA	U	Q	1084	1
		ARC X	RC Z	AUTHORIZED STOCKAGE LEVEL 1		

STOCK NUMBER	ITEM DESCRIPTION	LOCATION	
5330-00-354-1420	GASKET	BIN	6A

Figure 8-5. Sample of a DA Form 3318

TM 9-1425-600-24P-2

Supersedes TM 9-1425-600-24P-2 and TM 9-1425-600-24P-3 Dated February 1990

TECHNICAL MANUAL

ORGANIZATIONAL, DIRECT SUPPORT, GENERAL SUPPORT AND INTERMEDIATE MAINTENANCE

INITIAL MANDATORY PARTS LIST

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(PATRIOT AIR DEFENSE GUIDED MISSILE SYSTEM)

HEADQUARTERS, DEPARTMENT OF THE ARMY
JUNE 1993

Figure 8-6A. Sample of a Initial Mandatory Parts List (cover)

Stockage List, U.S. Army Command (MICOM), Fire Unit (FU) Support

REC CODE	NATIONAL STOCK NUMBER	ITEM NAME	APPLICATION	REFERENCE NUMBER	UNIT OF MEASURE	Stockage Quantities ORG	DS	IM
Z	6150-01-195-3710	CABLE ASSEMBLY	ECDABA PBA	11453987-3	EA		*1	1
Z	5935-01-195-3723	CONNECTOR BODY	ECDAAA PAA	MIS-20063/1-002	EA		*1	1
Z	5935-01-195-3724	CONNECTOR BODY	ECDAAA PAA	MIS-20063/1-003	EA			1
Z	5995-01-195-3796	CABLE ASSEMBLY	ECDABA PBA	11457497-3	EA		*1	1
Z	5995-01-195-3797	CABLE ASSEMBLY	ECDABA PBA	11457497-8	EA			1
Z	6150-01-195-4076	CABLE ASSEMBLY	ECDABA PBA	11454385	EA			1
Z	5985-01-195-6506	WAVEGUIDE ASSE	ECDAAA PAA	11438069-1	EA		*1	1
Z	5995-01-195-6523	CABLE ASSEMBLY	ECDABA PBA	11457497-4	EA		*1	1
Z	5995-01-195-6524	CABLE ASSEMBLY	ECDABA PBA	11457497-7	EA		*1	1
Z	1430-01-195-6580	CABLE ASSEMBLY	ECDABA PBA	11456659	EA			1
Z	5935-01-195-8402	CONNECTOR,PLUG	ECDABA PBA	MIS-20065/2-008	EA			1
Z	1430-01-195-9119	CABLE ASSEMBLY	ECDAAA PAA	10274505-4	EA			1
Z	1430-01-195-9120	CABLE ASSEMBLY	ECDAAA PAA	10274065-6	EA			1
Z	1430-01-195-9121	CABLE ASSEMBLY	ECDAAA PAA	10274065-5	EA		*1	1
Z	1430-01-195-9122	CABLE ASSEMBLY	ECDAAA PAA	11442719-2	EA		*1	1
Z	5985-01-195-9134	ATTENUATOR,VAR	ECDAAA PAA	11437005	EA		*1	1
Z	5995-01-195-9410	CABLE ASSEMBLY	ECDABA PBA	11457499-6	EA		*1	1
Z	1430-01-195-9411	CABLE ASSEMBLY	ECDABA PBA	11454005	EA		*1	1
Z	5995-01-195-9412	CABLE ASSEMBLY	ECDABA PBA	11457499-4	EA			1
Z	5995-01-195-9413	CABLE ASSEMBLY	ECDABA PBA	11457496-18	EA		*1	1
Z	5935-01-195-9495	CONNECTOR,RECE	ECDABA PBA	MIS-20065/1-013	EA			1
Z	5935-01-195-9496	CONNECTOR,RECE	ECDABA PBA	MIS-20065/1-001	EA		*1	1
D	1430-01-195-9546	CABLE ASSEMBLY	ECDAAA PAA	11462221	EA			1
Z	6150-01-195-9547	CABLE ASSEMBLY	ECDAAA PAA	11462793	EA		*1	1
D	6150-01-196-4062	CABLE AND COND	ECDADA PDA	10253827-39	EA		*1	1
Z	5930-01-196-4367	SWITCH,LIQUID	ECDAAA PAA	11437885-107	EA		1	
Z	5930-01-196-4368	SWITCH,LIQUID	ECDAAA PAA	11437885-110	EA		1	
Z	4720-01-196-7484	HOSE ASSEMBLY,	ECDAAA PAA	11439271-55	EA		2	
A	5935-01-196-9399	CONNECTOR,PLUG	ECDABA PBA	MS27484T16B6PD	EA			1
A	5935-01-196-9400	CONNECTOR,PLUG	ECDABA PBA	MS27484T16B8PD	EA			1
Z	1430-01-197-1728	LINE,RADIO FRE	ECDSAB PAB	11442689	EA			2
A	5935-01-197-1962	CONNECTOR,RECE	ECDABA PBA	M28748/4-H00L2A	EA			1
Z	5935-01-197-3114	CONNECTOR,PLUG	ECDABA PBA	MIS-20065/2-014	EA		*1	2
Z	5935-01-197-3115	CONNECTOR,PLUG	ECDABA PBA	MIS-20065/2-026	EA			1
A	5935-01-197-4700	CONNECTOR,PLUG	ECDABA PBA	MS27484T14B5PD	EA			1
Z	5999-01-197-5380	CONTACT,ELECTR	ECDAAA PAA	MIS-20067/3-001	EA		*12	12
	5999-01-197-5380		ECDABA PBA				*12	12
D	1440-01-197-8018	ACTUATOR,ELECT	ECDADA PDA	11450045-19 (28)	EA	1	2	
Z	5985-01-197-8118	LINE,RADIO FRE	ECDSAB PAB	11442688	EA			2
Z	5935-01-197-8129	CONNECTOR,PLUG	ECDABA PBA	MIS-20065/2-015	EA			1
D	1430-01-197-8321	CIRCUIT CARD A	ECDAAA PAA	11463405	EA	1	1	
D	5999-01-197-8687	DELAY LINE	ECDAAA PAA	MIS-20107/3	EA	1	1	
Z	5935-01-198-0055	CONNECTOR,ELEC	ECDABA PBA	11454254-13	EA			1
Z	5935-01-198-0059	CONNECTOR,PLUG	ECDABA PBA	MIS-20065/2-031	EA		*1	1
Z	5995-01-198-3221	CABLE ASSEMBLY	ECDSAB PAB	11464436	EA			2
Z	5999-01-198-3545	CONTACT,ELECTR	ECDAAA PAA	MIS-20067/8-001	EA		*15	15
Z	5995-01-198-6540	CABLE ASSEMBLY	ECDSAB PAB	11464437	EA		*1	2
Z	5995-01-199-2074	CABLE ASSEMBLY	ECDABA PBA	11457496-1	EA			1
Z	5995-01-199-2075	CABLE ASSEMBLY	ECDABA PBA	11457496-2	EA			1
Z	1430-01-199-2260	WIRING HARNESS	ECDAAA PAA	11446404	EA			1
D	1430-01-199-4045	CABLE ASSEMBLY	ECDABA PBA	11456590	EA		1	
Z	1430-01-199-4046	LINE,RADIO FRE	ECDSAB PAB	11442686	EA		*1	2
Z	5995-01-199-4047	CABLE ASSEMBLY	ECDABA PBA	11457496-30	EA		*1	1
Z	1430-01-199-8272	CABLE ASSEMBLY	ECDABA PBA	11457496-4	EA		*1	1
Z	5935-01-199-9279	CONNECTOR,ELEC	ECDABA PBA	11454254-2	EA			1
D	6150-01-199-9353	CABLE ASSEMBLY	ECDABA PBA	11457498-1	EA			1
D	6150-01-199-9355	CABLE ASSEMBLY	ECDABA PBA	11457498-2	EA			1
D	6150-01-199-9356	CABLE ASSEMBLY	ECDABA PBA	11457498-3	EA			1
Z	5995-01-199-9360	CABLE ASSEMBLY	ECDABA PBA	11457497-12	EA		*1	1
Z	5995-01-200-7466	CABLE ASSEMBLY	ECDABA PBA	11457497-2	EA		*1	1
Z	5995-01-200-9642	CABLE ASSEMBLY	ECDABA PBA	11457496-29	EA		*1	1
D	1430-01-201-0980	AMPLIFIER,RADI	ECDSAB PAB	11464560	EA		1	
D	5999-01-201-1419	PRINTED WIRING	ECDABA PBA	11463492 (31)	EA		2	
Z	5985-01-201-2942	DUMMY LOAD,ELE	ECDAAA PAA	11439314-3	EA			1
D	1430-01-201-4914	CABLE ASSEMBLY	ECDABA PBA	11463013	EA			1
D	1430-01-201-4915	CABLE ASSEMBLY	ECDABA PBA	11463225	EA			1

Figure 8-6B. Sample of a Initial Mandatory Parts List

Chapter 9
Inspection and Inventory Procedures

Section I
Inspection and inventory approach

9–1. Command inspections

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

b. Command inspections will be conducted per the procedures provided by the Command Supply Discipline Program (CSDP) per AR 710-2.

9–2. Receipt and issue of property inventory

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

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

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

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

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

(5) Check the serial numbers when items with serial numbers are received. Items such as vehicles, materials handling equipment, office machines, generators, Controlled Cryptographic Items (CCI) and weapons will have serial numbers. Check the items' serial number with the one recorded on the receipt document. If there is no serial number listed on the receipt document, enter it. Report any serial number problems to the SSA issue clerk for correction.

(6) Make a visual check of the condition of the items. If they are damaged, tell the SSA issue clerk. The issue clerk will take action according to DA PAM 710-2-2.

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

(8) Sign the receipt document after actions in (1) through (7) above have been completed.

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

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

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

(3) Verify serial numbers. Check the items' serial number with the serial number recorded on the hand or subhand receipt. Make a list of any differences.

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

(5) Hand or subhand receipt. Sign the hand or subhand receipt after actions in (1) through (4) above have been completed.

c. Check COMSEC equipment, including unclassified CCI for signs of tampering, surreptitious entry to shipping containers or unauthorized access to the equipment itself. Report any signs of tampering to the unit/installation security officer. Unreconciled discrepancies in the control, receipt and accounting of classified COMSEC equipment must be reported as a COMSEC incident report per TB 380-41, or DA Pam 25-380-2 as applicable.

9–3. Change of hand receipt holder inventory

When the hand receipt holder is replaced, all property listed on hand receipts will be inventoried by the incoming and outgoing PHRH. Thirty days will be allotted to conduct the joint inventory. When the inventory cannot be completed in the allotted time, request extension in writing to the commander/supervisor. See AR 710-2, paragraph 2-12 and table 2-1 for specific instructions.

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

(1) Take these actions prior to the inventory:

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

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

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

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

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

(f) Immediately upon receipt of the current publication, the hand receipt holder will direct a 100 percent inventory be taken to determine any overages/shortages. Overages will be turned in. Shortages will be accounted for as follows:

(g) When the publication indicates a publication as being newly added, request the item.

(h) When the publication indicates a component is not new or is being deleted, and the component was not on hand during the original inventory, action will be taken per AR 735-5.

b. Inventory the property as follows:

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

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

(3) Count all items listed on the hand receipt. Make a list of any overages or shortages.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand receipt shortage annexes. Check the document register to make sure that component shortages are on request. Make a list of component shortages that are not listed on hand receipt shortage annexes. Make a list of any component overages.

(5) Check the serial number on the item with that recorded on the hand receipt. Make a list of any serial number differences.

(6) If items are in maintenance, make sure the maintenance request is valid. Check all open maintenance requests with the supporting maintenance facility.

(7) Report damaged equipment to unit maintenance personnel for repair.

(8) Report all differences regarding property discrepancies to the accountable officer/PBO. After the document has been assigned to

the AR 735-5 adjustment documents, the outgoing hand receipt holder will sign for the adjusted quantities in the next column. The new hand receipt holder will sign for the same quantities in the next available column. If no discrepancies were discovered during the inventory, the new HRH will sign the next available quantities column thereby acknowledging responsibility for the property.

c. If a hand receipt holder dies or departs the unit without transferring responsibility for property, the Unit Commander/supervisor will appoint a person to act on their behalf so that a joint inventory can be conducted.

9–4. Change of responsible officer in the USAR

In the USAR all property not on valid hand receipt must be inventoried. Take the following actions prior to the inventory.

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

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

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

d. The outgoing commander/supervisor will resolve all discrepancies and initiate relief from responsibility per AR 735-5 prior to the effective date of the change of responsible officers.

9–5. Tool room inventory

The tool room will be inventoried semi-annually. Inventory all tools, sets, kits, and outfits in the tool room. Record the results of the inventory, including discrepancies on a memorandum. Account for all discrepancies in accordance with AR 735-5. Inventory listings produced in automated systems will satisfy the requirement for the memorandum.

9–6. Annual/cyclic inventory

a. An annual one hundred percent of all property assigned to the organization will be conducted. The officer responsible for the unit's property will ensure that this inventory is conducted. A cyclic inventory may be performed in lieu of the annual officer inventory when:

(1) The responsible officer of a unit keeping its own property book elects to do it.

(2) The property book is kept at other than unit level and the PBO requires it.

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

(1) Conduct cyclic inventories monthly, quarterly, or semiannually. Inventory about 10 percent of the property book items monthly, 25 percent quarterly, or 50 percent semiannually.

(2) If the location of hand or subhand receipt holders make the inventory of a certain number of lines impractical, the PBO or responsible officer may choose that specific hand or subhand receiptsbe completely inventoried.

(3) The PBO or responsible officer will designate by memorandum the items to be inventoried.

(4) The responsible officer notifies hand or subhand receipt holders when and how the inventory is to be conducted.

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

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

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

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

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

(10) Report differences pertaining to property book items to the PBO. The PBO conducts causative research for these differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

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

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current per AR 735-5.

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

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

(e) Submit requests for issue to replace shortages.

(11) Record the results of the inventory on the memorandum that designated which items were to be inventoried. State in the memorandum that the required items were completely inventoried and the name of the individual who conducted the inventory. Also state that differences have been accounted for according to AR 735-5 and DA Pam 710-2-1. The responsible officer must sign the memorandum. File the original of the memorandum (SPBS-R and SPBS-R-I/TDA users, file the memorandum with the automated inventory listings) at property book level. File a copy of the memorandum (SPBS-R and SPBS-R-I/TDA users, file a copy of the memorandum with the inventory listings) at the unit level if the responsible officer is a hand receipt holder. If the property book is kept at unit level, send a copy of the memorandum to the next higher level command. Separate memorandums are needed when the unit is supported by more than one property book activity. A sample cyclic inventory memorandum, with responsible officer's statement, is shown in figure 9-1.

9–7. Change of PBO inventory

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

a. Take these actions prior to the inventory.

(1) The outgoing PBO will—

(a) Make sure all completed receipt, turn-in, and adjustment documents have been posted to the property book.

(b) Make the property book and related files available to the incoming PBO for review.

(c) Assist the incoming PBO in the review of the property records.

(2) The incoming PBO will—

(a) Compare the MTOE, TDA, or JTA with the property book. Make sure a page is in the property book for each item from the required column of these documents. If pages are missing, the outgoing PBO will make sure they are prepared.

(b) Check the property book and document register to find if all items from the authorized column of the MTOE, TDA, or JTA are

on hand or on request. If items are not on hand or on request, check to see if a report of supply constraint has been submitted. If not, the outgoing PBO will make sure that shortages are placed on request.

(c) Review the property book, document register, and document file to judge the condition of the records in terms of satisfying accounting requirements.

(d) Make sure hand receipt holders are presently assigned to the unit issued property.

(e) Compare hand receipts with the property book to find the items not issued. Make a list of these items.

(f) Make sure there is a property book page for each property book item listed on the hand receipt. Make a list of any differences.

(g) The incoming PBO will develop some method to keep track of those property book pages that have been compared to hand receipts. If marks are made on the property book pages, they will be in pencil. Erase these marks after the inventory is completed.

b. After completion of the actions in a above, inventory the items not issued on hand receipts. Use the following procedures:

(1) Check all items to make sure the item and their description on the property book match. Make a list of any differences.

(2) Make a visual check of the condition of the property. Make a list of any damaged property. Damaged equipment will be accepted as being on hand.

(3) Count all items not issued on hand receipt. Make a list of any shortages or overages.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages or overages. Check the document register to make sure component shortages are on request.

(5) Verify serial numbers. Check the serial number of the item with the serial number recorded on the property book. Make a list of any serial number differences.

(6) If items are in maintenance, make sure the maintenance request is valid. Check open maintenance requests with the supporting maintenance facility.

(7) Report damaged equipment to unit maintenance personnel for repair.

(8) The outgoing PBO conducts causative research for differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

(a) Turn in overages as "found on installation" property. Account for OCIE property book overages as gains using DA Form 444 (Inventory Adjustment Report (IAR)). After posting the gains to the OCIE property book, turn in to the SSA any excesses determined under paragraph 10-3i.

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current per AR 735-5.

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

(d) Adjustment documents are posted to the property book.

(e) Submit requests for issue to replace shortages.

(9) After the proper actions in (1) through (8) above have been completed, the incoming PBO will complete the statement of accountability for the property.

c. When the inventory cannot be completed within the prescribed time (30 days), extensions may be requested from the commander or designated representative making the appointment. If an extension is not granted, the incoming PBO becomes accountable on the effective date. Extensions must be in writing and will not exceed 30 days. A maximum of two extensions may be requested.

9–8. Annual property book officer inventory

This inventory is required when property books are kept at other than the using unit level. The PBO conducts this inventory. All items not issued on hand receipts must be counted.

a. Take the following actions prior to the inventory:

(1) Make sure all completed receipt, turn-in, and adjustment documents have been posted to the property book.

(2) Compare hand receipts with the property book to find the items that are not issued. Make a list of these items.

(3) Make sure there is a property book page for each property book item listed on the hand receipts. Make a list of any differences.

b. Inventory the items as follows:

(1) Check all items to make sure the item and their description on the property book match. Make a list of any differences.

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

(3) Count all items not issued on hand receipt. Make a list of any overages or shortages.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages or overages. Check the document register to make sure component shortages are on request.

(5) Check the serial number on the item with that recorded on the property book. Make a list of any serial number differences.

(6) If items are in maintenance, make sure the maintenance request is valid. Check open maintenance requests with the supporting maintenance facility.

(7) Report damaged equipment to unit maintenance personnel for repair.

(8) Conduct causative research for differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

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

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current.

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

(d) Post adjustment documents to the property book.

(e) Submit requests for issue to replace shortages.

(9) When the inventory is completed, prepare a memorandum for the PBO's signature. The memorandum will state that the inventory was conducted. It will also state, when applicable, that differences have been accounted for according to AR 735-5 and DA Pam 710-2-1. File the original of the memorandum at the property book level. Send a copy of the memorandum to the commander/supervisor or their designated representative who appointed the PBO. A sample inventory memorandum is shown at figure 9-2.

9–9. Sensitive item inventory

a. Sensitive items and unclassified CCI will be inventoried quarterly. Explosives (ammunition), and firearms (CIIC of N or P) and hazardous items must be inventoried monthly. Sensitive items and CCI are identified with a CIIC of 1-9, $, N, P, Q, R, or Y (Night Vision Devices). Conduct causative research for all inventory discrepancies. The CIIC is shown in the AMDF. The CIIC for each item is on the property book page and on hand or subhand receipts.

b. The responsible officer must notify hand or subhand receipt holders when the items are to be inventoried (monthly and quarterly requirements). Tell them to inventory all items with a CIIC, of 1-9, $, N, P, Q, R, or Y (Night Vision Devices).

c. The PBO inventories sensitive items not listed on hand receipts.

d. Inventory sensitive items as follows:

(1) For weapons and ammunition use the procedures in paragraph 9-10b.

(2) Count each sensitive item for which you have responsibility. Make a list of any overages or shortages.

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

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand receipt shortage annexes. Make a list of any component shortages not listed on hand receipt shortage annexes. Make a list of any component overages.

(5) Check the serial number on the item with the serial number recorded on the record of responsibility. Make a list of serial number differences.

(6) Report damaged equipment to unit maintenance personnel for repair.

(7) Shortages, signs of tampering or unauthorized access to CC equipment also requires initiation of a COMSEC incident.

(8) Hand or subhand receipt holders report the results of the inventory to the responsible officer.

(9) The responsible officer reports differences pertaining to property book items to the PBO. The PBO conducts causative research for these differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

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

(b) Account for shortages according to AR 735-5. Shortage of CCI also requires the initiation of an insecurity report per TB 380-40. When preparing the Report of Survey ensure that the unit price used is current.

(c) Prepare and process an AAR to correct differences within sizes, makes, or models. Serial number differences will not be corrected with use of an AAR. Accountability for serial number differences will be established per AR 735-5.

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

(e) Submit requests for issue to replace shortages.

(9) Record the results of the sensitive item inventory on a memorandum prepared for the responsible officer's or PBO's signature, as appropriate. The memorandum will state that all sensitive, explosive, and hazardous items have been inventoried. It will also state either that no differences were discovered or that differences have been reported according to AR 190-11, if required. The fact that differences have been accounted for according to AR 735-5 will be included when applicable. File the original of the memorandum at property book level. File a copy of the memorandum at unit level if the responsible officer is a hand receipt holder.

(10) Record the results of the sensitive item inventory on the cyclic inventory memorandum when the unit conducts sensitive items inventory monthly. SPBS-R and SPBS-R-I/TDA users attach the sensitive items inventory listing to the cyclic inventory memorandum. A sample of this memorandum is shown in figure 9-1.

9–10. Weapons and ammunition inventories

a. Use the following inventory procedures when the responsibility for the custody of the arms storage facility keys is transferred between authorized persons:

(1) Both incoming and outgoing custodians must conduct a physical count of the weapons and ammunition. (In consolidated arms storage facilities where access to weapons and ammunition is restricted due to physical layout, both persons will verify that a physical count has been made by each person that had access to weapons and ammunition.) Where a specific quantity of materiel is being stored in the arms room in locally banded and sealed containers, record these items on the DA Form 2062 as "Container protected by seal# which contains X rounds of Y ammunition." A separate entry will be made for each container in the item description block of the DA Form 2062 with the quantity listed as 1. See figure 9-3 for an example of this posting.

(2) Record the results of the inventory on DA Form 2062. Keep completely filled forms until the next serial number inventory (b below) is completed. At that time they may be destroyed. When differences are found during the serial number inventory and are not resolved, it will be necessary to keep the forms as an exhibit to a report of survey.

(3) The person receiving the keys to the arms storage facility receipts for the weapons and ammunition. This person must enter his or her signature, rank, and current date on the inventory form in the column the inventory quantity is listed. A sample DA Form 2062 used for weapons and ammunition inventory results is shown in figure 9-3.

b. The monthly (USAR and ARNG; quarterly) inventory of weapons by serial number is conducted by the responsible officer or an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer. The same person won't conduct this inventory in consecutive months. The unit armorer won't conduct this inventory. Use the following procedures:

(1) Compare the serial number of the weapons with those listed on the property book, hand or subhand receipt, as appropriate. Make a list of any differences. Prepare and process an AAR to correct differences within makes, or models. Serial number differences will not be corrected with use of an AAR. Accountability for serial number differences will be established per AR 735-5.

(2) If weapons or ammunition have been signed out or are in support maintenance, make sure they are supported by proper documentation. Make a list of any differences.

(3) Inventory ammunition by listing it by purpose (i.e., basic load, operational load, or training) DODIC, lot number, quantity on hand, and quantity signed out, on the inventory form. List quantities shown on banded or sealed and banded containers. Do not break manufacturer, ASP, or Quality Assurance Specialist Ammunition seals for inventory purposes. Note any tampering, damage, broken seals or bands.

(4) Record the results of the inventory on a memorandum or automated listing (example: PCN ALH-441, Sensitive Items Inventory List, produced in SPBS-R and SPBS-R-I/TDA and provided by the PBO. Record the serial number of each weapon on the memorandum (except SPBS-R and SPBS-R-I/TDA). The use of a preprinted memorandum listing serial numbers is authorized. Indicate on the memorandum any weapons signed out or in support maintenance. Record the quantity of loose ammunition and banded or sealed containers on the memorandum. The seal numbers for individual containers should be listed. The inventory memorandum will be signed by the person conducting the inventory. Retain the inventory memorandum in accordance with AR 190-11, chapter 6 (2 years if no discrepancy noted; 4 years if a discrepancy was noted).

(5) Report any discrepancies to the responsible officer immediately. If any question of serviceability occurs, (i.e., damaged containers, seals tampered with or broken), contact a Quality Assurance Specialist Ammunition Surveillance (QASAS) for serviceability verification. The Ammunition Supply Point (ASP) for the unit should be able to provide the information needed to contact the QASAS.

(6) The responsible officer reports discrepancies to the PBO. The PBO conducts causative research for these discrepancies. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

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

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current.

(c) Post adjustment documents to the property book. Adjust hand or subhand receipts accordingly.

(d) Submit any required reports according to AR 190-11 or AR 710-3. ARNG units submit required reports according to NGR 190-11 or NGR 170-30.

9–11. Special inventory procedures for classified COMSEC equipment

a. COMSEC custodians are appointed to account for all classified COMSEC materiel issued/hand receipted to the unit. AR 380-40(O) and TB 380-41 provide detailed criteria for appointment of COMSEC custodians. COMSEC custodians will not be relieved of their responsibilities and will not depart their organizations until a clearance for the COMSEC account has been received from the Army COMSEC Central Office of Record (ACCOR).

b. Detailed procedures for conducting inventories and reporting results are contained in TB 380-41. COMSEC custodians shall not deviate from these procedures.

9–12. Semiannual central issue facility (CIF) property book inventory

This is a 100 percent physical count of all organizational clothing and individual equipment (OCIE) recorded in the balance column of the CIF property book. This paragraph does not apply to the ARNG/USAR. The property book officer (PBO) conducts the inventory. The PBO may select personnel to assist with the inventory. The date of the inventory is based either on the date of the last change of PBOs or on the last semiannual inventory, whichever was later. A cyclic inventory may be used in lieu of the semiannual inventory. When the cyclic inventory option is used, the inventory frequency will be monthly, bimonthly, or quarterly. Regardless of the frequency, all property must be inventoried at least semiannually.

a. Prior to the inventory. Take the following actions prior to the inventory:

(1) Select an inventory cutoff date and notify supported units of the dates of the inventory and what transactions will or will not be processed.

(2) Make sure all completed receipt and turn-in documents have been posted to the property records. Post all completed summaries of turn-ins, issues, adjustments, and cash collections to the property records on the day following the cutoff date.

(3) If needed, select personnel to assist in the inventory and give them instructions.

b. Conducting the count. After completing the preinventory actions, OCIE is physically counted by the PBO or individuals selected and supervised by the PBO.

(1) Compare hand receipts with the property records to find the items that are not issued on hand receipt. Make a list of these items.

(2) If items are in maintenance or the laundry, make sure the maintenance and laundry requests are valid. Check all open maintenance and laundry requests with the supporting maintenance and laundry facilities. Make a list of these items.

(3) Count all items listed on the property records. Add quantities that are on hand receipt and those items in maintenance and the laundry. Make a list of overages and shortages. Excess OCIE will be turned-in to the SSA within 10 days of the review.

c. Conduct causative research for differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. The PBO will resolve any differences between the counted quantity and the recorded quantity, if possible, through causative research.

d. Inventory adjustments.

(1) Prepare DA Form 444 in three copies as shown in figure 9-4.

(2) The PBO must document causative research on IARs when adjustments are for:

(a) For Sensitive items having a CIIC, 1-9, $,N,P,Q,R or Y (Night Vision Devices) see appendix L.

(b) Adjustments exceeding one-half of 1 percent of the combined total (dollar value) of issues and turn-ins of a single LIN with supported soldiers since the last inventory adjustment.

(c) Adjustments over $500 in extended line item value.

(3) Those adjustments requiring causative research in (2) above that show negligence was the cause or for which no cause could be found will be supported by action taken in accordance with AR 735-5. When preparing the Report of Survey ensure that the unit price used is current.

(4) Adjustments other than those in (2) above do not require causative research. However, if the PBO suspects that negligence may be involved in the adjustment, conduct causative research. Support those adjustments for which negligence is found to be the cause by action taken under AR 735-5.

e. Processing the inventory adjustment report (IAR).

(1) The PBO assigns a document number from the nonexpendable document register to the IAR and posts the IAR to the property records.

(2) The PBO sends the original and first copy to the approving authority within 5 work days after the date the adjustments are posted to the property records and within 30 days after the inventory is completed. When the approving authority returns the IAR to the PBO for further research, complete the research and resubmit the IAR within 15 days. When the research can't be completed within 15 days, request an extension. The approving authority may grant an extension of up to 30 additional days. The PBO holds the second copy in suspense.

(3) The approving authority for IARs at a CIF resulting from an inventory is determined by the total value of the gains and losses on the IAR. If the total value of gains and losses is:

(a) Two thousand five hundred dollars ($2,500) or less, the approving authority is the commander who appointed the OCIE PBO. For a division materiel management center, the approving authority may delegate approval authority, in writing, to the materiel management officer if the approving authority is the DISCOM commander.

(b) Over $2,500 but less than $10,000, the approving authority is the commander who appointed the OCIE PBO if the appointing authority is in grade 05 or above, or assigned to a position authorized an 05 or above. If the appointing authority is the DISCOM commander, approval authority may be delegated, in writing, to the materiel management officer, or the deputy commander. Otherwise, the approving authority is the first commander in the grade of 05 or above in the appointing authority's chain of command.

(c) Ten thousand dollars ($10,000) or more, the approving authority is the commander who appointed the OCIE PBO if the appointing authority is in grade 06 or above or assigned to a position authorized an 06 or above. An appointing authority who is the DISCOM commander may delegate approval authority, in writing, to the deputy commander, if this officer is in the grade of 06. Otherwise, the approving authority is the first commander in grade 06 or above in the appointing authority's chain of command. General officers may delegate, in writing, an 06 to act as approving authority.

(d) Once total adjustments (both gains and losses) for the fiscal year exceed 2½ percent of the total dollar value of the stockage allowance, then approval authority for all IARs is the approval authority in (c), above. Don't include administrative adjustment reports (AARs) in totals used to determine the 2&frac; percent cutoff.

(e) Compute the dollar value of the stockage allowance as of the last day of the first month of the fiscal year. Multiply the stockage allowance for each item by the unit price. Add the results for all stockage allowance lines to determine the total stockage allowance value. Use this value for all IARs during the fiscal year.

(4) Final disposition of the IAR depends upon the action taken by the approving authority.

(a) If all items listed on the IAR are approved, the approving authority will date and sign the report in the SSA commander block. The first copy will be retained by the IAR approving authority and filed in the IAR file. The original copy will be returned to the PBO for filing in the supporting document file. On receipt of the original, the PBO will destroy the second copy.

(b) If one or more items listed on the IAR are disapproved by the approving authority, the approving authority will circle the item number(s) and indicate the investigative procedure (AR 15-6 or AR

735-5) desired in the SSA commander block. The approving authority than dates the IAR and signs the IAR in the SSA commander block.

(c) If the approving authority desires an AR 15-6 investigation, the original copy is returned to the PBO for filing in the supporting documents file. The approving authority is responsible for starting the investigation per AR 15-6. The approving authority holds the first copy in suspense pending receipt of the completed AR 15-6 investigation. The PBO destroys the second copy of the IAR.

(d) If the approving authority desires a report of survey, the original copy of the IAR is returned to the PBO with instructions to initiate a report of survey within 5 work days. When prepared, send it to the approving authority. The approving authority will process the report of survey per AR 735-5. The approving authority holds the first copy pending receipt of the completed report of survey. The PBO destroys the second copy of the IAR.

(e) Assign DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) or DA Form 4697 the same document number as was assigned to the IAR. When completed, a copy of the proceedings or survey is sent to the PBO for filing in the supporting document file to support the IAR.

(f) When the inventory is completed, prepare a memorandum for the PBO's signature. The memorandum will state that the inventory was conducted. It will also state, when applicable, that differences have been accounted for according to paragraph d. above and/or AR 735-5. File the original of the memorandum at the property book level. Send a copy of the memorandum to the person who appointed the PBO. A sample inventory memorandum is shown at figure 9-2.

Section II
ARNG Reconciliation Procedures

9–13. USPFO reconciliation

a. The USPFO will maintain copies of all documents or automated listings of transactions that change the balance of end items, components of end items (COEI), or personal and organizational clothing on hand in units within the State. The organization will provide the USPFO with copies of all documents that are generated and processed internally. The USPFO will validate the property records of each organization every 12 months or prior to change of PBO, whichever comes first.

b. Every 12 months, or prior to change of PBO, a USPFO representative (who is not a member of the same unit) will, as a minimum, verify that:

(1) All transactions involving accountable end items are correctly posted in the unit's property book.

(2) All transactions involving nonexpendable COEI are correctly documented in the appropriate hand receipt annex or component listing.

(3) The PBO has made appropriate disposition of assets that are in excess of authorized allowances.

(4) The unit's record of items due in corresponds with the USPFO record of items due out for that unit.

(5) Accountable balances on the property book and the USPFO equipment status report (ESR) agree. The USPFO representative and the PBO, or designated representative, will certify that the balances on the USPFO ESR agree and are correct as adjusted by signing a statement to that effect at the end of the listing. One copy of the adjusted ESR will be retained by the PBO until the next reconciliation.

c. After verification of accountable balances the following will occur:

(1) The USPFO representative will annotate "PROPERTY RECORDS VERIFIED" in the front of manual property books and sign and date the entry. There is no requirement to stamp each and every property book page.

(2) Mechanized PB accounts will provide the USPFO representative a copy of the latest computer listing of accountable balances that will be updated and corrected as part of the review procedure. The USPFO representative and the PBO, or PBO representative, will certify that balances are correct as adjusted by signing a statement to that effect at the end of the listing. The USPFO representative will retain a copy of the signed listing in the logistic control file until after the next review.

9–14. Reconciliation reports

a. Upon completion of a review of property accountability records, the USPFO representative will submit a report of findings and conclusions as directed by the USPFO.

b. Previous reports should be reviewed to determine if any adverse trends are present and in what specific areas the unit requires assistance. These areas should be addressed in the current report.

S: 31 June 1996

SDSN-PB-A (710-2d) 1 June 1996

MEMORANDUM FOR CDR, Trp C, 1st Sqdn, 4th Cav

SUBJECT: Cyclic Inventory

1. Under the provisions of paragraph 9-6, DA Pamphlet 710-2-1, you are required to physically inventory 100 percent of your activity's property annually. This paragraph also allows this inventory to be conducted on a cyclic basis.

2. The cyclic inventory method has been chosen for use in this command. During the month of June, you are to inventory LIN A01869 through C51916 on your organizational property hand receipt, and LIN A17126 through C70747 on your installation property hand receipt.

3. Results of the inventory will be recorded as a 1st endorsement to this memorandum, and forwarded to this office no later than 31 June 1996. If discrepancies are noted, they are to be brought to my attention immediately. Discrepancies are required to be documented and I will assist in documenting the discrepancies, if necessary.

4. Reference:

a. DA Pamphlet 710-2-1

b. AR 735-5

JOHNNIE TURNER
Property Book Officer

SDSN-CAV-C 1st End CPT Stinson/spm/DSN 646-4444

CDR, Trp C, 1st Sqdn, 4th Cav

PROPERTY BOOK OFFICER, ATTN: SDSN-PB-A

1. Property indicated above has been inventoried. Also all sensitive items have been inventoried.

2. No discrepancies noted.

EARL STINSON
CPT, AR
Commanding

Figure 9-1. Sample memorandum for cyclic inventory

AFVS-CO-LG (710-2d) 28 June 1996

MEMORANDUM FOR Commander, 3d Bn 84th FA

SUBJECT: Annual Property Book Inventory

1. References:

a. DA Pam 710-2-1

b. AR 735-5

2. Under the provisions of reference 1.a, paragraph 9-8, a physical inventory of all property book items not issued on hand receipt was conducted on 28 June 1996. No discrepancies were found.

CHRIS J. COLON
CPT, TC
Commanding

Figure 9-2. Sample of a memorandum reporting annual property book inventory results

HAND RECEIPT
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

FROM	TO	HAND RECEIPT NUMBER
Cdr, C Battery	Arms Room Custodian	

FOR ANNEX OR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY

STOCK NUMBER *a.*	ITEM DESCRIPTION *b.*	* *c*	SEC *d.*	UI *e.*	QTY AUTH *f.*	QUANTITY *g.* A	B	C	D	E	F
	Rifle, M16A1					102	102	102	102		
	Machine Gun, M-60					8	8	8	8		
	Pistol, Cal .45					2	2	2	2		
	Cartridge, 5.56 mm					90	90	90	90		
	Cartridge, Cal .45					14	14	14	14		
	Container protected by seal #12345 which contains										
	1,000 rounds of 5.56 mm Ammunition					1	1	1	1		
						John Smith, SP4, 4 JUN 82	Frank Jones, SP4, 5 JUN 82	John Smith, SP4, 6 JUN 82			
	This form is typed for reproduction purposes only										
	and may be handwritten.										

* WHEN USED AS A
HAND RECEIPT, enter Hand Receipt Annex Number
HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE 1 OF 1 PAGES

DA FORM JAN 82 2062 EDITION OF JAN 58 IS OBSOLETE.

Figure 9-3. Sample of a completed DA Form 2062 showing the results of change of custody of arms storage facility inventory

INVENTORY ADJUSTMENT REPORT (IAR)

FOR THE USE OF THIS FORM, SEE DA PAM 710-2-2. THE PROPONENT AGENCY IS THE OFFICE OF THE DEPUTY CHIEF OF STAFF FOR LOGISTICS

SSA	MATCAT	VOUCHER NUMBER DODAAC	DATE	SERIAL
Central Issue Facility		W33DMJ	3341	0001

TOTAL NUMBER OF ITEMS	IAR REASON	STATION	COUNT CARD LOCATION
53	Semi-Annual Inventory	Fort Stewart, GA	

ITEM	STOCK NUMBER	ITEM NOUN	COND	SEC	RICC	RECORDED BALANCE	QUANTITY INVENTORIED	POST GAIN	POST LOSS	UI	UNIT PRICE	EXTENDED PRICE GAIN	EXTENDED PRICE LOSS
1	8465-00-530-3692	Bag Barrack		U	3	953	927		26	EA	$ 6.14		$ 159.64
2	8465-00-141-0932	Bag Duffel		U	3	638	643	5		EA	$14.76	$ 83.80	
3	8465-00-261-6909	Bag clothing waterproof		U	3	1576	1532		44	EA	$ 4.57		$ 201.08
4	8465-00-935-6815	Belt Ind Equipment		U	3	816	894	78		EA	$ 4.36	$ 340.08	
5	8430-00-823-7047	Boots Cold Weather		U	3	1143	1147	4		EA	$73.67	$ 294.48	
6	8465-00-899-3744	Canteen Water Plastic		U	3	716	638		78	EA	$ .80		$ 62.40
7	8415-00-782-2918	Cap Cold Weather		U	3	1344	1360	16		EA	$ 6.47	$ 103.52	
8	8465-00-001-6474	Carrier Int Tool		U	3	1026	983		43	EA	$ 1.44		$ 61.92
9	8465-00-935-6814	Case Field First Aid		U	3	794	726		68	EA	$ 1.11		$ 75.48
10	8465-00-935-4871	Case Small Arms Ammo		U	3	1486	1307		179	EA	$ 1.54		$ 275.66
11	8415-00-105-0605	Cover Helmet Camouflage		U	3	1107	914		193	EA	$ 2.34		$ 451.62
12	8465-00-860-0256	Cover Water Canteen		U	3	907	928	21		EA	$ 2.59	$ 54.39	
13	8465-00-165-6838	Cup Water Canteen		U	3	643	641		2	EA	$ 4.96		$ 9.92
14	8465-00-019-9102	Field Pack OG106 Med		U	3	303	307	4		EA	$26.31	$ 105.24	
15	8465-00-001-6475	Frame Field Pack		U	3	179	173		6	EA	$22.17		$ 133.02
16	7210-00-266-9736	Insect Bar		U	3	1106	1089		17	EA	$13.75		$ 233.75
17	5120-00-878-5932	Intrenching Tool Hand		M	3	843	874	31		EA	$12.10	$ 375.10	
18	8415-00-782-2888	Liner Coat, Nylon		U	3	1218	1193		25	EA	$10.38		$ 259.50
19	8415-00-782-2925	Liner Cold Weather Trousers		U	3	1234	1271	37		EA	$10.15	$ 375.55	
20	8415-00-782-2883	Liner Parka, Nylon		U	3	1123	1118		5	EA	$11.65		$ 58.25
									SUB-TOTAL			$1732.36	$1982.24
39	8440-00-221-0852	Suspenders Trousers		U	3	678	701	23		PR	$ 3.14	$ 72.22	
									SUB-TOTAL			$1214.20	$1383.14
									SUB-TOTAL			$ 843.27	$1127.46

Total gains FY to date: $3789.83
Total Losses FY to date: $4492.84
Total: $8282.67
Dollar value of stockage allowance: $3,092,142.00
2 1/2% of stockage allowance value: $ 77,304.00

CUT

STOCK RECORD OFFICER

THESE ADJUSTMENTS WERE MADE FOR THE REASON SHOWN. IF THE REASON IS "INVENTORY" THEY HAVE BEEN MADE PENDING THE SSA COMMANDER'S APPROVAL

DATE	SIGNATURE

SSA COMMANDER

I APPROVE THE ADJUSTMENT OF ALL ITEMS NOT CIRCLED. THE CIRCLED ITEMS WILL BE SUPPORTED BY ACTION UNDER (CIRCLE ONE) AR 15-6 AR 735-11

DATE	SIGNATURE

ASSET REPORT COPY SENT DATE	INITIALS	IAR REVIEWED DATE	INITIALS

GAIN	TOTAL DOLLARS	LOSS
$3789.83		$4492.84
GAIN	NET DOLLARS	LOSS

DA FORM JAN 82 444 EDITION OF JUN 78 IS OBSOLETE.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1982 — 355-946

Figure 9-4. Sample of a DA Form 444

Legend for Figure 9-4;
Completion instructions by block or column for DA Form 444 prepared to account for differences found during semiannual CIF inventory.

SSA Enter "Central Issue Facility."

Voucher Number Enter a document number from the nonexpendable document register.

Total Number of Items Enter the total number of items on the IAR.

IAR Reason Enter "Semiannual Inventory" or "Cyclic Inventory."

Station Enter the CIF's physical location.

Item Enter the item number, in sequence, for each item on IAR.

Stock Number Enter the stock number of each item on IAR.

Item Noun Enter a description of each item on IAR.

SEC Enter the CIIC code for each item on IAR.

RICC Enter the RICC for each item on IAR.

Recorded Balance Enter the quantity recorded in the balance column of the property record for each item on IAR.

Quantity Inventoried Enter the quantity counted for each item on IAR.

Post Enter the quantity to be posted to the property record for each item on the IAR. Use either the gain or loss column, but not both.

UI Enter the unit of issue for each item on IAR.

Unit Price Enter the price found in the ARMS monthly AMDF for each item on IAR.

Extended Price Enter the total dollar value of each line. Use either the gain or loss column corresponding to the post column, but not both. Multiply the unit price by the posted gain or loss; enter the result in the extended price gain or loss column.

Note. After the last item, enter the total value of gains FY to date, total value of losses FY to date, the sum of these two totals, the dollar value of the stockage allowance, and the dollar value equal to the stockage allowance value X .025. Use this data to determine approval authority per para 9-12e. Enter the subtotal at the bottom of the extended price column on each page when the IAR consists of two or more pages.

Stock Record Officer The PBO for the central issue facility dates and signs this block.

SSA Commander Leave blank. The IAR approving authority will complete this block.

Asset Report Copy Sent Leave blank.

IAR Reviewed This block allows the PBO appointing authority to review the IAR prior to forwarding IAR to the IAR approving authority.

Total Dollars Enter the total dollar value of the IAR. Use both columns.

Gain. Add all entries in the extended price gain column; enter the result.

Loss. Add all entries in the extended price loss column; enter the result.

Net Dollars Enter the difference between the total dollars gain or loss in either the gain or loss block. Do not use both blocks. This is the net adjustment shown in dollars.

Reverse Side Enter causative research required by paragraph 9-12, d,(2). Attach supporting documentation to causative research if deemed appropriate.

Chapter 10
Organizational Clothing and Individual Equipment (OCIE) Procedures

10–1. General

a. CTAs 50-900 and 50-970 prescribe allowances of OCIE. This chapter has accounting procedures for selected items (see paragraph 10-2) of OCIE. OCIE authorized on a unit basis is accounted for according to chapter 4.

b. The term "OCIE issue point" is used to refer to both:

(1) A central issue facility (CIF); and

(2) An issue point within a parent unit keeping property book accountability for OCIE.

c. Soldiers are responsible for the proper custody, care, and safekeeping of OCIE issued them regardless of the accounting requirements code (ARC). They must keep these items in a serviceable condition.

d. When authorized by the MACOM, the CIF may initiate cash collection for replacing lost, damaged, or destroyed OCIE per paragraph 10-14. Purchase of OCIE for anyone's personal use is prohibited. Make cash payments at the CIF that maintains the OCIE record for the soldier. If the soldier is not supported by a CIF, prepare DD Form 362, under AR 735-5. Allow depreciation under AR 735-5.

e. In the ARNG, augmentation or excess personnel assigned to MTOE units will receive their OCIE from the unit of attachment or the STARC, as designated by the Adjutant General.

f. In the ARNG, OCIE items will be stored in State armories or other suitable secure facilities made available by the State AG. Such facilities should provide sufficient space for the common storage of all OCIE issued to a unit and further issued to personnel assigned to the unit. Unit commanders (when authorized by the State AG) may authorize unit members to retain OCIE items in their personal possession only when the following conditions are met:

(1) When storage facilities are not made available.

(2) Prescribed clothing showdown inspections are scheduled, conducted, and appropriately recorded.

(3) Each individual member is informed of responsibilities for safeguarding Government property and of the proper and only authorized uses of OCIE.

g. Report OCIE quality deficiencies on SF 368. DA Pamphlet 738-750, appendixes F and G, gives preparation instructions and mailing addresses, respectively.

10–2. Items authorized for stockage

a. The following categories of OCIE from CTA 50-900, table 4, are authorized for stockage by OCIE issue points.

(1) Items authorized to a soldier by Military Occupational Specialty (MOS). These MOSs are listed in CTA 50-900, appendix D.

(2) Items that may be transferred. These items are identified by footnotes or CTA 50-900, appendix F.

(3) Minimum essential items. These items are in CTA 50-900, appendix G.

(4) Other items. Any other items must be approved by the MACOM commander.

(5) Expendable OCIE items authorized to a soldier as listed in Table 4 CTA 50-970.

b. CIFs are not required to stock all the authorized items. Stockage may be limited to only recoverable items. The installation commander will make this decision. The parent unit must stock, issue, recover, and account for OCIE not stocked by a CIF.

c. Expendable supplies authorized by CTA 50-970 that are required to complete or to place an item of OCIE into use may be stocked at CIFs. Examples are camouflage cover bands, tent pins, tent poles, and ropes. The using unit replaces these items on a one-for-one basis.

10–3. Computing stockage at an OCIE issue point

a. Central Issue Facilities will stock organizational clothing and individual equipment (OCIE) on a demand basis, using the average number of issues each month.

b. Each Central Issue Facility will establish a stockage requirment based on equipment demand and maintain support for its stockage requirement.

10–4. Classification of Organizational Clothing and Individual Equipment

a. Items of organizational clothing and equipment. Items of organizational clothing and equipment will possess such appearance and degree of serviceability as to justify their issue to troops and

afford satisfactory military appearance. As a guide only, and where practical for application, these items should possess not less than 50 percent of the life of a new item.

b. Priority factors. See TM 10-8400-201-23, paragraph 1-6.4a(2).

c. Standards. See TM 10-8400-201-23, paragraph 1-6.2c.

d. Definitions governing classification by condition code. See TM 10- 8400-201-23, paragraph 1-6.

10–5. OCIE property book procedures

a. Property book pages will be prepared and kept for all nonexpendable OCIE on hand or on request. The procedures in chapter 4 apply to OCIE property book pages, except as follows:

(1) A separate page is required for each LIN authorization. Account for sized items of OCIE on the same page or on a serial number page (DA Form 3328-1). Mark the page as follows:

(a) Enter "SEE REVERSE" or "SEE SERIAL NUMBER PAGE" in the stock number block.

(b) List each NSN and size of the item on the reverse side of the page as shown in figure 10-1. When the number of sizes and volume of transactions make it impractical to use the reverse side of the page, use a serial number page (DA Form 3328-1) to list item NSNs and sizes. Enter the quantity on hand for each NSN in pencil. Change these figures as necessary.

Note. At training installations using manual procedures, where trainee rotation is 10 weeks or less, size management data will be maintained at the discretion of the Property Book Appointing Authority.

(2) The balance recorded on the property book page will show only the quantity on the shelf. Items in laundry or maintenance and bulk issues (hand receipt quantities) are considered to be on the shelf. OCIE possessed by supported soldiers will not be included in the balance. Quantities of OCIE possessed by supported soldiers and mission essential civilians will be recorded in the remarks data element of the property book record. This quantity is updated when determining the stockage quantity and will be added to the on the shelf balance to report asset data required by AR 710-3. Issues to and turn-ins from supported soldiers will be summarized. In the ARNG/USAR, nonrecoverable OCIE issued to support soldiers will be summarized; recoverable OCIE issues will not be summarized or dropped from the property book. Summary procedures are in paragraph 10-7.

(3) Use the reverse side of the property book page to record management data. Record this data as shown in figure 10-1 and explained next.

(a) Location column. Enter the current location for items recorded as being on hand. For example, maintenance, laundry, or hand receipt numbers could be listed.

(b) Quantity on hand column. Enter the quantity on hand at each location listed.

(c) Document number column. Enter the document number for any dues-in.

(d) Due-in quantity column. Enter the quantity due-in for each document number listed.

(e) Remarks block. Enter the quantity issued to soldiers, the stockage allowance and the recorder point level. Update these entries each time the stockage levels are computed.

b. Organize OCIE property books as follows:

(1) At parent unit level, file the pages within the organization property section or in a separate section. File the pages in the same sequence as the items are listed on DA Forms 3645/3645-1 (Additional Organizational Clothing and Individual Equipment Record) used for summaries.

(2) The CIF will keep a CIF property book. File the pages in the same sequence as the items are listed on DA Forms 3645/3645-1 used for summaries.

10–6. Organizational clothing and equipment records (DA Forms 3645/3645-1)

a. Use DA Forms 3645/3645-1, or computer prepared listings when the CIF is automated, to record the OCIE transactions between the PBO and the soldier. These transactions are issues and turn-ins. DA Form 3645 contains the majority of OCIE items commonly issued at an OCIE issue point. DA Form 3645-1 is used for other items stocked by the OCIE issue point. Overprinting of DA Form 3645-1 and use as a sole OCIE record is allowed. Prepare the form in three copies. USAR prepare only two copies, one for the MPRJ and one for the soldier receiving the issue. The OCIE issue point keeps copy 1. Copy 2 is sent to the soldier's unit for filing. Both copies are kept by the OCIE issue point when the issue point is at parent unit level. Copy 3 is retained by the individual. Only OCIE issue point personnel are authorized to post DA Forms 3645/3645-1. Instructions for preparing DA Forms 3645/3645-1 are on the form. (A sample copy of DA Form 3645 is in figure 10-2. A sample copy of DA Form 3645-1 is in figure 10-3. The essential elements of data for the OCIE record are in table 10-1.

b. DA Forms 3645 and 3645-1 currently prepared and in use remain in effect until remade by the OCIE issue point.

c. During reception center processing, CTA 50-900 OCIE issued to enlisted soldiers is recorded on DA Form 3078 (Personal Clothing Request). Transfer this OCIE to DA Form 3645, or a computer prepared listing, when the soldier arrives at the first permanent duty station.

d. In the ARNG, DA Forms 3645 and 3645-1 may be used for temporary issues to support Annual Training (AT) or field exercises when OCIE is stored in the armory. When this option is used, the forms will be clearly identified as "temporary issue records." Summary posting procedures will not be used.

e. When a unit deploys, all OCIE records and OCIE will be transferred to the gaining unit property book officer.

Table 10–1
Organizational Clothing and Individual Equipment (OCIE) Record To Assign Responsibility for OCIE*

Use: To Assign Responsibility for OCIE **Preparation:** Manual or Automated **Format:** As prescribed in manual or authomated procedural publications **File:** Soldier issue files **Title:** Name **Explanation:** N/A
Title: Social Security Account No. **Explanation:** N/A
Title: Duty MOS **Explanation:** N/A
Title: Organizational Clothing and Individual Equipment **Explanation:** Items listed in CTA 50–900
Title: Authorized allowance **Explanation:** Quantity of each item authorized
Title: Balance **Explanation:** Quantity of each item issued
Title: Signature and date **Explanation:** N/A

10–7. Summary procedures

a. Nonexpendable issues to, turn-ins from, and cash collections from soldiers are summarized. ARNG/USAR will summarize only nonrecoverable OCIE. Adjustment documents may be summarized. A summary of turn-ins to the issue facility is used to post an increase to the property book balance. Summaries of issues, cash collections, or adjustment documents are used to post a decrease to the property book balance. Post summaries to the property book balance at least monthly. More frequent posting is allowed if desired by the PBO. The summary of issues, turn-ins, cash collections, and adjustment documents must all be posted to the property book at the same time. The essential elements of data for the summary are in table 10-2.

Table 10–8
Organizational Clothing and Individual Equipment (OCIE) Transaction Summary

Use: To Summarize Individual OCIE Transaction for Posting to the Property Record
Preparation: Manual or Automated
Format: As prescribed in manual or authomated procedural publications
File: Property Book Supporting Document File
Title: Type
Explanation: Identifies the type transactions summarized; i.e., issues, turn-ins, cash collections, or adjustment documents.

Use: NA
Preparation: NA
Format: NA
File: NA
Title: Document number
Explanation: N/A

Use: NA
Preparation: NA
Format: NA
File: NA
Title: Organizational clothing and individual equipment
Explanation: Items listed in CTA 50-900

Use: NA
Preparation: NA
Format: NA
File: NA
Title: Balance
Explanation: Quantity of the OCIE item, by transaction, that has been issued, turned in, or processed through cash collection or on an adjustment document

Use: NA
Preparation: NA
Format: NA
File: NA
Title: Total
Explanation: Quantity of the OCIE item to be added or subtracted from the property book. The total of the balance columns

Use: NA
Preparation: NA
Format: NA
File: NA
Title: Name and Social Security Account Number
Explanation: Relates to soldier that was issued or turned in OCIE

Title: Adjustment document number
Explanation: N/A

b. Use DA Forms 3645/3645-1 to summarize the transactions. Record issues, turn-ins, cash collections, and adjustment documents on separate consolidated DA Forms 3645/3645-1. Mark the name block "SUMMARY OF ISSUES/TURN-INS/CASH COLLECTIONS/ADJUSTMENT DOCUMENTS," as applicable.

c. When items are issued or turned-in, enter the quantity in the next open column of the consolidated DA Forms 3645/3645-1. Enter the soldier's name and SSN in the signature and date block of the numbered column in which the issue or turn-in is recorded. There is enough space for 16 transactions. The last column, number 17, is used to total columns 1 through 20. Figure 10-4 shows a DA Form 3645 prepared as a summary of issues.

d. Post cash collections and adjustment documents to the summary as explained in paragraphs 10-10 and 10-13.

e. When the summaries are to be posted to the property book, take the following actions:

(1) If only one DA Form 3645/3645-1 has been used to consolidate issues, turn-ins, cash collections, or adjustment documents, use it to post the property book.

(2) If more than one DA Form 3645/3645-1 has been used to consolidate issues, turn-ins, cash collections, or adjustment documents, total the quantities recorded in column 17 of each form. Enter these quantities in column 1 on a separate DA Form 3645/3645-1. Mark the name block of this form with "SUMMARY OF ISSUES/TURN-INS/CASH COLLECTIONS/ADJUSTMENT DOCUMENTS (as applicable) FOR THE PERIOD (date) THROUGH (date). THERE ARE (quantity) SUPPORTING DA FORMS 3645/3645-1 ATTACHED." Attach the consolidated DA Forms 3645/3645-1 to this form.

(3) Assign a separate document number to the summary of issues, turn-ins, cash collections, and adjustment documents. Post the quantities recorded on the summary sheet to the property book. Post the summary of turn-ins before posting the summary of issues, cash collections, or adjustment documents. Post the quantities recorded on the summary of turn-ins to the quantity received column of the property book page. Post the quantities recorded on the summary of issues to the quantity turn-in column of the property book page. Post the quantities recorded on the summary of cash collections to the quantity turn-in column of the property book page. Post the quantities recorded on the summary of adjustment documents to the quantity turn-in column of the property book page.

(4) After posting the summaries to the property book, enter the date completed in column m of the document register. Mark the summaries with "posted," the date, and the initials of the posting individual. File the summaries in the supporting document file.

10–8. Issue procedures (inprocessing)

a. Unit actions when the soldier processes into the unit first.

(1) Make sure the soldier has a copy of the unit assignment orders.

(2) Make sure the soldier has an OCIE record.

(a) If the soldier arrives without OCIE records, request a copy from the soldier's previous unit commander.

(b) In the interim, prepare one copy of new DA Forms 3645 and 3645-1. Do not record any quantities at this time. Send the soldier to the OCIE issue point for a complete issue. When the soldier's OCIE records arrive from previous unit, make sure the soldier turns in all items recorded as being previously issued.

(3) If the soldier arrived with OCIE records, make an inventory of the soldier's OCIE. The commander may accept a written statement from personnel in grades E5 and above, in lieu of an OCIE inventory, that all OCIE is on hand and serviceable. The commander may choose an officer, warrant officer, or noncommissioned officer (NCO) to do the inventory. Use the following procedures:

(a) Make sure the soldier has all items recorded. If items are missing or unserviceable (other than FWT), use the procedures for replacing lost, damaged, and destroyed OCIE (see paragraph 10-11).

(b) Use exchange procedures for any unserviceable (FWT) items.

(c) Check the OCIE records to make sure the duty MOS is correct. Items recorded that are not required because of duty MOS change, or any other reason, must be turned in. Make sure the soldier turns in any unauthorized items when reporting to the OCIE issue point.

(4) After actions in (1) through (3) have been completed, have the soldier report to the OCIE issue point, with the following:

(a) OCIE records.

(b) Unit assignment orders.

(c) OCIE to be exchanged or turned in.

(d) Adjustment document for items lost, damaged, or destroyed (other than FWT), if needed.

b. Unit actions when the soldier has already reported to the OCIE issue point are as follows:

(1) Inventory the soldier's OCIE. The commander may accept a written statement from personnel in grades E5 and above, in lieu of an OCIE inventory, that all OCIE is in hand and serviceable. The commander may choose an officer, warrant officer, or NCO to do the inventory. Use the following procedures:

(a) Make sure the soldier has all items recorded on the OCIE records. If items are missing or unserviceable (other than FWT), use procedures for replacing lost, damaged, and destroyed OCIE as explained in paragraph 10-13 or 10-14.

(b) Use exchange procedures for any unserviceable (FWT) items.

(c) Check the OCIE records to make sure the duty MOS is

correct. Items recorded on the forms that are not required because of duty MOS change or for any other reason must be turned in. Make sure the soldier returns to the OCIE issue point and turns in any unauthorized items.

(2) When notified by the OCIE issue point that the soldier reported without OCIE records, the commander will:

(a) Request a copy of the soldier's OCIE records from the previous unit commander.

(b) Make sure the soldier turns in all items recorded thereon when the soldier's OCIE records arrive from the previous unit.

c. OCIE issue point actions:

(1) Before processing, verify that the soldier is an authorized customer. Do this by making sure the soldier has assignment orders. Check the soldier's identification to make sure he or she is the actual person listed on the assignment orders.

(2) Make sure the soldier has OCIE records. If the soldier arrives without records, the PBO must notify the soldier's unit commander.

(3) Prepare DA Forms 3645 and or 3645-1. Prepare new forms in three copies. Record all previous issues on the new forms.

(4) If the soldier has items for turn-in, process the turn-in. Record items turned in on the summary of turn-ins.

(5) If the soldier has items for exchange, make the exchange.

(6) Issue the remaining items of authorized OCIE. Record the issue on both copies of DA Forms 3645 and or 3645-1.

(7) Record items issued on the summary of issues.

(8) Record dues-out for items authorized but not issued. The PBO decides the method of recording dues-out and will notify the soldier when the OCIE is available.

(9) File an original of the DA Forms 3645 and or 3645-1 in the OCIE issue point file. Send a copy or another original to the soldier's unit for filing. The individual also keeps a copy.

10–9. Camouflage Maternity Uniforms

a. When authorized by the Installation Commander (unit commander in the USAR) for wear, the camouflage or duty white maternity uniform will be issued to the soldier after receipt of certification by a physician that the soldier is pregnant. This occur from 10 weeks to 4 months of pregnancy. The Unit Commander will send the service member to the OCIE issue point for issue of items authorized by CTA 50-900.

b. These uniforms will be issued and accounted for on OCIE records (DA Forms 3645/3645-1). Upon termination of pregnancy, the soldier will be required to turn in maternity uniform to OCIE issue point.

c. If a soldier departs PCS during pregnancy, camouflage maternity uniform will be retained and turned in at the new duty station after termination of pregnancy.

10–10. Turn-in procedures (outprocessing)

a. Unit actions.

(1) Remove unit copy of the soldier's DA Forms 3645/3645-1 from the file.

(2) Make sure the soldier has all items recorded on these forms.

(3) If items are lost, damaged, or destroyed (other than FWT), take the following actions:

(a) Allow the soldier to buy the items. Do not post transactions to DA Forms 3645/3645-1. (See procedures for cash collections of OCIE in paragraph 10-14.

(b) If items are not bought or soldier does not admit fault, prepare the proper adjustment document. The OCIE issue point assigns the document number. Use procedures in AR 735-5 to prepare the adjustment document.

(4) Give DA Forms 3645/3645-1 and the adjustment document to the soldier.

(5) The soldier reports to the OCIE issue point with:

(a) Unit copy of DA Forms 3645/3645-1.

(b) All OCIE issued to the soldier. OCIE must be properly cleaned, and in serviceable condition.

(c) Adjustment document for items lost, damaged, or destroyed (other than FWT) if required.

(d) DA Form 137-R (Clearance Record). DA Form 137-R is prescribed by AR 600-8-101.

b. OCIE issue point actions.

(1) Remove OCIE issue point copy of soldier's DA Forms 3645/3645-1 from the file.

(2) Determine items to be transferred with the soldier. Use CTA 50-900.

(3) All items that are not to be transferred with the soldier are turned in. If an item that is to be turned in is missing, make sure it is listed on the adjustment document. Note: All OCIE will be clean upon turn in to the CIF. CIFs will not accept turn in of OCIE that is not clean, regardless of the serviceability criteria.

(4) Adjust both copies of DA Form 3645/3645-1 as follows:

(a) Enter the quantity of each item to be sent with the soldier in the next unused numbered column.

(b) If all items have been turned in, line out the next unused numbered column.

(5) Have the soldier sign and date both copies of DA Forms 3645/3645-1.

(6) Record the following statement on the reverse side of soldier's copy of DA Forms 3645/3645-1: "The last column used at (Installation) was (column number) (date) (initials of authorized OCIE representative)." A rubber stamp may be used to enter this statement. Send this copy of DA Form 3645/3645-1 to the custodian of the soldier's personnel records, even if all items have been turned in.

(7) After the above actions have been completed, clear the soldier in the proper block on DA Form 137-R. A unique rubber stamp is a method of showing clearance.

(8) Record items turned in on the summary of turn-ins.

(9) Return OCIE issue point copy of DA Forms 3645/3645-1 to the file. Keep these copies for 12 months.

(10) When an adjustment document is used, process as follows:

(a) Assign a document number to the adjustment document.

(b) Post the adjustment document to the summary of adjustment documents. (Post it to the property book as a loss if adjustment documents are not summarized.)

(c) Record items on the adjustment document to the summary of turn-ins. Do this even though the items were not turned in. This prevents double posting of a loss to the property book. It also provides an audit trail.

(d) Use methods in AR 735-5 for further processing of the adjustment document.

10–11. Other issues and turn-ins

Make additional issues and turn-ins of OCIE using the following procedures:

a. Unit actions.

(1) Remove unit copy of the DA Forms 3645/3645-1 from the file. Give forms to the soldier.

(2) If items are to be turned in, the commander will make sure the soldier has the items. If items have been lost, damaged, or destroyed (other than FWT):

(a) Allow the soldier to buy the items. Do not post transactions to DA Forms 3645/3645-1. (See procedures for cash collections of OCIE in paragraph 10-14.)

(b) If items are not bought or soldier does not admit fault, prepare the proper adjustment document. The OCIE issue point will assign the document number. Use methods in AR 735-5 to prepare the adjustment document.

(3) Have the soldier report to the OCIE issue point.

b. OCIE issue point actions.

(1) Remove OCIE issue point copy of DA Forms 3645/3645-1 from the file. Make the issue or turn-in. Adjust both copies of the DA Forms 3645/3645-1.

(2) Record the turn-ins or issues on the proper summary.

(3) Return the unit's copy of DA Forms 3645/3645-1 to the unit for filing. Return the OCIE issue point copies to the file.

10–12. Lost, damaged, and destroyed OCIE (other than FWT)

Replace lost, damaged, or destroyed (other than FWT) items as follows:

a. When fault or neglect is admitted, allow the soldier to buy the items (paragraph 10-14). Do not post these transactions to DA Forms 3645/3645-1. Cash collection will not be accepted by the CIF without a written authorization signed by the persons commander unless the individual is clearing the installation on an ETS or PCS move. See AR 735-5, paragraph 12-3b(5), for details concerning statement.

b. When the items are not bought or the soldier does not admit fault or neglect, prepare and process the proper adjustment document according to AR 735-5. The adjustment document is prepared at the unit level. The document number is assigned by the OCIE issue point. The soldier reports to the OCIE issue point with the adjustment document and his or her DA Forms 3645/3645-1. Replacement items will be issued from stock. Transactions are not posted to the soldiers DA Forms 3645/3645-1. Post the quantity issued to the next unused column of the summary of adjustment documents. Enter the document number of the adjustment document in the "signature and date" block of the summary of adjustment documents. When adjustment documents are not summarized, post the adjustment document to the property book as a loss.

c. When an adjustment document is processed, and some or all of the items listed thereon are out of stock, do the following:

(1) Post the adjustment document to the summary of adjustment documents or property book, as appropriate.

(2) Issue available items. Do not post items issued on the summary of issue or the soldier's DA Forms 3645/3645-1.

(3) Record a turn-in for items not issued on the soldier's DA Forms 3645/3645-1. Post items recorded as turned-in to the summary of turn-ins. Establish dues-out using the procedure required by the OCIE issue point PBO.

10–14. Cash collections of OCIE to replace lost, damaged, or destroyed OCIE

When the MACOM permits cash collections for OCIE at the CIF, the CIF will prominently display a price list for all OCIE items it stocks. Charge the current AMDF price less depreciation under AR 735-5. Update the price list when prices change in the AMDF. When liability for lost, damaged, or destroyed OCIE is admitted, the individual may voluntarily, or in response to a request, offer cash or check payment of the value of the OCIE. Do not demand cash or check payments. The option to purchase OCIE is available only to persons who are replacing previously issued, authorized OCIE. Purchase of OCIE from the CIF for personal (private) use is prohibited.

a. Unit actions.

(1) Remove unit copy of the DA Forms 3645/3645-1 from the file, Give forms to the individual.

(2) Prepare a statement in three copies, signed by the unit commander or the commander's designated representative, authorizing the soldier to purchase the OCIE items at the CIF. The authorization will state, "(Rank (or grade) and name) is authorized to purchase the following authorized OCIE. The OCIE will remain the property of the U.S. Government." List the item nomenclature and quantity of each item authorized for purchase. Coordinate with the CIF manager to determine if additional local requirements apply. File one copy of the authorization in a suspense file. Give the original and one copy to the individual.

(3) Have individual report to the CIF with OCIE record and two copies of the written authorization.

(4) When the individual returns to the unit with the replacement OCIE and CIF-annotated authorization statement, destroy the unit suspense copy of the authorization statement. The individual making the purchase retains copy two. If the CIF annotated copy shows that some or all of the items were not purchased because they were temporarily out of stock, or for any other reason, prepare and process either a DD Form 362 or DA Form 4697, as appropriate, per AR 735-5. File the CIF-annotated copy until the unit has been inspected or audited.

b. CIF actions.

(1) Verify that the individual is an authorized customer.

(2) Check OCIE record. Do not make the collection unless the item was previously issued.

(3) At the time of payment and issue of OCIE, stamp "PAID, OCIE ISSUED" on two copies of the authorization and insert the date and cashier's initials. Enter the authorization number from the CIF cash collection register. Retain one copy and provide the individual the remaining copy.

(4) Maintain a record of all cash sales on a locally developed Cash Collection Register for OCIE. Minimum register entries are date of sale, customer's unit or activity, authorization number, amount of sale, allowed depreciation, amount paid, and purchaser's name (printed and signed). Assign a separate, sequential transaction number (authorization number) to each cash sale of OCIE. Annotate this number on copies of the authorization statement and on the summary of cash sales. Close out the register at the end of each collection period. Attach all pages containing entries to the authenticated copy of the DD Form 362 (Statement of Charges\Cash Collection Voucher).

(5) Post the quantities sold to the next unused column of the summary of cash collections. Enter the authorization number from the cash collection register in the "signature and date" block of summary of cash collections.

(6) If the item to be sold is out of stock, take the following actions:

(a) Make collection for the item as outlined in b(3), (4), and (5), above.

(b) Record a turn-in for the item(s) on the unit and CIF copies of the OCIE record. Establish a due-out for the item(s) using a locally developed method. Record the turn-in on the summary of turn-ins. Do this even though the item(s) were not turned in. This prevents double posting of a loss to the property book. It also provides an audit trail.

(7) Establish a change fund in the proper amount under AR 37-103. Apply to the commander for whom the CIF is operated for the change fund. The commander (USPFO in the ARNG) authorizes the FAO to advance the change fund on DD Form 1081 (Statement of Agent Officer's Account) to the CIF PBO or fund custodian.

(a) Safeguard the funds and proceeds from sales per AR 37-103.

(b) Deposit proceeds from cash collections of OCIE with the FAO (USPFO in ARNG) using DD Form 362.

(c) Prepare DD Form 362 in original and three copies for the total amount of funds received through cash sales of OCIE since the last deposit (fig 10-5).

(d) Present all copies of the DD Form 362 when turning in the cash to the FAO. (The FAO authenticates the DD Form 362, retains the original and two copies, and gives the remaining authenticated copy to the CIF representative.)

(8) Attach the authenticated (paid) copy of DD Form 362,supporting pages of the cash collection register, and supporting authorization statements to the summary of cash collections. Assign a document number to the summary of cash collections and post the summary to the property book as a loss. File the summary of cash collections and supporting documents in the supporting document file.

(a) The cash collections register and authorization statements will be attached to the paid copy of the cash collection voucher and filed for audit purposes. The total amount of the cash collection register must agree with the amount on the collection voucher.

(b) Deposits will be made daily when practical. If the volume of collections is low, cash proceeds may be retained for longer periods, provided the amount does not exceed $100.00 above the change fund. Deposits will be made on the last working day of each month regardless of the amount of money on hand.

10–15. Exchange procedures

OCIE is usually exchanged at the OCIE issue point. It may be

exchanged at the parent unit if the parent unit has been hand receipted a 5 percent OCIE stock from a CIF. Parent unit commanders may authorize unit supply personnel to receipt for exchange-eligible OCIE from soldiers, make bulk exchanges at the OCIE issue point, and return replacement OCIE to applicable individuals. Items unserviceable due to FWT are exchanged. Wrong sizes are exchanged. Use the following procedures:

a. Unit actions.

(1) Remove the unit copy of soldier's OCIE record from the file and give it to the soldier.

(2) Have the soldier report to the exchange point.

b. Exchange point actions.

(1) Verify that the soldier is an authorized customer.

(2) Check OCIE record. Make sure item to be exchanged was previously issued. If the item was not issued, the OCIE cannot exchange the item. If the exchange point is not the OCIE issue point, turn the item in as found on installation. Turn in the item to the SSA.

(3) If the item was previously issued, make the exchange. Do not record the exchange on the OCIE record. Return the OCIE record to the soldier's unit for filing.

(4) If the item is out of stock, take the following actions.

(a) When the exchange point is not the OCIE issue point, give the soldier a temporary receipt for the unserviceable item. Do not post the soldier's OCIE records. Take the unserviceable item to the OCIE issue point. Make the exchange with the OCIE issue point. Notify the soldier that the serviceable item is available. When the soldier reports to the exchange point, issue the serviceable item. Destroy all copies of the temporary receipt.

(b) When the exchange point is the OCIE issue point, record a turn-in for the item on the unit and OCIE issue point copies of the OCIE record. Establish a due-out for the item using a locally developed method. Record the turn in on the summary of turn-ins. Return the unit copy of the OCIE record to the soldier's unit for filing. Return the OCIE copy to the file. Use the procedures in paragraph 10-11 when the item becomes available.

10–16. Reconciliation of OCIE records with documented personnel losses

This reconciliation is made at least quarterly. It is made to determine if soldiers have departed without clearing the OCIE issue point. Compare DA Forms 3645/3645-1 kept at the OCIE issue point with the list of personnel losses received from the personnel section of supported units. If soldiers have departed without clearing, send copy of the DA Forms 3645/3645-1 to the new unit. The new unit commander will make sure the soldier has all items indicated on these forms.

10–17. OCIE property book inventory

The following inventories are required for OCIE recorded on the property book.

a. Change of PBO Inventory. Use the methods in paragraph 9-7.

b. Semiannual property book inventory. Use the procedures in AR 710-2, table 2-1, to make inventory adjustments. For ARNG annual property book inventory, use methods in paragraph 9-8.

10–18. OCIE record inventory

The following inventories are required for OCIE issued to soldiers/individuals.

a. Upon assignment of a soldier to a unit. Use the methods in paragraph 10-8, issue procedures (inprocessing).

b. Prior to the soldier clearing the installation. Use the methods in paragraph 10-10, turn-in procedures (outprocessing).

c. When a soldier is placed in an absent without leave status, hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility OCIE should be inventoried and secured. This inventory is required only when the soldier has not already secured OCIE in unit facilities, authorized on- or off-post bachelor quarters (other than troop billets) or family housing.

Note. A soldier must secure his/her OCIE within a locked container i.e., duffel bag or foot locker before placing in the facility (i.e., supply annex) provided by the unit.

The unit commander will choose an officer, warrant officer, or NCO to make the inventory. The chosen person will:

(1) Make sure the soldier's OCIE is not mixed with OCIE of other soldiers.

(2) Prepare two copies of DA Forms 3645/3645-1. Enter the words "Inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the signature and date block.

(3) Put the original of DA Forms 3645/3645-1 with the soldier's OCIE. File the copy in the unit absentee files with the soldier's other DA Forms 3645/3645-1.

(4) Secure the inventoried OCIE in unit facilities.

d. When a soldier is returned from AWOL, hospital, or extended TDY. The following procedures will be used when a soldier is returned from AWOL, hospital, or extended TDY:

(1) Have the soldier conduct a joint inventory with the commanders designated supply representative of property secured during his/her absence.

(2) Have the supply representative prepare adjustment documents for any items for which the soldier is financially liable.

(3) Have the soldier sign a release statement posted to the inventory form for items being issued.

(4) Have the soldier go to the OCIE issue point with adjustment documents for reissue of shortages.

e. When a soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, or confined in a military or civilian facility for more than 60 days. The inventory outlined in paragraph c above should be accomplished if not previously completed, and items turned in to the OCIE issue point or CIF. The commander's designated supply representative will:

(1) Remove the unit copy of the soldiers DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.

(2) Report the results of the inventory to the commander. The commander will ensure the following actions are taken:

(a) Turn-in overages as found on installation property. Account for shortages according to AR 735-5. Document number for the adjustment will be assigned by the OCIE issue point. Turn in the soldiers OCIE to the OCIE issue point or CIF.

(b) The inventory forms and the soldiers DA Forms 3645/3645-1 showing turn-in credit will be placed in the absentee file.

f. Additional information. Additional information concerning the handling of property for individuals in the categories described in paragraphs c and d above can be found in AR 700-84, paragraphs 12-12 through 12-18. DA Pamphlet 600-8, paragraph 9-6 (Procedure 9-3) should also be reviewed.

10–19. Transfer of OCIE to and from CIFs

a. When transfers are made.

(1) Transfer of OCIE from a CIF to a parent unit is made when:

(a) A parent unit supported by a CIF is to deploy; or

(b) A CIF is discontinued.

(2) Transfer of OCIE to a CIF from a parent unit is made when:

(a) A parent unit arrives in an area supported by a CIF; or

(b) A CIF is newly set up.

(3) When a unit supported by a CIF is to be deployed, the deploying unit's commander must notify the CIF PBO of the move as early as possible.

b. What is transferred. The following OCIE and records are transferred:

(1) Transfer of OCIE from a parent unit to a CIF.

(a) Transfer all OCIE in the balance column of the parent unit's property book to the CIF.

(b) Transfer the original OCIE records for each soldier to be supported by the CIF.

(2) Transfer of OCIE from a CIF to a parent unit.

(a) Transfer the parent unit's computed stockage quantity from the CIF.

(b) Transfer the original OCIE records for each soldier to be supported by the parent unit.

c. Transfer procedures are as follows:

(1) Losing PBO actions.

(a) Prepare and process a lateral transfer according to chapter 3, section III.

(b) After approval, post the transfer as a decrease to the property book balance.

(c) Adjust stockage quantities, if necessary.

(d) Attach the original DA Forms 3645/3645-1 for each supported soldier to the transfer document.

(e) Turn the transferred items over to the gaining PBO.

(f) Complete the entries in the document register.

(g) File the transfer document in the supporting document file.

(2) Gaining PBO actions.

(a) Assign a document number to the lateral transfer.

(b) Post the transfer as an increase to the property book balance.

(c) Adjust stockage levels for OCIE, if necessary.

(d) Complete the entries in the document register.

(e) File the transfer document in the supporting document files.

(f) File the transferred OCIE records.

10–20. Closing the property book account

If the property book is to be inactivated, use the procedures provided by the MACOM and AR 25-400-2, as applicable.

10–21. Aviation central issue facility

a. State Adjutants General (AGs) may establish a limited central issue facility (CIF) at each Army aviation flight activity (AAFA), Army aviation support facility (AASF), and aviation classification repair activity depot (AVCRAD) to provide initial issue, replacement, or temporary loan of aviation and non-aviation safety clothing and equipment to individuals authorized such equipment by CTA 50-900, section II.

b. Stocks in the CIF will be prescribed by the State AG, but will not exceed 5 percent of the total authorized strength (or assigned, if overstrength) of personnel on authorized flight status, plus ARNG technicians authorized flight clothing due to job description requirements to fly.

c. Stocks of these items will not be duplicated in the organizational clothing and equipment maintained in MTOE/TDA units. CIFs will be operated within the property book established for the AAFA, AASF, or AVCRAD.

(1) Organizational clothing and equipment records will be maintained by the AAFA, AASF, or AVCRAD.

(2) Replacement of unserviceable items will be made as a direct exchange when replacement is required due to FWT.

(3) In the event of mobilization, clothing and equipment assigned to individuals of the mobilized unit(s) will be transferred from the AAFA/AASF/AVCRAD property book to the mobilized unit. The individual(s) clothing record will accompany the lateral transfer.

(4) Temporary loan of safety clothing and equipment will be limited to a period not to exceed 5 days and will be accomplished on a temporary hand receipt. This period may be extended to 15 days for annual active duty training.

10–22. Clothing and equipment issued for ARNG air weather flight

a. Weather flight personnel will normally be issued CTA clothing and equipment commensurate to items being issued to Army members by the supported unit or USPFO. This will ensure air weather flight personnel are fully trained and equipped to provide the support required during peacetime and mobilization.

b. In the event of fragmented taskings of air weather personnel, such as split State, clothing and equipment will be issued by the home State USPFO.

c. Issue of CTA clothing and equipment will be under chapter 10. Clothing records for air weather personnel will be maintained at the rear of established ARNG clothing records (DA Form 3645) in alphabetical sequence. A file guide will be used and labeled “air weather flight personnel” for identification purposes.

PUBLICATION DATA

LOCATION	QUANTITY AUTHORIZED	QUANTITY ON HAND	DOCUMENT NUMBER	QUANTITY DUE-IN	LOCATION	QUANTITY AUTHORIZED	QUANTITY ON HAND	DOCUMENT NUMBER	QUANTITY —DUE-IN— ON HAND BY SIZE
Maint		50	3369-0011	48				w/o Hood	
Laundry		147	3369-0012	104	8415-00-782-3316			XS	108
HR1		35	3369-0013	40	8415-00-782-3317			S	233
HR2		20	3294-0004	56	8415-00-782-3318			M	441
HR3		35	3294-0005	96	8415-00-782-3319			L	209
Issue Line		126	3294-0006	32	8415-00-782-3320			XL	113
AC141		907	3294-0007	16					
								w Hood	
					8415-00-223-7621			XL	19
					8415-00-223-7623			M	93
					8415-00-223-7624			S	41
					8415-00-223-7626			L	43
totals		1298		392					1298

REMARKS

Quantity issued on DA Forms 3645/3645-1: 18,228
Stockage Allowance: 1,698
Reorder Point Level: 1,403

Reverse of DA Form 3328

☆ U.S. Government Printing Office: 1982—361-646/6445

Figure 10-1. Sample DA Form 3328

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD

For use of this form, see DA PAM 710-2-1. The proponent agency is USAOMS

NAME (Last, First, MI) AND SOCIAL SECURITY NUMBER

Rosario, Alexis L. 123-45-6789

DUTY MOS 92A20

INSTRUCTIONS: Overprinting is authorized. Entries in ink (MOS - pencil. Auth Alw - pencil or ink). Enter authorized allowance for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Individual's signature and date required on reverse side.

CLOTHING AND EQUIPMENT	AUTH ALW	SIZE	LAST FOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Bag Chemical Equipment																				
Apron Food Handlers																				
Body Armor PASGT																				
Bag Barracks Cotton	2		3692	2																
Bag Duffel	1		8699	1																
Bag Clothing Waterproof	1		6909	1																
Bolt Individual Equipment	1	M	1965	1																
Blanket Bed Wool																				
Boots Cold Weather																				
Canteen Water Plastic	1		0026	1																
Carrier Intrenching Tool	1		6474	1																
Case Field First Aid LC-1	1		6814	1																
Case Small Arms Ammo	1		6482	1																
Cover Helmet Camo KEVLAR	1	ML	7515	1																
Cover Water Canteen	1		0256	1																
Coveralls Insulated																				
Coveralls Cotton																				
Cup Water Canteen	1		6838	1																
Field Pack LC-1	1		9102	1																
Gloves Barb Wire Handlers																				
Gloves Work Cream																				
Goggles S.D.W																				
Helmet KEVLAR	1	M	7527	1																
Holster Pistol																				
Hood Extreme Cld Wthr																				
Insect Bar Nylon																				
Intrenching Tool Hand	1		5932	1																
Liner Coat Cold Weather	1	M	2888	1																
Liner Parka Ext Cld Wthr																				
Liner Trousers Cld Wthr	1	M	2926	1																
Mat Sleeping	1		3369	1																
Mitten Insers Wool	1	M	0769	1																
Mitten Shells	1	M	5409	1																
Trousers Wet Weather	1	M	0981	1																
Overshoes Boot Combat	1	10	3381	1																
Pan Mess Kit	1		5110	1																
Parka Ext Cold Weather																				
Parka Wet Weather			1549																	

DA FORM 3645, OCT 91 EDITION OF DEC 83 MAY BE USED UNTIL EXHAUSTED

Figure 10-2A. Sample DA Form 3645

CLOTHING AND EQUIPMENT	AUTH ALW	SIZE	LAST FOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Pocket Ammo .45cal/9mm																				
Poncho Wet Weather	1		0976	1																
Scarf Neckwear OG	1		7520	1																
Sweater Mans Wool OD-108	1	M	8906	1																
Smock Medical Assistant																				
Shelterhall Tent	1		1696	1																
Shirt Cold Wthr OG-108	1	M	3791	1																
Shirt Sleeping OG-106	1	M	2101	1																
Trousers Med Assistant																				
Sleeping Bag Ext Cld Wthr	1		8057	1																
Strap Tie Down LC-1																				
Suit Chemical Protective	1	M	5008	1																
Suspenders Individual LC-1	1		6471	1																
Suspenders Trousers	1		0852	1																
Trousers Cld Wthr OG-107																				
Trousers Cld Wthr OG-108	1	MS	2953	1																
Vest Ammo Carrier																				
Gloves Chemical Prot	1	M	3518	1																
Footcovers Chemical Prot	1	S	8172	1																

SIGNATURE AND DATE

Alexis L. Rosario, 21 Jun 93

REVERSE OF DA FORM 3645, OCT 91

☆ U.S. GOVERNMENT PRINTING OFFICE: 1992—308—181

Figure 10-2B. Sample reverse of DA Form 3645

ADDITIONAL ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD

For use of this form, see DA PAM 710-2-1. The proponent agency is USAQMS.

NAME *(Last, First, MI)* **AND SOCIAL SECURITY NUMBER**

JONES, JACK J.
450-44-9679

DUTY MOS 76Y10

INSTRUCTIONS: *Overprinting is authorized. Entries in ink (MOS - pencil, Auth Alw - pencil or ink). Enter authorized allowance for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance* ***ALL*** *totals to next column on any item changes. Individual's signature and date required on reverse side.*

CLOTHING AND EQUIPMENT	AUTH ALW	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Blanket, Bed Wool																						
Carrier, Int Tool	1	1																				
Carrier, Sleeping Bag	1	1																				
Case, Sleeping Bag	1	1																				
Case, Small Arms	2	2																				
Field Pack	1	1																				
Glasses, Sun																						
Int Tool, Hand Comb	1	1																				
Mattress, Pneumatic	1	1																				
Shoes, Safety																						

DA FORM 3645-1 Edition of Jan 82 may be used until exhausted.

Figure 10-3A. Sample DA Form 3645-1

CLOTHING AND EQUIPMENT	AUTH ALW	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

SIGNATURE AND DATE

DA FORM 3645-1 DEC 83

☆ U.S.G.P.O. 1987 - 181-032/60855

Figure 10-3B. Sample reverse DA Form 3645-1

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT RECORD

For use of this form, see DA PAM 710-2-1. The proponent agency is USAQMS

NAME *(Last, First, MI)* AND SOCIAL SECURITY NUMBER

Summary Of Issues

DUTY MOS

INSTRUCTIONS: Overprinting is authorized. Entries in ink (MOS - pencil, Auth Alw - pencil or ink). Enter authorized allowance for each item. Enter the item description of issued items in the Clothing and Equipment block. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Individual's signature and date required on reverse side.

CLOTHING AND EQUIPMENT	AUTH ALW	SIZE	LAST FOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Bag Chemical Equipment																				
Apron Food Handlers																				
Body Armor PASGT																				
Bag Barracks Cotton			3692	2	2	2	2	2												
Bag Duffel			8699	1	1	1	1	1												
Bag Clothing Waterproof			6909	1	1	1	1	1												
Belt Individual Equipment			0674	1	1	1	1	1												
Blanket Bed Wool																				
Boots Cold Weather																				
Canteen Water Plastic			0026	1	1	1	1	1												
Carrier Intrenching Tool			6474	1	1	1	1	1												
Case Field First Aid LC-1			6814	1	1	1	1	1												
Case Small Arms Ammo			6482	2	2	2	2	2												
Cover Helmet Camo KEVLAR			7515	1	1	1	1	1												
Cover Water Canteen			7485	1	1	1	1	1												
Coveralls Insulated																				
Coveralls Cotton																				
Cup Water Canteen			6838	1	1	1	1	1												
Field Pack LC-1			6825	1	1	1	1	1												
Gloves Barb Wire Handlers																				
Gloves Work Cream																				
Goggles S.D.W																				
Helmet KEVLAR			7527	1	1	1	1	1												
Holster Pistol																				
Hood Extreme Cld Wthr			3004	1	1	1	1	1												
Insect Bar Nylon																				
Intrenching Tool Hand			5932	1	1	1	1	1												
Liner Coat Cold Weather			2888	1	1	1	1	1												
Liner Parka Ext Cld Wthr			2883	1	1	1	1	1												
Liner Trousers Cld Wthr																				
Mat Sleeping			3369	1	1	1	1	1												
Mitten Insers Wool			0769	1	1	1	1	1												
Mitten Shells			5409	1	1	1	1	1												
Trousers Wet Weather			0981	1	1	1	1	1												
Overshoes Boot Combat			0878	1	1	1	1	1												
Pan Mess Kit																				
Parka Ext Cold Weather			7623	1	1	1	1	1												
Parka Wet Weather			1549	1	1	1	1	1												

DA FORM 3645, OCT 91 EDITION OF DEC 83 MAY BE USED UNTIL EXHAUSTED

Figure 10-4A. Sample organizational clothing and individual equipment record

CLOTHING AND EQUIPMENT	AUTH ALW	SIZE	LAST FOUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Pocket Ammo .45cal/9mm																				
Poncho Wet Weather			Ø976	/	/	/	/	/												
Scarf Neckwear OG			752Ø	/	/	/	/	/												
Sweater Mans Wool OD-108			89Ø6	/	/	/	/	/												
Smock Medical Assistant																				
Shelterhalf Tent			6Ø96	/	/	/	/	/												
Shirt Cold Wthr OG-108																				
Shirt Sleeping OG-106																				
Trousers Med Assistant																				
Sleeping Bag Ext Cld Wtr			8Ø57	/	/	/	/	/												
Strap Tie Down LC-1																				
Suit Chemical Protective			5ØØ8	/	/	/	/	/												
Suspenders Individual LC-1			6471	/	/	/	/	/												
Suspenders Trousers			Ø852	/	/	/	/	/												
Trousers Cld Wthr OG-107																				
Trousers Cld Wthr OG-108																				
Vest Ammo Carrier																				
Gloves Chemical Prot			3518	/	/	/	/	/												
Footcovers Chemical Prot			8172	/	/	/	/	/												
SIGNATURE AND DATE				Alexis L. Rosario 123-45-6789	Pete T. Martine 526-59-4819	Walter P. James 874-62-5891	Albert S. Hunt 621-34-4829	William B. Tur-Rojas 483-74-56[illegible]												

Figure 10-4B. Sample organizational clothing and individual equipment record

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER

1. DATE: 17 Sep 96

2. DOCUMENT/VOUCHER NUMBER: W33BPQ6261-0001

3. ORGANIZATION: Central Issue Facility, Fort School

4. STATION: Fort School, VA

5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER:

6. DISBURSING STATION SYMBOL NUMBER:

7. ACCOUNTING CLASSIFICATION:

STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.
	Proceeds from Cash Sales of OCIE			79.38

8. TYPE OR ACTION *(Select one)*

a. PAYROLL DEDUCTION	b. CASH COLLECTION	c. GRAND TOTAL
	X	79.38

9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL

I certify that my signature hereon constitutes

a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash.

b. An affirmation that the articles are not now in my possession.

c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.

d. RANK/ GRADE	e. NAME *(LAST, First, Middle Initial)*	f. SOCIAL SECURITY NUMBER	g. CAUSE FOR CHARGE	h. SIGNATURE	i. AMOUNT
	Various		Negligence		79.38

10. ORGANIZATION COMMANDER

The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.

a. DATE	b. SIGNATURE BLOCK/SIGNATURE
17 Sep 96	JOHN H. HENRY PBO, Central Issue Facility

11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER

The amount entered in grand total has been (FAO) check the appropriate action below.

a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection.

b. Remitted through cash collection.

c. DATE	d. SIGNATURE BLOCK/SIGNATURE

DD FORM 362, JUL 93 *Previous edition may be used.*

Figure 10-5. Sample statement of charges/cash collection voucher

Chapter 11
Ammunition Management

Section I
General

11–1. Specific applicability

a. Procedures in this chapter apply to the Active Army, the Army National Guard (ARNG), and the U.S. Army Reserve (USAR). All Army organizations that consume ammunition use the procedures in this chapter to account for ammunition and missiles at the user level.

b. The U.S. Army Combined Arms Support Command, ATTN: ATCL-AM, Fort Lee, VA 23801-6000 writes the procedures in this chapter and coordinates publication of training ammunition management procedures in this pamphlet with the U.S. Army Quartermaster Center and School. Using the chain of command prevents duplication and gets faster answers when experts in the chain of command have solved similar problems or answered identical questions for other users. Use an official memorandum to request

c. For clarification or deviation authority, send the letter through the chain of command to Commander, U.S. Army Combined Arms Support Command ATTN: ATCL-AM, Fort Lee, Va 23801-6000. Upon request, USACASCOM will clarify procedures in writing directly to the requesting unit. For deviation requests, USCASCOM will draft a response and forward the draft to HQDA, ATTN: DALO-SMA, for approval and dissemination.

11–2. Concept

This chapter includes responsibilities; procedures for forecasting, requisitioning, accounting, storing, inventorying, and turning-in ammunition; and safety, security, and amnesty program.

11–3. Definitions

a. Ammunition. Includes, but is not necessarily limited to, all items of training and war reserve ammunition, chemical propellants (liquid and solid), high and low explosives, rockets, guided missiles, warheads, devices, signals, components (including chemical fillers), and associated substances that present real or perceived potential hazards to life or property.

b. Basic load ammunition. Conventional ammunition (nonnuclear) and missiles that a unit must have on hand or on request at all times. Ammunition basic load (ABL) quantities are specified in rounds, units, or weight, as appropriate. Each MACOM will establish justification, forecast and stockage procedures for ammunition basic loads. ABL to accompany troops (TAT) and ABL not to accompany troops (Non-TAT).

(1) TAT ABL is defined as ammunition that can be carried by, or accompany the soldier, uploaded on a combat vehicle or on organic transportation during deployment (on board an aircraft or ship).

(2) Non-TAT ABL is defined as ammunition that cannot accompany the soldier, nor be loaded in combat vehicles or organic transportation during deployment. Non-TAT ABL will be shipped to the POE for deployment with unit equipment or directly to the unit POD.

c. Ammunition combat loads. Ammunition combat loads are HQDA designated quantities carried by each deployable weapon system to initiate combat as determined by TRADOC/materiel developer.

d. Operational loads of ammunition. CTA-authorized ammunition for guard, training, ceremonial, and state security, and ammunition required by police or investigation agents to perform their daily duties.

e. Training ammunition. Ammunition authorized under AR 5-13 and managed by the Training Ammunition Management System (TAMS) for expenditure by units to achieve required readiness levels.

f. Ammunition residue. All items remaining after ammunition and missiles are used. Ammunition residue includes such items as steel, plastic, or brass cartridge cases; links; safety wires; nose plugs; launch tubes; pull rings and levers; fin protectors; safety clips; igniters; firing devices; grommets; cardboard and wooden boxes; cans; missile containers; missile components; banding strips; pallets; and other items used to package ammunition and missiles. See appendix J for a sample listing of residue items.

g. Ammunition supply point (ASP). A supply support activity (SSA) that receives, stores, issues, and maintains stock record accountability for class V supplies.

Section II
Managing Basic Load and Operational Load Ammunition

11–4. Basic load ammunition

a. General. Basic load and operational load ammunition will be accounted for at each level of distribution down to the individual.

b. Responsibility. Assign responsibility for basic load ammunition using property book and hand receipt procedures in chapters 5 and 11.

c. Requesting. Use DA Form 581 (Request for Issue and Turn-in of Ammunition) to request ammunition. Follow the procedures in chapter 2.

d. Accountability. Basic load ammunition is authorized by AR 710-2 and MACOM policies. Account for on-hand basic load ammunition on the unit property book. Follow the procedures in chapters 4, 5, and 7.

(1) When the basic load is stored for the unit at the supporting ammunition supply point (ASP), and the ASP retains accountability for the ammunition, record on the property book page the document number from the DA Form 581 request and the ASP-provided location of the stocks reserved for the unit's basic load.

(2) When the ASP issues the basic load to the unit and posts the issue as a loss to the ammunition stock records, but provides a locked storage location for dedicated access by the unit because the unit does not have secure storage facilities, assign responsibility for the ammunition to the individual having custody of the keys to the locked storage area. Use hand receipt procedures in chapter 5.

(3) When the ASP issues the basic load to the unit, posts the issue as a loss to the ammunition stock records, and provides secure storage for the ammunition but does not limit storage-location access to the owning unit, assign responsibility for the ammunition to the ASP accountable officer. Use hand receipt procedures in chapter 5.

e. Safety and Security. Before dispatching vehicles to pick up ammunition, verify that the vehicles selected will pass a stringent safety inspection. Use DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Material or overseas bilingual version to inspect the vehicle at the unit prior to departing for the ASP. The ASP will use the saame DD Form 626 to perform a vehicle inspection (destination). Vehicle inspection criteria is also explained in the supporting ASP's operations procedures.

(1) At the ASP, a civilian Quality Assurance Specialist Ammunition Surveillance (QASAS), military NCO MOS 55X, or other qualified person, inspects unit vehicles used to pick up ammunition to ensure the vehicles are safe to transport munitions.

(2) Department of Transportation regulations and local paublic law governs transportation of ammunition on public highways. When military vehicles are loaded with ammunition for movement over public highways, a completed DD Form 836 (Shipping Paper and Emergency Responses Examination for Hazardous Materials Transported by Government Vehicles) (or overseas bilingual version) must be on-hand. DD Form 836 must be completed by a qualified individual from a transportation office, unit, or other unit using hazardous material for transportation in commerce. or areas accessible to the general public. Figure ll-1 is a sample of DD Form 626. It is used to transport ammunition on public highways without having DD Form 626 and DD Form 836. The unit may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 approved by the ASP.

(3) Requirements for the security of ammunition and missiles are

prescribed in AR 190-11/NGR 190-11. When storing ammunition, follow the safety procedures in TM 9-1300-206 unless specifically exempted or host-nation laws take precedence.

11–5. Operational load ammunition

a. Responsibility. Assign responsibility when issuing operational load ammunition to individuals. Use hand receipt procedures in chapter 5.

b. Requesting Requesting operational load ammunition using DA Form 581. Follow the procedures in chapter 2.

c. Accountability. Formal accountable records for operational load ammunition are required; assign responsibility using hand receipt procedures in chapter 5. AR 710-2 provides authority to stock operational load ammunition. CTA 50-909 specifies the types and quantities authrized for stockage. Operational loads of ammunition are authorized in units that perform guard, ceremonial, State security, civilian training, and police missions.

(1) The Property Book Officer will transfer responsibility for the ammunition to an individual who will store and maintain it by use of a DA Form 2062.

2. AR 735-5 procedures will be utilized to adjust the property book if the ammunition is expended.

d. Inventories. Inventory operational load ammunition per AR 190-11/NGR 190-11, AR 710-2, AR 740-26, and chapters 9 and 11 of this pamphlet.

Section III
Managing Training Ammunition

11–6. Training ammunition

a. Responsibility. This section prescribes procedures for assigning and maintaining responsibility for training ammunition. Use DA Form 5515 (Training Ammunition Control Document) and DA Form 5515-1 (Training Ammunition Control Document Continuation Sheet) as hand receipts to assign responsibility for ammunition. These forms are available through normal publications channels.

b. Authorization. AR 5-13 authorizes units to consume conventional ammunition and missiles during readiness training for combat. DA Pam 350-38 and DA Pam 350-39 provides requirements-computation data for training ammunition and missiles based on the number of weapons systems assigned, readiness levels, and quantities of ammunition needed to sustain soldier and crew proficiency. It is a living document and is updated as new weapons are fielded. Use the models provided in DA Pam 350-38 and DA Pam 350-39 to compute the amount of ammunition and missiles needed to support training standards.

11–7. Forecasting

a. Requirements determination. Training ammunition requirements determination is a peacetime procedure based on data in DA Pam 350-38 and DA Pam 350-39 and projected training events such as individual weapons qualification, field training exercises (FTX), and crew weapons qualification. The requirements-determination process uses the TAMIS Training Ammunition Forecast Report (TAFR) submitted by units to forecast their training ammunition needs. Data from actual ammunition issues and turn-ins are used to update the TAMIS data base. Factors that impact requirements-determination and forecasting are:

(1) Historical and actual ammunition consumption data from previous training exercises.

(2) Training objective.

(3) Equipment/weapon system availability.

(4) Range time.

b. TAMIS Training Ammunition Forecast Report. This forecast summarizes the total quantity of each DODIC required to support training during the next 12 months. Before each fiscal year begins, MACOMs use this forecast to modify and state requirements to Department of the Army (HQDA) at the Annual Training Ammunition Authorization Committee (TAAC) meeting prescribed by AR 5-13. From this meeting, HQDA gives MACOMs authorization for training ammunition based on stock availability, funding, ammunition production, transportation, and other considerations.

(1) Consumption of these authorizations is managed through monthly submission of this report.

(2) Units prepare and use this forecast to maintain an up-to-date forecast of ammunition needs. MACOMs use this forecast to determine requisition needs. This forecast also feeds the Worldwide Ammunition Reporting System (WARS).

11–8. TAMIS Training Ammunition Forecast Report procedures

MACOMs prescribe timeframes for submitting forecasts.

a. Determine planned training requirements for each of the next 12 months.

b. Determine ammunition DODIC and quantity required for each training requirement. Use requirements-computation data in DA Pam 350- 38 and DA Pam 350-39 and guidance in paragraph 11-6a, above.

(1) When a quantity remains on the authorized allocation for the current fiscal year, do not exceed that quantity.

(2) Coordinate with the S3/S4, G3/G4, or DPTSEC/DOL to ensure that the correct historical data was used when computing requirements for months in the next fiscal year and that forecasted quantities are not excessive.

c. Use DA Form 5514-R (TAMIS Training Ammunition Forecast Report) (fig 11-2), to record the total quantity for each DODIC required for each month in which the unit will draw training ammunition from an ASP. Use a separate line within the DODIC block on the form to forecast quantities that the unit will draw from each separate ASP. Do not include the month in which the report is prepared. Start with the following month and report forecasted quantities for 12 months. For example, a report prepared in January 1986 would report forecasted quantities for 1 February 1986 through 31 January 1987. DA Form 5514-R will be locally reproduced on 8½ by 11-inch paper. A copy for local reproduction purposes is located at the back of this handbook.

d. Submit the completed forecast to the next higher headquarters in the unit chain of command.

e. Each level in the chain of command uses DA Form 5514-R to consolidate and forward the forecasts to the next higher headquarters using manual or automated means prescribed by the MACOM.

Section IV
Requesting, Receiving, Hand-receipting, and Turning-in Training Ammunition

11–9. Requesting training ammunition

Use DA Form 581 to request training ammunition.

a. Prepare DA Form 581 in the number of copies specified by the ASPs operating procedures. Detailed instructions for preparing the DA Form 581 to request training ammunition are in figure 11-8. Prepare a separate DA Form 581 for each training event code. Training event codes are listed in appendix I.

b. Assign the DA Form 581 a document number from the expendable document register. If automated procedures were used, use the computer-assigned document number.

c. Have the unit commander (or DA Form 1687-designated representative) sign the DA Form 581.

d. Keep one copy of the DA Form 581 and/or DA Form 581-1 (Continuation Sheet), if applicable, in the suspense file. Forward all other copies through the authenticating officer (division ammunition officer, installation ammunition officer, State TAMS manager, etc.) to arrive at the ASP within the time frame and in the number of copies specified in the ASPs operating procedures (usually 3 days prior to the requested pick-up date).

e. Request missile items, blank ammunition (to include demolition material), mines, and pyrotechnic devices on one DA Form 581 provided that no more than seven DODICs appear on each page. If the ammunition requested is for overhead fire, enter in the remarks block of the DA Form 581 the statement, "To be used for overhead fire."

f. Requests for pick-up of ammunition are approved by automated means, by the approving commander's signature, or by a DA Form 1687- designated approving official. MACOMs will establish procedures for a records check to be performed by local Provost Marshall Office in accordance with AR 190-11 on each individual authorized to requisition or receipt for ammunition and explosives. Both the requesting and approving authorities provide DA Forms 1687 to the ASP. The approval procedure gives commanders control of ammunition issues to their units. Approval is based on units not exceeding their subauthorization. The ASP verifies that authorized signatures of the requesting and approving officials appear on each request.

g. Unit commanders are responsible for security and control of the units ammunition program and for ensuring that only authorized personnel will receipt for class 5 drawn from any ASP.

(1) Prepare DA Forms 1687 according to figure 11-4. Make them valid for a period the approving authority expects to remain in his/her position or not to exceed 1 year, whichever is less. Review them quarterly for accuracy.

(2) Commanders authorize only officers, and SFCs and above to sign requests for pick-up of ammunition. Only persons in the rank equivalent of SSG and above are authorized to receipt for Category I and II arms, ammunition, and explosives as defined in AR 190-11/NGR 190-11. Commanders designate a responsible person to receipt for category III and IV ammunition.

(3) Give two copies of the DA Form 1687 to the ASP and one copy to the authenticating officer. Attach a copy of the commander's assumption-of-command orders, and/or battalion S4/property book officer orders to each of the signature cards.

11–10. Receiving training ammunition

a. Before dispatching vehicles to pick up ammunition, verify that the vehicles selected will pass a stringent safety inspection at the ASP using DD form 626 (or overseas bilingual version). Vehicle inspection criteria is also explained in the supporting ASP's operations procedures.

(1) At the ASP, a civilian Quality Assurance Specialist Ammunition Surveillance (QASAS), military NCO MOS 55X, or other qualified person, inspects unit vehicles used to pick up ammunition to ensure the vehicles are safe to transport munitions. The unit may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 issued by the ASP.

(2) Department of Transportation regulations and local public law governs transportation of ammunition on public highways. When military vehicles are loaded with ammunition for movement over public highways, the ASP must brief the vehicle drivers and issue the drivers a DD Form 836 (or overseas bilingual version). Complete the DD Form 836 per AR 55-355 or overseas instructions. Figures 11-1 is a sample copy of DD Forms 626. Do not use vehicles to transport ammunition on public highways without having DD Form 626 and DD Form 836. The unit may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 issued by the ASP. Vehicles transporting inert ammunition items and inert residue do not require the DD Form 626 or DD Form 836.

(3) Requirements for the security of ammunition and missiles are prescribed in AR 190-11/NGR 190-11. When storing ammunition, follow the safety procedures in TM 9-1300-206 unless specifically exempted or host-nation laws take precedence.

b. Pick-up personnel report to the ASP customer service clerk. Give the clerk the unit suspense copy of the DA Form 581 and request inspection of the vehicles that will transport the ammunition.

c. Follow the ASP checker (escort) to the ammunition storage area.

d. Inventory, load, block, and brace the ammunition selected by the ASP checker. The inventory must verify quantities and lot numbers.

e. Sign "Signature of Receiving Checker" blocks of DA Form 3151-R (Ammunition Stores Slip) (fig 11-4).

f. Return loaded vehicles to the vehicle assembly area for inspection by QASAS personnel for proper loading, blocking, bracing, and safety (including placards).

g. Accompany the ASP checker to the ASP customer service clerk who will complete the issue blocks of the DA Form 581. Sign the receipt block of the DA Form 581. Obtain copies of the DA Form 581, DA Form 3151-R, DD Form 626, and, if necessary, DD Form 836. Ensure that any restrictions pertaining to the use of the ammunition issued are entered on the DA Form 3151-R and DA Form 581 in clear and concise language.

h. When the ammunition is received, the unit will post the issue to the unit document register, DA Form 2064 by completing the date and quantity received as shown on the DA Form 581. File the completed DA Form 581 in the unit voucher file.

11–11. Training ammunition management and control procedures

a. Units that request and receive ammunition from an ASP must maintain training ammunition management and control documents. Documents consist of:

(1) The TAMIS Authorization Report (or ARNG HRA11PO equivalent).

(2) DA Form 5203 (DODIC Master/Lot Locator Record).

(3) DA Form 5204 (Serial Number Record).

(4) DA Form 581 (Request for Issue and Turn-in of Ammunition) (or automated equivalent).

(5) DA Form 3151-R (Ammunition Stores Slip).

(6) DA Form 5515 (Training Ammunition Control Document).

(7) DA Form 2064 (Document Register for Supply Actions).

b. Use these documents to manage the training ammunition and missile authorization, to control issue of ammunition and missiles, and to ensure that unexpended ammunition and missiles, and residue, is controlled until return to the ASP.

c. Use DA Pam 350-38 and/or DA Pam 350-39 to compute the annual training ammunition requirements. When computing the requirements, consider the following information:

(1) Annual ammunition consumption data from previous training exercises.

(2) Authorization from current and previous years.

(3) Training objective.

(4) Personnel fill.

(5) Equipment/weapon system availability.

(6) Range time.

(7) DAO, S3/G3, S4/G4, and or DOL guidance.

c. Use the TAMIS Authorization Report or ARNG HRA11PO as the base for maintaining a continuous running balance of the remaining annual training authorization by deducting, from the initial authorization, issues from the ASP as they occur. Deduct the quantities shown on the issue copy of the DA Form 581. Also make adjustments for changes in authorization. Maintain the running balance on the report itself or on an attached sheet of paper. Make sure the running balance shows continuous visibility of the remaining authorization by DODIC. Ensure that current TAMIS Authorization Reports are obtained after each transaction occurs.

11–12. Procedures for preparing DA Form 5203 and DA Form 5204

a. Prepare a DA Form 5203 (fig 11-6) for each DODIC and a DA Form 5204 (fig 11-7) for each missile (or serial-numbered item) authorized for the fiscal year.

b. When ammunition is received from the ASP, post receipts from the DA Form 581 to DA Form 5203, DA Form 5204, and DA Form 2064 (figs 11- 5, 11-6, and 11-7). On the DA Form 2064, post the date received and the quantity received for the first item listed on the request.

c. For each DODIC received, enter the date and quantity received on the appropriate DA Form 5203. Enter the document number of the DA Form 581 and update the balance on hand. Enter the serial number of each serial-numbered item received on the DA Form 5204 pertaining to that item.

d. File the DA Form 581 and DA Form 3151-R as supporting documents for the document register entry.

11–13. Issuing training ammunition to users

a. Use DA Form 5515 (fig 11-12) as a hand receipt for issuing ammunition in various quantities from parent unit to subordinate unit, from one supervisory level to another, or from one person to several recipients, and as a turn-in document for unexpended ammunition and residue when the training event is completed. Use a different DA Form 5515 for each issue. Additional sub-issues may be made by utilizing the second part of the DA Form 5515 and additional DA Form 5515s. (See fig 11-11 for document flow).

b. The organization which receives ammunition through DA Form 581 will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of expenditures of all ammunition down to the first line supervisor and return. A copy of each supporting DA Form 5515 will be attached to the issue DA Form 581. The total of the issues cannot exceed total quantities on hand in the unit. Each level that receives or issues ammunition must keep a copy of the issue DA Form 5515. Use those on hand in the unit. Use this copy to simplify ammunition and residue turn-in. Do not use DA Form 5515 to issue ammunition lower than the first-line supervisor (SGT or equivalent) closest to the soldiers who will fire the ammunition.

(1) The activity that maintains the DA Form 5203 and DA Form 5204 for ammunition received from the DSU assigns a document number to the DA Form 5515 from the expendable items document register. On the document register, show the date issued, and DODIC and nomenclature of the first item on the DA Form 5515.

(2) Post the DA Form 5203 and DA Form 5204, as appropriate, for all items on the DA Form 5515 with the date issued, document number, unit designation, quantity, and remaining on-hand balance. Use DA Form 5515 as a hand receipt to pass responsibility to subordinate levels. For example, an infantry-company supply sergeant who receives ammunition on DA Form 5515 from the battalion S-4 may use another DA Form 5515 to subhand receipt the ammunition to the platoon leader, squad leader, or range NCOIC who will control ammunition use. Each level that uses DA Form 5515 perpetuates the document number assigned to the form by the level that drew the ammunition from the ASP on DA Form 581. The intent of this action is to maintain signature accountability to a supervisory level closest to the soldier to ensure proper control and consumption of ammunition, and simplify collection of residue after the ammunition is expended. Overprinting of DA Form 5515 is authorized.

(3) Brief soldiers on their responsibility for authorized use, turn-in, and reconciliation of ammunition items issued to them. Give this briefing both before and immediately following any training activity that includes ammunition. DA Form 5515 contains the required briefing and debriefing certificates. Open boxes of ammunition only as needed. Returning live ammunition is easier when only the number of boxes required to conduct training are opened. Problems occur when more ammunition than needed is opened and lot number integrity is lost. Upon completion of each training event, ensure that all personnel turn in any ammunition or residue they have in their possession.

(4) After all personnel have turned in ammunition and residue, conduct a safety inspection to ensure that they do not have in their possession, in their equipment, or on their vehicles any live ammunition or residue.

(5) Inventory the remaining ammunition and residue. Repack the live ammunition as close as possible to its original configuration. Maintain lot number integrity. Complete the DA form 5515 by annotating the appropriate blocks as shown in figures 11-11 through 11-15. If the nature of the training conducted (e.g. FTX, JTX, LFX) prevents collection of all residue, provide an explanation of the circumstances involved on DA Form 5515.

(6) Opened ammunition containers will be inspected by an SFC or above, from the unit returning the items, to ensure that lot numbers agree with the lot numbers printed on the container and that all ammunition components are present and are properly repacked. Ammunition inspection certificate, signed by an SFC or above, from the unit returning the items will be placed in each container certifying that the information listed above is correct. Final determination of the condition of ammunition, i.e., serviceable or unserviceable, rests with the ASP personnel.

(7) Supplementary charges removed from artillery projectiles prior to assembling proximity fuzes to projectiles, will be packed in the containers from which the proximity fuzes have been removed. The containers should be properly marked and will be returned to the ASP.

11–14. Specially controlled training ammunition

a. Expenditure certification. (This certification is in addition to requirements in para 11-16).

(1) The Unit Range Officer in charge (OIC) (SSG or above) will sign DA Form 581 or DA Form 5515 and control all items (coded with a "T" in app J tables) while at the range.

(2) The Unit Range Safety Officer (SSG or above) will certify quantity drawn, quantity to be returned, and quantity consumed in training at the range. A WO1, or above, will perform the Unit Range Safety Officer duties at any training event requiring expenditure of explosives at locations other than ranges on U.S. Army installations; or when category I items are used in live fire exercises.

(3) The Unit Range Safety Officer will personally observe placement of charges, actual detonation, and certify the quantity of all items expended. Certification will be completed on DA Form 5692-R (Ammunition Consumption Certificate). A sample DA Form 5692-R is shown at figure 11-16. DA Form 5692-R will be locally reproduced on 8½ by 11-inch paper. A copy for local reproduction purposes is located at the back of this manual.

(4) The original copy of each certification of expenditure will be attached to the turn-in document (DA Form 581 or DA Form 5515). The Unit Range Safety Officer will sign expenditure statement placed in block 32 of the DA Form 581. Documents will be provided to the ASP during the turn-in/reconciliation process. The ASP will not clear units without the required certifications and signatures.

b. Demolition plan.

(1) A copy of the units DA Form 2203-R (Demolition Reconaissance Record) will be provided to Range Operations at the time the unit requests use of the range for training purposes. See figure 11-19 for example DA Form 2203-R. Use FM 5-250 for preparation instructions when preparing the form. Figure 11-19 is shown in this pamphlet only to familiarize you with the report that must be submitted to Range Operations prior to using training ranges.

(2) The training units Demolition Reconnaissance Report must be approved one level above the unit requesting explosives, but not less than battalion.

(3) This plan will be used to cross-check against explosives reported as expended.

(a) Range Operations will retain all Demolition Reconnaissance Reports.

(b) Units conducting training will provide Range Operations with the following: time the range was opened and closed, type of training, type and amount of explosives consumed, firing systems types and amounts consumed, and a copy of the issue DA Form 581. This information will be provided to Range Operations at the time the range is closed. Range Operations will record this information in a daily log.

(c) Range Operations will compare amounts reported as consumed with the amounts indicated on the training units Demolition reconnaissance Report. Any differences will be challenged within 1 working day.

11–15. User return of ammunition and residue

a. The activity that first issued the ammunition on DA Form 5515: a. Reconciles the quantities of ammunition and residue returned against the residue quantity required.

b. Notes all shortages.

c. Verifies that a statement is entered on the DA Form 5515 to explain the circumstances causing the shortages.

d. Ensures that the statements on the form are signed and dated.

e. Signs the DA Form 5515 confirming receipt of the ammunition and residue turned in, and that the residue doesn't contain any live rounds, primers, explosives, or other extraneous material. A sample DA Form 5515 is shown in figures 11-12 through 11-15.

f. Posts the DA Form 5515 to the document register. Annotates the issue transaction as completed, including the date completed.

g. Posts the quantity of live rounds received to the appropriate DA Form 5203 and DA Form 5204 as gains.

11–16. Preparing to turn-in ammunition and residue to the ASP

a. Prepare separate DA Forms 581 to turn in live ammunition and residue (fig 11-9 and 11-10). Assign document numbers to the DA Forms 581 from the expendable items document register. The combined quantities of live ammunition and residue turned in must balance with the quantities of ammunition initially issued by the ASP. The ASP reconciles the turn-in quantities using the weight factors in appendix K or an item count, as appropriate.

b. Ensure that the DA Form 581 for residue turn-in contains the statement shown in figure 11-10 certifying that no live ammunition is among the residue materiel. The DA Form 581 for live ammunition must contain the statement shown in figure 11-9 certifying that all ammunition received was either expended or turned in. Complete DA Form 5811-R (Certificate-Lost or Damaged, Class 5 Ammunition Items) for any residue shortages that exceed the allowable losses specified in appendix J (see fig 11-17). A copy of DA Form 5811-R is available at the back of this pamphlet. It will be reproduced locally on 8½ by 11-inch paper. The first LTC in the chain of command signs the certificate . Make every effort to collect all residue for turn-in even when the nature of the training prevents collection of all residue. Missing live ammunition requires action under AR 190-11/NGR 190-11. An AR 15-6 investigation will be initiated when a shortage of Category I ammunition or Category I residue occurs.

c. Commanders are required to initiate action and attach evidence of that action (e.g., copy of report of survey or other request for investigation) when:

(1) Turn-in action and all administrative requirements are not completed within five working days following the event for which the ammunition was issued and an extension was not granted due to abnormal circumstances.

(2) The residue plus live ammunition turned in is less than the quantity issued and is not accounted for by the commander's statement or the allowable losses provided in appendix J.

(3) Damage to live ammunition is from other than FWT.

d. ASPs must meet a unit's requirement to return ammunition and residue and complete the documentation within five working days after completion of the training event, or the ASP must grant an extension. The ARNG State Marksmanship Coordinator (SMC) is responsible for turning all marksmanship ammunition and residue on a quarterly basis. A complete reconciliation of prior issue documents is required before receiving additional ammunition.

e. ASPs provide temporary storage for training ammunition and residue pending completion of the turn-in action. At the end of a training event, prior to close of the training day, return all ammunition and residue to the ASP or guarded holding area for temporary storage pending completion of turn-in action. Before taking ammunition to the ASP or holding area, sort all explosives from inert residue and inspect all items for safety. Coordinate turn-ins in advance to ensure timely acceptance. The ASP may grant exceptions to the same-day turn-in requirement when factors such as distance, weather, record-processing workload, etc., prevent the turn-in.

f. When the unit exceeds the five-working-day turn-in documentation- completion period without prior coordination, the ASP initiates command notification and will not issue more training ammunition to that unit until the turn-in action is completed or proof of initiation of an investigation is provided to the ASP.

g. Following turn-in of the ammunition and residue, the ASP gives signed copies of the DA Form 581 and DA Form 3151-R to the unit. File these forms with the issue copy of the DA Form 581 and appropriate DA Forms 5515. Maintain the file under AR 25-400-2, as applicable.

h. Add the quantities of serviceable live ammunition turned-in (ammunition condition codes A, B, and C), as indicated by the ASP, as a gain to adjust the running balance on the unit copy of the TAMIS Authorization Report (HRA11PO or equivalent in the ARNG).

i. Ammunition items returned in their original containers with the seals intact, will be credited to the units allowance when the credit document ie received at the DAO.

j. The following procedures will be used when units have A&E on hand, regardless of the reason or circumstance, after turn-in has been completed and documents reconciled:

(1) Prepare a new DA Form 581 for the A&E. Note in block 11, the original issue document number and state "This is an amended turn-in document."

(2) The unit commander will ensure that A&E scheduled for turn-in will be maintained under the appropriate controls and safeguards until it can be turned in to an ASP.

(3) The turn-in will be accomplished during normal duty hours for the ASP.

(4) The first LTC in the chain of command will:

(a) Sign the amended return. Ensure units do not abuse the amended turn-in procedures.

(b) Use the amended turn-in procedures to monitor A&E control in his or her subordinate units.

11–17. Unit turn-in actions at the ASP

a. Provide enough personnel to accomplish the turn-in task. Turn-in personnel report to the ASP stock control clerk, give the clerk the unit turn-in document(s), and request inspection of the unit vehicles.

b. Follow the ASP checker and take the live ammunition to the ammunition segregation and inspection area. Unload and segregate the live ammunition by DODIC and lot number. Assist ASP personnel in inspecting, repacking, and restenciling containers as necessary. Load the repacked ammunition back on the unit vehicles and follow the ASP escort to the appropriate ammunition storage areas. Unload and place the ammunition in storage as directed by the checker.

c. Follow the ASP checker to the residue salvage yard. Unload and segregate the residue by type. Assist ASP personnel in weighing or counting the residue.

d. Accompany the ASP checker to the ASP stock control clerk who will complete the appropriate blocks on the DA Forms 581. Obtain signed copies of the DA Form 581 and DA Form 3151-R.

Section V
Physical Security, Amnesty, Inspections, and Audits

11–18. Physical security

a. Upon departure from the ASP, the receiving unit must provide physical security for the ammunition per AR 190-11/NGR 190-11 and this chapter. ARNG units and Active Army units located overseas, at the discretion of their MACOMS, are authorized home storage of training ammunition. When keeping ammunition on hand in the unit for more than 30 days, but not more than 90 days, follow the storage and inventory procedures that apply to basic load ammunition. Store training ammunition not in use in ammunition storage rooms or magazines that meet the construction requirements in AR 190-11/NGR 190-11. Just prior to and during training events, the using unit may store training ammunition on vehicles, in open field storage, or uploaded in ammunition holding areas provided the following criteria are met:

(1) A perimeter barrier, either temporary or permanent, is maintained.

(2) Continuous surveillance is provided by on-duty or specifically-appointed guard personnel.

(3) Security lighting is provided, if available, during hours of darkness or poor visibility.

(4) The area is posted as a restricted area.

(5) Access is denied to unauthorized personnel.

(6) Communications are provided for guard personnel, e.g. radio, telephone, etc.

(7) The ammunition in field storage is inventoried by the responsible person at the time of storage and every 24 hours thereafter. Report verified inventory shortages per AR 190-11/NGR 190- 11, chapter 7, and submit appropriate serious incident reports. When more than one unit is using the same storage area, separate and identify training ammunition stocks by unit. Only one unit at a time is responsible for providing security for the field storage area.

b. As an aid to maintaining ammunition security, MACOM, installation, battalion, and company commanders should implement, if possible and applicable, local measures to deter access to training areas and ranges when not in use, i.e. post them off limits, employ roving patrols, or make periodic checks to deter the presence of unauthorized personnel. These security practices discourage unauthorized access to these facilities and reduce the scavenging of ammunition items that units may have either purposely or inadvertently left on the range or in the training area.

c. After use, certain items of ammunition retain some value for training; for example, a LAW launcher. Such items are commonly reissued from ASPs to support unit training. For safety, security, and accountability purposes, ensure that all such items are conspicuously marked per AR 385-65, have holes drilled in them, or identified in some other way to prevent them from turn-in as accountable residue or restoration to their original configuration. Check all such items and return them to the ASP if they are not marked, drilled, or prominently identified in some other manner.

d. Units are not authorized to request ammunition residue from DRMO. When residue is needed for a specific training purpose, request the residue from the ASP. Units or unit personnel will not purchase ammunition residue from DRMO. The ASP demilitarizes ammunition residue before issue and disposal, sale to authorized contractors, or return to the wholesale level, as appropriate.

11–19. Amnesty program

a. General.

(1) *A&E Amnesty Program.* The A&E Amnesty Program is intended to ensure maximum recovery of military A&E items outside the supply system. It is not intended to circumvent normal turn-in procedures.

(2) *A&E found on post.*

(a) All found A&E, excluding small arms ammunition (up to and including .50 caliber), will be considered to be hazardous and will not be moved by untrained personnel. Supporting EOD personnel will respond upon request to recover A&E found on post. EOD need not be called when small arms ammunition is found. These items are to be delivered to the ASP. No documentation is required.

(b) EOD units may store recovered A&E overnight in the EOD storage locations and turn-in serviceable A&E to the ASP as soon as work load permits, but no later than three duty days following recovery. If the EOD unit does not have a storage facility, ASP storage personnel will be on call to receive A&E from EOD at the ASP. EOD units are exempt from the 24 hour advance turn-in notification to the ASP, when turning recovered found on post and amnesty A&E.

(c) Military Police responding to a call to investigate A&E found on post, will coordinate all activities with supporting EOD.

(d) At installations without EOD support, commanders will establish a roster of properly trained personnel to evaluate ammunition prior to movement. Formal support agreements will be established with the nearest DOD installation having EOD capability to provide support for the amnesty program.

(3) *A&E found off post.* When any type of A&E, or explosive materiel is found outside an installation boundary, contact local civilian authorities, host nation military authorities or military police. EOD units will respond to off post incidents only at the request of civilian authorities or military police.

b. Commanders.

(1) All commanders will:

(a) Commanders (TAG for ARNG) will establish and implement an A&E amnesty program that does not intimidate the individual or prevent the individual from freely turning in ammunition. Each organization commander having elements that use/expend ammunition or explosives will develop an amnesty program that supports the MACOM A&E Amnesty Program.

(b) Commanders will monitor the amnesty program as an indicator of the effectiveness of ammunition accountability, to ensure that the program is not being used to circumvent accountability.

(c) Ensure assigned personnel are briefed on A&E Amnesty Program policies and procedures semiannually and prior to each exercise or training event that requires the use of A&E.

(d) Monitor the A&E Amnesty program to ensure units do not abuse the program in lieu of using proper turn-in procedures.

(e) Post the location and telephone number of the nearest military turn-in point and provide directions to anyone (military or civilian) who wants to turn-in A&E under the program.

(f) Develop Standard Operating Procedures (SOP) detailing specific functional responsibilities and highlighting explosive safety requirements for handling A&E amnesty items.

(2) Installation commanders will:

(a) Furnish qualified persons to provide technical supervision of amnesty operations and request EOD support as needed.

(b) At a minimum, each installation commander will establish an A&E amnesty program with following provisions:

1. Publicize the program in the media, unit training programs, community operated facilities and military organizations.

2. Amnesty Day.

(3) Schedule A&E amnesty days annually for collection of abandoned or unauthorized A&E. CONUS ammunition production facilities and CONUS wholesale depots will schedule amnesty days at least annually. Coordinate amnesty day schedule with supporting ASP 60 days prior to each amnesty day. Forward schedule of A&E amnesty day to all subordinate commanders. Establish collection points easily accessible to persons desiring to turn in A&E. Safeguard turned in A&E and transport it to the ASP. Extreme care must be exercised in handling both serviceable and unserviceable A&E that has been turned in.

(4) Ensure DOD personnel, Quality Assurance Specialist (Ammunition Surveillance) (QASAS), or soldiers in MOS 55B and 55X are available on A&E amnesty days to supervise the collection process. Ensure that medical personnel are on call for emergencies, that explosive safety personnel approve collection procedures and facilities, and that the fire department is notified and fire fighting equipment is available on call.

(5) MACOM Commanders may:

(a) Designate explosive ordnance disposal EOD units as amnesty turn-in points.

(b) Provide amnesty collection containers at each ASP.

1. These containers will be available 24 hours a day for recovery of amnesty A&E.

2. Amnesty containers will be inspected at irregular intervals. The interval will be established by the MACOM Provost Marshall Office in coordination with the MACOM Safety Officer and MACOM Chief QASAS. Results of the inspection will be documented and any amnesty items found in the container removed and secured.

(c) Authorize amnesty containers for A&E items in locations other than the ASP.

(d) Both the MACOM Safety Officer and MACOM Chief QASAS will approve the design, identification, location, and operating instructions of all amnesty containers.

c. Ammunition Supply Points (ASP). ASPs (or Surveillance and Accountability Control Teams) will accept ammunition turned in under the provisions of the A&E Amnesty Program. Individuals turning in A&E under the amnesty program are not required to have

a turn-in document and are exempt from the 24 hour advance turn-in notification to the ASP.

(1) When A&E is turned in to the ASP under the amnesty program, the individual making the turn-in will not have documentation. Therefore, the ASP will initiate a DA Form 581 turn-in document to establish an audit trail. The "Request From" block of the DA Form 581 will contain one of the following entries (no other entries are permitted):

(a) Individual.

(b) Amnesty container.

(c) EOD.

(2) ASP storage personnel, will respond in a prompt and timely manner to accept A&E recovered by EOD personnel.

d. Telephone. Each installation commander will establish a 24 hour telephone number to provide directions to anyone (military or civilian) who wants to turn in military A&E under the amnesty program. A recorded message providing directions may be used.

(1) A telephone number will be designated at each installation to provide information and procedures for amnesty turn-ins.

(2) This requirement can be satisfied by providing a recorded telephone message, with information and procedures for found ammunition and ammunition amnesty turn-in.

(3) Where recorded messages are not used, individuals working in the area of the phone will be knowledgeable of the A&E Amnesty Program.

e. Publicity.

(1) A telephone number for information on the A&E Amnesty Program and procedures to be followed for found ammunition.

(2) The location of the nearest amnesty turn-in point.

11–20. Inventory

a. Physical inventory is accomplished by counting palletized configuration and/or outer pack. Banded pallets will not be disassembled to count individual boxes. Sealed boxes will not be opened to count individual items. If markings are believed to be incorrect, an actual count of each item will be made of those configurations believed to be incorrectly marked.

b. DA Form 3020-R (Magazine Data Card (MDC)), will only be used to aid in the resolution of discrepant accountable records and as an aid for storage (see fig 11-18). A copy of DA Form 3020 is available at the back of this pamphlet. It will be reproduced on 8½ by 11-inch paper. MDCs will not be used to determine quantities when conducting inventories. Inventories will be recorded on the MDCs as they are conducted.

c. When ammunition is in storage, a protective seal is used on the storage structure, and the same unbroken seal that was installed on the structure at the completion of the last inventory is in place, data from the last inventory may be used.

d. During an inventory, if any class 5 items are missing, immediate action will be taken under AR 190-11.

e. Results of the inventories will be posted to accountable records within 3 working days after completion of the inventory action. For those units not operating automated systems of stock accounting, refer to DA Pam 710-2-2 for instructions on posting inventory results to lot locator record (DA Form 5203).

f. CG, USACIDC, will specify procedures for inventorying the ammunition reference file at the U.S. Army Criminal Investigation Laboratories.

g. Each item stored at a particular "floor" location will be counted as one item. Data elements considered for each stocked item are: DODIC, quantity, serial number, lot number, and location. If there is an error in any one of those data elements, there is an error for the item. The formula for computing first count inventory accuracy is: total number of items inventoried minus number of items with errors, divided by total number of items inventoried, times 100.

h. Physical inventory is accomplished by counting palletized configuration and/or outer pack, i.e., number of pallets multiplied by number of containers per pallet, multiplied by the quantity of rounds per container. Banded pallets will not be broken to count individual boxes. Sealed boxes will not be opened to count individual items. For less than full quantities, either box or pallet, the quantity used will be that quantity recorded on the light box or the number of boxes on the light pallet times rounds per box.

11–21. Inspections and audits

MACOMs prescribe the frequency for command inspections and audits for compliance with the procedures contained in this chapter.

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)

(Read Instructions before completing this form.)

This form applies to Class 1.1, 1.2, 1.3; Inhalation Hazard Poisons and Radioactive Label III Hazardous Material.

1. GOVERNMENT BILL OF LADING/ TCR NUMBER

SECTION 1 - DOCUMENTATION	ORIGIN a.	DESTINATION b.
2. CARRIER/GOVERNMENT ORGANIZATION	1-505th Arty Bn	
3. DATE OF INSPECTION	1 July 97	
4. TIME OF INSPECTION	1009	
5. LOCATION OF INSPECTION	1-505th Arty Bn	
6. OPERATOR(S) NAME(S)	CPL Walker, SGT Tollen	
7. OPERATOR(S) LICENSE NUMBER(S)	USA# 0748-84/USA 4881-70	
8. MEDICAL EXAMINER'S CERTIFICATE*	N/A	

9. *(X if satisfactory at origin)*

a. MILITARY HAZ/MAT CERTIFICATION	X	d. ERG OR EQUIVALENT	
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*	X
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397	

10. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*

	YES	NO
a. TRUCK/TRACTOR	X	
b. TRAILER	X	

SECTION II - MECHANICAL INSPECTION

All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.

11. TYPE OF VEHICLE(S): Truck cargo 2 1/2 ton M35A2C

12. VEHICLE NUMBER(S): USA 1326547

13. PART INSPECTED *(X as applicable)*	ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT		ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT	COMMENTS (3)
a. SPARE ELECTRICAL FUSES	X				k. EXHAUST SYSTEM	X				
b. HORN OPERATIVE	X				l. BRAKE SYSTEM*	X				
c. STEERING SYSTEM	X				m. SUSPENSION	X				
d. WINDSHIELD/WIPERS	X				n. COUPLING DEVICES	X				
e. MIRRORS	X				o. CARGO SPACE	X				
f. WARNING EQUIPMENT	X				p. LANDING GEAR*	X				
g. FIRE EXTINGUISHER*	X				q. TIRES, WHEELS, RIMS	X				
h. ELECTRICAL WIRING*	X				r. TAILGATE/DOORS*	X				
i. LIGHTS AND REFLECTORS	X				s. TARPAULIN*	X				
j. FUEL SYSTEM*	X				t. OTHER *(Specify)*					

14. INSPECTION RESULTS *(X one)* ACCEPTED [ ] REJECTED [ ]

(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)

15. REMARKS

16. INSPECTOR SIGNATURE *(Origin)*

17. INSPECTOR SIGNATURE *(Destination)*

SECTION III - POST LOADING INSPECTION

This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.

	ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT	COMMENTS (3)
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR					
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT					
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT					
21. PROPER PLACARDS APPLIED					
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS					
23. COPY OF DD FORM 626 FOR DRIVER					
24. SHIPPED UNDER DOT EXEMPTION 868					

25. INSPECTOR SIGNATURE *(Origin)*

26. DRIVER(S) SIGNATURE *(Origin)*

27. INSPECTOR SIGNATURE *(Destination)*

28. DRIVER(S) SIGNATURE *(Destination)*

DD FORM 626, OCT 95 PREVIOUS EDITION IS OBSOLETE. Page 1 of 3 Pages

Figure 11-1A. Sample of a completed DD Form 626

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 10) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 8 are required to be checked at destination.

Items 1 through 6. Self explanatory.

Item 7. Enter operator's Commercial Driver's License (CDL) number or Military License Number. CDL must have Hazardous Materials Endorsement.

Item 8. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 9.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Traffic Management Regulation requirement.)

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 177.825.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator.

Item 10. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (13.a. through 13.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II *(Continued)*

Item 13.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

DD FORM 626, OCT 95

Page 2 of 3 Pages

Figure 11-1B. Sample of a completed DD Form 626--Continued

TAMIS TRAINING AMMUNITION FORECAST REPORT

FOR USE OF THIS FORM, SEE DA PAM 710-2-1; THE PROPONENT AGENCY IS DCSLOG.

RCS: CSGLD-1941

CREATION DATE: 1 May 86

UIC: A Co 1-505 Arty Bn WAGHAB

THRU: G3/DPT Ft Knox, Ky

SIGNATURE

LOCATION: Ft. Knox, Ky

THRU: 1-505 Arty Bn

SIGNATURE

TO: G4/DIA of Logistics Ft Knox, Ky

DODIC	AUTH QTY	REMAIN QTY	ASP	1st MON JAN	2nd MON FEB	3rd MON MAR	4th MON APR	5th MON MAY	6th MON JUN	7th MON JUL	8th MON AUG	9th MON SEP	10th MON OCT	11th MON NOV	12th MON DEC
m A071	n 1000	o 800	p1 L1	200											
			p2 L2			100									
			p3 L3		100										
			p4 L4	100		100									
			p5 L5				200								
m B568	n 100	o 60	p1 L2			30								10	
			p2 L4		20									10	
			p3												
			p4												
			p5												
m G881	n 100	o 50	p1 L1	20											30
			p2 L3					10					15		
			p3 L4		20										
			p4 L5				10								
			p5												
m	n	o	p1												
			p2												
			p3												
			p4												
			p5												

DA FORM 5514-R, APR 86

Figure 11-2. Sample of a completed DD Form 5514-R

Legend for Figure 11-2;
Completion instructions by block or column for DA Form 5514-R (TAMIS Training Ammunition Forecast Report).

Creation Date Enter the date the report is created.

UIC Enter the name and unit identification code of the unit completing the report.

Thru Enter the address of the intermediate command or office the report must go through. The unit must ensure that one of these addressees is the office responsible for approving ammunition requests (block 7,a, DA Form 581).

Signature Enter the signature of the through addressee.

TO Enter the address of the command of office to which the report is made.

Location Enter the name of the installation on which the reporting unit is stationed.

(a) through (l) Enter the three-character abbreviation for the name of the first through twelve months covered by the report. In the columns under these blocks, enter the quantities by DODIC and supporting SSA forecasted for expenditure each month. Ensure that the total quantity of ammunition by DODIC forecasted for the current fiscal year does not exceed current authorizations. Current authorization does not apply to quantities forecasted in months of the next fiscal year.

(m) Enter the Department of Defense Identification Code (DODIC) for the ammunition item authorized; e.g., A071.

(n) Enter authorized quantity as contained in TAMIS.

(o) Subtract expenditures from authorized quantity and record the remaining quantity in this block.

(p1) through (p5) Enter the number designation of the ammunition SSA from which the unit will receive the ammunition.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

DATE: 19 Oct 1997

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES: 223rd Aviation Battalion

LOCATION: Fort Rucker, AL

LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
ETS: INDEF Bryan C. Christopher	CW4		YES	YES	Bryan C. Christopher
ETS: 27 Jun 2004 Kourtney C. Chanel	MSG		NO	YES	Kourtney C. Chanel
xxxxxxxxxNOT USEDxxxxxxxxxxxxxxx					

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,
THE AUTHORITY TO: request and receive Class 5 supplies.

REMARKS
ASP#4 Ft. Lee VA "Authorized representatives listed above have passed security screening required by AR 190-11".

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE: WA6HAA

DODAAC/ACCOUNT NUMBER: WK4AKC

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Timothy L. McManus	LTC	(804) 734-4592	18 Oct 1998	Tim L. McManus

DA FORM 1687, JAN 82 EDITION OF DEC 57 IS OBSOLETE. USAPPC V1.00

Figure 11-3. Sample of a completed DA Form 1687

Legend for Figure 11-3;
Completion instructions by block number for DA Form 1687 when used to request class 5 items

(1) Date Enter the calendar date the form is prepared.

(2) Organization Receiving Supplies Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.

(3) Location Enter the name of the installation on which the unit is located.

Authorized Representative(s)

(4) Last Name, First Name, Middle Initial Enter the name and rank of the person(s) authorized to request or receive ammunition. Also enter the petson's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities.

(5) Social Security Number Leave blank. Enter "not used" on next available line when all lines are not used.

(6) REQ/REC Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter "YES" in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."

(7) Signature and Initials Enter the signature and initials of authorized representatives.

Authorization by Responsible Officer or Accountable Officer

(8) Delegates To Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Requisition or receipt of class 5 supplies as indicated above."

Withdraws From Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.

(9) Remarks Enter the ASP or other activity to which form is being sent. Enter following statement: "Authorized representatives listed above have passed security screening required by AR 190-11."

(10) Unit Identification Code Enter UIC.

(11) DODAAC/Account Number Enter the unit DODAAC and any locally assigned account number.

(12) Last name - first name - middle intital Enter name of responsible person.

(13) Grade Enter grade or rank of responsible person.

(14) Telephone Number Enter telephone number of responsible person.

(15) Expiration Date Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.

(16) Signature Enter signature of responsible person.

Note. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials, will be either printed in ink or typewritten. The signatures, (payroll) and initials will be written in ink.

AMMUNITION STORES SLIP
FOR USE OF THIS FORM, SEE DA PAMPHLET 710-2-2.
PROPONENT AGENCY IS DCSLOG.

AUTHORITY 7138-0001	**DATE:** 18 MAY 87
FROM: S4, 1-505th Arty Bn, Ft Knox, KY	**NAME OF ACTIVITY** ASP
TO: ASP, Ft. Knox, KY	**VEHICLE NO.** USA 1234567
RECEIPT [XX] **ISSUE** [ ] **OTHER (SPECIFY)** [ ] TURN-IN	**DRIVER** CPL Jerry Walker

NSN DODIC NOMENCLATURE	LOT NO.	ACC	LOCATION FROM	LOCATION TO	PLTS / BXS	TOTAL ROUNDS	INIT
1305-00-926-3930-A071 Ctg. 5.56mm Ball	LC10-05	A	A-1		2 BX	3,360	
1310-00-724-8081-8568 Ctg, 40mm HE	PN07-13	A	B-1		2 BX	72	
1330-00-133-8244-G881 Gren, Hd, FRAG	FT87-21	A	C-1		1 BX	30	
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxNO	THING FO	LLOWS	xxxxxx	xxxx	xxxxx	xxxxxxxxx	xxxxx

REMARKS

COMPLETED BY ASP PERSONNEL IAW DA PAM 710-2-2

DATE:	SIGNATURE OF ISSUING CHECKER	DATE:	SIGNATURE OF RECEIVING CHECKER
7138		7138	Al Jones AJ

DA FORM 3151-R
1 APRIL 1976

Figure 11-4. Sample of a completed DA Form 3151-R

DOCUMENT REGISTER FOR SUPPLY ACTIONS
For use of this form, see DA PAM 710-2-1.
The proponent agency is ODCSLOG.

ELEMENT KEEPING THE REGISTER	DOD ACTIVITY ADDRESS CODE	UNIT IDENTIFICATION CODE	PAGE NUMBER
1-505th Arty Bn, (S-4) Ft. Knox, KY	WK4ABC	WA6HAA	1

DOCUMENT NUMBER		DOCUMENT SENT TO	STOCK NUMBER	NOUN	REQUEST FOR	PD	INITIALS	QUANTITY			DATE FOLLOW-UP DUE	DATE COMPLETED	REMARKS
DATE *a*	SERIAL *b*	*c*	*d*	*e*	*f*	*g*	*h*	REQUEST *i*	REC'D/ TURN-IN *j*	DUE IN *k*	*l*	*m*	*n*
7121	0009	ASP	1305-A071	Ctg, 5.56mm Ball	1-505 Arty			3360				7138	Tng Ammo

DA FORM 2064 JAN 82 EDITION OF SEP 65 IS OBSOLETE.

Figure 11-5. Sample of a completed DA Form 2064

DA FORM 5203, May 83

DODIC MASTER/~~LOT LOCATOR RECORD~~

For use of this form, see TM 38-L69-11; the proponent agency is TRADOC.

BALANCE ON HAND	CC N/A	CC	CC	CC
	LOC	LOC	LOC	LOC

DATE	DATE SERIAL	DODAAC	TRANS CODE GAIN	TRANS CODE LOSS	GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
5121	5121 0009	1/505 FA			10,000		10,000				
5124	5124 0001	C Btry				3,360	6,640				

REMARKS	QD CLASS	NEW	U/I	U/PK	U/PRICE
1-505th Arty Bn.	COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE

DODIC	FSC/NSN	DESCRIPTION	CC	LOT NO.
A071	1305-00-926-3930	Ctg. 5.56 mm Ball		

Figure 11-6. Sample of a DA Form 5203

Legend for Figure 11-6;
Completion instructions by column or block for DA Form 5203 as a DODIC Master Record for control of training ammunition (Form title) Draw a line through LOT LOCATOR in the form title.

(CC) Leave this block blank.
(LOC) Leave this block blank.
(Date) Enter the Julian date of the transaction posting.
(Date/Serial) Enter the Julian date and serial number of the transaction document number.
(DODAAC) Enter the unit designation.
(Trans Code Gain)M Leave this block blank.
(Trans Code Loss) Leave this block blank.
(Gain Quantity) Enter the quantity of live ammunition received from the DA Form 581 or DA Form 5515-R.
(Loss Quantity) Enter the quantity of live ammunition turned-in on DA Form 581 or issued on DA Form 5515-R.
(Remarks) Enter unit designation.
(DODIC) Enter the DODIC.
(FSC/NSN) Enter the National Stock Number.
(Description) Enter the nomenclature.
(Remaining columns of blocks) Leave all other columns or blocks blank.

DA FORM 5204, May 83 GPO : 1983 O - 414-251

SERIAL NUMBER RECORD

For use of this form, see TM 38-L69-11; the proponent agency is TRADOC.

DODIC	NSN	DESCRIPTION	LOT NO.	COND. CODE
PA44	1410-00-555-6185	Guided MSL, Intercept, Chaparral		

DATE GAIN	GAIN DATE / SERIAL	GAIN DODAAC	SERIAL NUMBER	LOC CODE	DATE OF MFG	TRANS CODE GAIN	TRANS CODE LOSS	DATE LOSS	LOSS DATE / SERIAL	LOSS DODAAC
5121	5120 / 0009	1/505 FA	4112					5150	5149 / 0001	C BTry
5121	5120 / 0009	1/505 FA	4113					5150	5149 / 0002	B BTry
5121	5120 / 0009	1/505 FA	4114							
5121	5120 / 0009	1/505 FA	4115							

REMARKS	DATE OF MFG	GMLR TYPE	ASBL COMP DSG	SIC
1/505 FA				

DODIC	NSN	DESCRIPTION	LOT NO.	COND. CODE
PA44	1410-00-555-6185	Guided MSL, Intercept, Chaparral		

Figure 11-7. Sample of a DA Form 5204

Legend for Figure 11-7;
Completion instructions by column or block for DA Form 5204 as a Serial Number Record for control of training ammunition

(DODIC) Enter the DODIC.
(NSN) Enter the National Stock Number.
(Description) Enter nomenclature and model number.
(Lot No) Leave this block blank.
(Cond. Code) Leave this block blank.
(Date Gain) Enter the Julian date the item is received on DA Form 581 or DA Form 5515-R.
(Gain Date/Serial) Enter the Julian date and serial number from the transaction document number.
(Gain DODAAC) Enter the unit designation.
(Serial Number) Enter the item serial number.
(Loc Code) Leave this block blank.
(Date of Mfg) Leave this block blank.
(Trans Code Gain) Leave this block blank.
(Trans Code Loss) Leave this block blank.
(Date Loss) Enter the Julian date the item is issued on DA Form 5515- R or turned-in on DA Form 581.
(Loss Date/Serial) Enter the Julian date and serial number from the transaction document number.
(Loss DODAAC) Enter the designation of the activity to which the item is issued or turned-in.
(Remarks) Enter the unit designation.
(DODIC) Enter the DODIC.
(NSN) Enter the National Stock Number.
(Description) Enter nomenclature and model number.
(Remaining columns of blocks) Leave all other columns or blocks blank.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION
For use of this form, see AR 710-2; the proponent agency is DCSLOG

1 Issue	x	3. DOCUMENT NO.	4.	5. PAGE	6. DOCUMENT SERIAL NO.
2 Turn-In		WK4ABC-9121-0009		1 OF 1	AA581 000 000 047

7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED	10. PRIORITY	11. ALLOCATION PERIOD	12. DODAAC
ASP Ft Knox, KY	1-505th Arty Bn Ft Knox, KY Wxxxxx	30 May 89, 1400 hrs		Third Quarter	WK4ABC

13a. REQUESTED BY	13b. DATE	13c. SIGNATURE
James R. Smith, CPT, IN, S-4	9121	

14a. APPROVED BY	14b. DATE	14c. SIGNATURE
James E. Dean, CPT, OD, DAO	9121	

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY. REQUESTED/ TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/ RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE
1	A071	1305-00-926-3930	CTG, 5.56mm ball, M193	ea	1,600	FTX	NIS					
2	H557	1349-00-021-4491	Rocket, HE,66mm AT, M72A2	ea	10	FTX	NIS					
			LAST ITEM									

28. REMARKS
Quantities requested are within authorized training allocation.

Training dates 1-5 Jun 89.

29. RELATED DOCUMENT SERIAL NOS

30a. ISSUED BY	30c. DATE	31a. RECEIVED BY	31c. DATE	32. TAMIS CONTROL NO.
30b. SIGNATURE		31b. SIGNATURE		1234567

DA FORM 581, AUG 89 EDITION OF MAY 64 IS OBSOLETE

Figure 11-8. Sample of a DA Form 581

Legend for Figure 11-8;
Completion instructions by block number for DA Form 581 as a request for issue.

(1) Issue Check Issue block.
(2) Turn-In Leave blank.
(3) Document Number Enter unit document number from the expendable document register. The unit document number consists of the DODAAC, Julian date, and serial number.
(4) For local use
(5) Pages Enter total number of DA Form 581 and 581-1s with this document number.
(6) N/A
(7) Send To Enter the name and address of the supporting ASP.
(8) Request From Enter name, address and UIC of using unit.
(9) Date Materiel Required Enter appointment date and time at ASP.
(10) Priority Leave blank.
(11) Allocation Period Enter the Allocation Period as indicated on the using units forecast.
(12) DODAAC Enter the using units DODAAC.
(13a) Requested By Enter name of authorized requestor, as indicated by using units DA Form 1687.
(13b) Date Enter the Julian date requested.
(13c) Signature Enter signature of authorized requestor, as indicated on using units DA Form 1687.
(14a) Approved By Enter the name of the authorized approving authority. Depending upon the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority.
(14b) Date Enter Julian date request approved.
(14c) Signature Enter signature of authorized approving authority.
(15) Item Enter item number.
(16) DODIC Enter Department of Defense Identification Code (DODIC).
(17) NSN Enter National Stock Number.
(18) Nomenclature Enter nomenclature. Enter the words “last item” after the last entry.
(19) UI Enter unit of issue.
(20) Quantity Requested/Turned In Enter quantity requested.
(21) TEC Enter Training Event Code (See app I).
(22) Action Code Enter one of the following codes:
NIS--Issue for training or combat
TAR--Training assets return

TIR--Turn-in residue

IBL--Initial Issue Basic Load

BLR--Basic Load receipts

RBL--Rotate Basic Load

NTI--Normal Turn-in combat

(23-27) Leave blank.

(28) Remarks Enter the following statements as applicable:

a. "Quantities requested are within training authorization." (Training only).

b. "The vehicle listed below passed the safety inspection required by figure 11-1."

c. "Expenditures are within authorized available supplyrates." (Non training)

d. "Required for immediate expenditure within authorized allowances." (Non training).

e. "Required to replenish Basic Load." (Non training).

f. "Training dates are Thru." (Training only).

g. "To be used for overhead fire." (Training only and as required.

(29) Related Document Serial Numbers List all supporting DA Forms 581 and 581-1.

(30-31) Leave blank.

(32) TAMIS Control No Leave blank.

Note. DA Form 581 is used to request all ammunition (Training, Basic Load, and/or Operational Load).

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION

For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. Issue
2. Turn-In x

3. DOCUMENT NO. WK4ABC-9158-0001

4.

5. PAGE 1 OF 1

6. DOCUMENT SERIAL NO AA581 000 000 054

7. SEND TO
ASP
Ft Knox, Ky

8. REQUEST FROM
1-505th Arty Bn
Ft Knox, KY
Wxxxxx

9. DATE MATERIEL REQUIRED 6 Jun 89, 0900 hrs

10. PRIORITY

11. ALLOCATION PERIOD Third Quarter

12. DODAAC WK4ABC

13a. REQUESTED BY James R. Smith, CPT, IN, S-4

13b. DATE 9157

13c. SIGNATURE

14a. APPROVED BY James E. Dean, CPT, OD, DAO

14b. DATE 9157

14c. SIGNATURE

15. ITEM	16. DODAC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/ TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/ RECEIVED	24. LOT/SERIAL NO	25. CC	26. POSTED BY	27. DATE
1	A071	1305-00-926-3930	CTG, 5.56mm ball, M193	ea	425	FTX	TAR					
			LAST ITEM									

28. REMARKS

The above items drawn on document number WK4ABC-9121-0009 were not expended.

All other items drawn on that document number were properly expended.

Residue turn-in is under document number WK4ABC-9158-0002.

29. RELATED DOCUMENT SERIAL NOS

AA581 000 000 047

AA581 000 000 055

AA5515 000 000 027

AA5515 000 000 078

30a. ISSUED BY

30b. SIGNATURE

30c. DATE

31a. RECEIVED BY

31b. SIGNATURE

31c. DATE

32. TAMIS CONTROL NO 1234567

DA FORM 581, AUG 89

EDITION OF MAY 64 IS OBSOLETE

Figure 11-9. Sample of a DA Form 581

Legend for Figure 11-9;
Completion instructions by block number for DA Form 581 as a request for turn-in of ammunition

(1) Issue Leave blank.

(2) Turn-In Check turn-in block.

(3) Document Number Enter unit document number from the expendable document register The unit document number consists of the DODAAC, Julian date, and serial number.

(4) For local use.

(5) Pages Enter total number of DA Form 581 and 581-1s with this document number.

(6) N/A

(7) Send To Enter the name and address of the supporting ASP.

(8) Request From Enter name, address and UIC of using unit.

(9) Date Materiel Required Enter appointment date and time at ASP.

(10) PRIORITY Leave blank.

(11) Allocation Period Leave blank.

(12) DODAAC Enter the using units DODAAC.

(13a) Requested By Enter name of authorized requestor, as indicated by using units DA Form 1687.

(13b) Date Enter the Julian date request prepared.

(13c) Signature Enter signature of authorized requestor, as indicated on using units DA Form 1687.

(14a) Approved By Enter the name of the authorized approving authority Depending upon the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority.

(14b) Date Enter Julian date request approved.

(14c) Signature Enter signature of authorized approving authority.

(15) Item Enter item number.

(16) DODIC Enter Department of Defense Identification Code **(DODIC).**

(17) NSN Enter National Stock Number.

(18) Nomenclature Enter nomenclature Enter the words "Last Item" after the last entry.

(19) UI Enter unit of issue.

(20) Quantity Requested/Turned In Enter quantity being turned in.

(21) TEC Enter Training Event Code. **(See app I).**

(22) Action Code Enter one of the following codes:

NIS--Issue for training or combat

TAR--Training assets return

TIR--Turn-in residue

IBL--Initial Issue Basic Load

BLR--Basic Load receipts

RBL--Rotate Basic Load

NTI--Normal turn-in combat

(23-27) Leave blank.

(28) Remarks Enter the following statements as applicable:

a. "The above items drawn on document number xxxxxxx were not expended. All other items drawn on that document number were properly expended." **(Training only)**

b. "Residue turn-in is under document number xxxxxxx." **(Training only).**

c. "The vehicle listed below passed the safety inspection required by figure 11-1." **(Optional entry).**

d. "As a result of shortages, DA Form 58-11R is attached."

Note. (Enter this statement and attach completed DA Form 581-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP.) **(Training only).**

(29) Related Document Serial Numbers List all supporting DA Forms 581 and 581-1.

(30-31) Leave blank.

(32) TAMIS Control No Leave blank.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION

For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. Issue		3. DOCUMENT NO.	4.	5. PAGE	6. DOCUMENT SERIAL NO.
2. Turn-In	x	WK4ABC-9158-0002		1 OF 1	AA581 000 000 055

7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED	10. PRIORITY	11. ALLOCATION PERIOD	12. DODAAC
ASP Ft Knox, KY	1-505th Arty Bn Ft Knox, KY Wxxxxx	6 Jun 89, 0900 hrs		Third Quarter	WK4ABC

13a. REQUESTED BY	13b. DATE	13c. SIGNATURE
James R. Smith, CPT, IN, S-4	9157	

14a. APPROVED BY	14b. DATE	14c. SIGNATURE
James E. Dean, CPT, OD, DAO	9157	

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY. REQUESTED/ TURNED IN	21. TEC	22. ACTION CODE	23. QTY. ISSUED/ RECEIVED	24. LOT/SERIAL NO	25. CC	26. POSTED BY	27. DATE
1		NSN	Case ctg, fired brass, 5.56mm	lb	15.9	FTX	TIR					
2		NSN	Launcher, rocket M72A2, expended	ea	10	FTX	TIR					
3		NSN	Primer block, M72A2, expended	ea	10	FTX	TIR					
			LAST ITEM									

28. REMARKS

The above items were drawn on document number WK4ABC-9121-0009 and were properly expended. All other items drawn on that document number are being returned under document number WK4ABC-9158-0001.

Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materiels. Signed (x) _____ .

29. RELATED DOCUMENT SERIAL NOS

AA581 000 000 047

AA581 000 000 054

AA5515 000 000 027

AA5515 000 000 078

30a. ISSUED BY	30c. DATE	31a. RECEIVED BY	31c. DATE	32. TAMIS CONTROL NO.
30b. SIGNATURE		31b. SIGNATURE		1234567

DA FORM 581, AUG 89 EDITION OF MAY 64 IS OBSOLETE

Figure 11-10. Sample of a DA Form 581

Legend for Figure 11-10;
Completion instructions by block number for DA Form 581 as a request for turn-in of ammunition residue

(1) Issue Leave blank.

(2) Turn-in Check turn-in block.

(3) Document Number Enter unit document number from the expendable document register. The unit document number consists of the DODAAC, Julian date, and serial number.

(4) For local use.

(5) Pages Enter total number of DA Form 581 and 581-1s with this document number.

(6)N/A

(7) Send To Enter the name and address of the supporting ASP.

(8) Request From Enter name, address and UIC of using unit.

(9) Date Materiel Required Enter appointment date and time at ASP.

(10) PRIORITY Leave blank.

(11) Allocation Period Leave blank.

(12) DODAAC Enter the using units DODAAC.

(13a) Requested By Enter name of authorized requestor, as indicated by using units DA Form 1687.

(13b) Date Enter the Julian date request prepared.

(13c) Signature Enter signature of authorized requestor, as indicated on using units DA Form 1687.

(14a) Approved By Enter the name of the authorized approving authority. Depending upon the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority.

(14b) Date Enter Julian date request approved.

(14c) Signature Enter signature of authorized approving authority.

(15) Item Enter item number.

(16) DODIC Enter Department of Defense Identification Code **(DODIC).**

(17) NSN Enter National Stock Number.

(18) Nomenclature Enter nomenclature. Enter the words “Last Item” after the last entry.

(19) UI Enter unit of issue.

(20) Quantity Requested/Turned In Enter quantity being turned in.

(21) TEC Enter Training Event Code. (See app I).

(22) Action Code Enter one of the following codes:

NIS--Issue for training or combat
AR--Training assets return
TIR--Turn-in residue
IBL--Initial Issue Basic Load
BLR--Basic Load receipts
RBL--Rotate Basic Load
NTI-- Normal turn-in combat

(23-27) Leave blank.

(28) Remarks Enter the following statements as applicable:

a. "The above items drawn on document number xxxxxxx were properly expended. All other items drawn on that document number are being returned under document number xxxxxxx."

(Training only).

b. Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materiel. Signed (The individual who makes the inspection signs the statement (Required entry).

c. "The vehicle listed below passed the safety inspection required by figure 11-1."

(Optional entry).

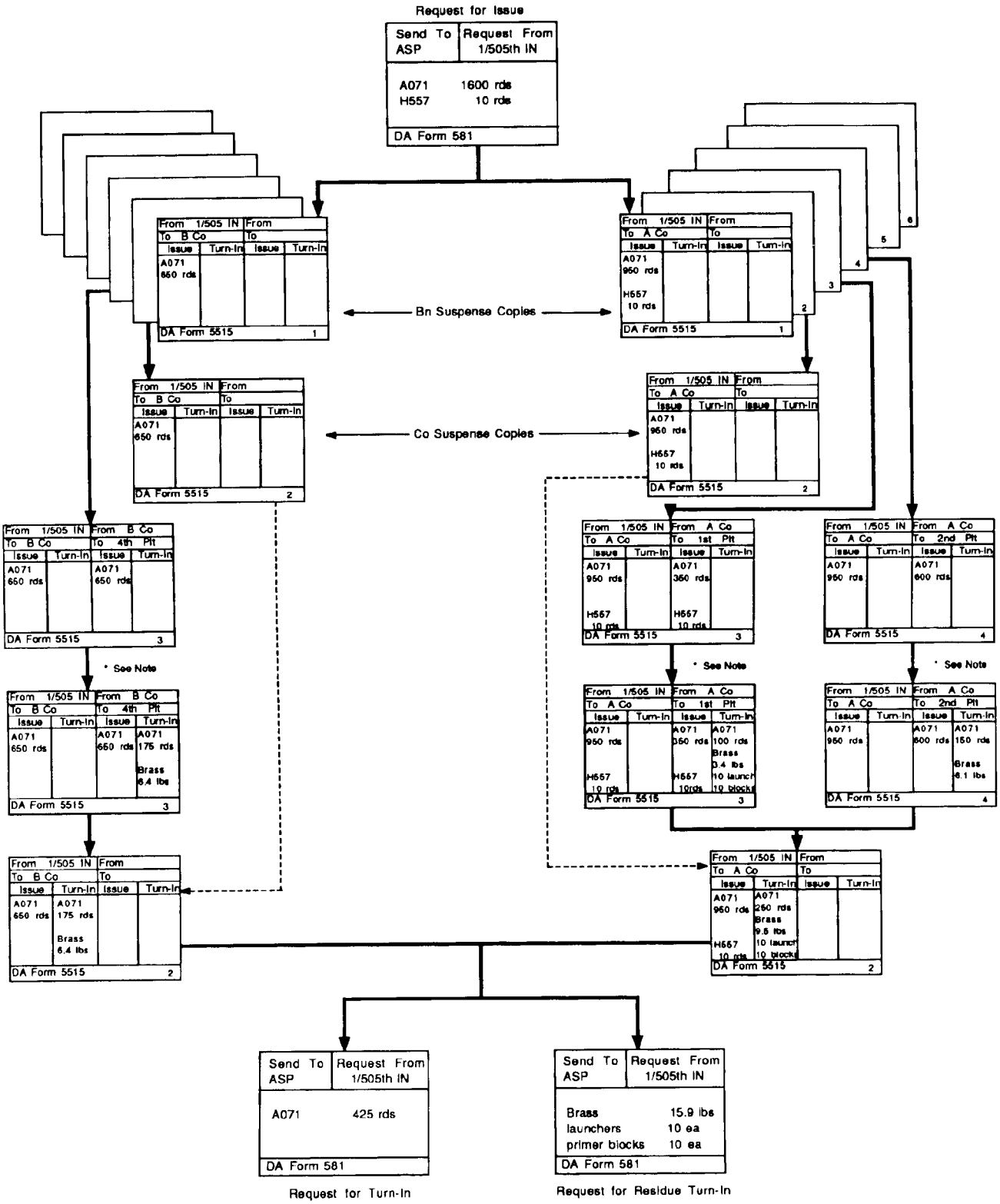
d. "As a result of shortages, DA Form 5811-R is attached." (Enter this statement and attach completed DA Form 5811-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP.

(Training only).

(29) Related Document Serial Numbers. List all supporting DA Forms 581 and 581-1.

(30-31) Leave blank.

(32) TAMIS Control No Leave blank.



NOTE: Tertiary Sub-Issue/Turn-In will require preparation of an additional DA Form 5515. A copy of all transactions made on additional DA Form 5515s will be returned to the Master File to provide a complete audit trail.

Figure 11-11. Sub-issue document flow chart

TRAINING AMMUNITION CONTROL DOCUMENT
For use of this form, see AR 710-2, the proponent agency is DCSLOG

1 DOCUMENT NO: WK4ABC-9121-0009-A
2 PAGE 1 OF 1
3 DOCUMENT SERIAL NO: AA5515 000 000 027

SECTION A

4 FROM: S-4, 1-505th Arty Bn, Ft Knox, KY
5 TO: A Brty, 1-505th Arty Bn, Ft Knox, KY
6 DATE ISSUED: 30 May 89
7 DATE TURNED IN:

SECTION B

23 FROM:
24 TO:
25 DATE ISSUED:
26 DATE TURNED IN:

8 ITEM	9 DODIC/NOMENCLATURE	10 LOT/SERIAL NO	11 QTY ISSUED	12 QTY RESIDUE REQUIRED	13 QTY RESIDUE TURNED-IN	14 QTY LIVE TURNED-IN	27 QTY ISSUED	28 QTY RESIDUE REQUIRED	29 QTY RESIDUE TURNED-IN	30 QTY LIVE TURNED-IN
1	A071 CTG, 5.56mm ball, M193	LC 10-05	950	------						
2	H557 Rocket, HE, 66mm, M72A2	12345678	10	10 launcher 10 blocks						
	LAST ITEM									

15 ISSUED BY: Kenneth Wright, SFC, S-4
16 RECEIVED BY: Bob Jones, SSG, A Brty
31 ISSUED BY:
32 RECEIVED BY:
17 TURNED-IN BY:
18 RECEIVED BY:
33 TURNED-IN BY:
34 RECEIVED BY:

Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	19a BRIEFED BY	19b DATE	Before issue soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	35a BRIEFED BY	35b DATE
Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	20a BRIEFED BY	20b DATE	Upon turn-in request soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	36a BRIEFED BY	36b DATE
All issued ammunition was account for - either expended or turned-in	21a VERIFIED BY	21b DATE	All issued ammunition was account for - either expended or turned-in	37a VERIFIED BY	37b DATE
The above residue items are inert and have been 100 percent inspected and contain no live A&E	22a INSPECTED BY	22b DATE	The above residue items are inert and have been 100 percent inspected and contain no live A&E	38a INSPECTED BY	38b DATE

39 REMARKS
Issue document SN#: AA581 000 000 047

DA FORM 5515, AUG 89 EDITION OF APR 86 IS OBSOLETE Copy 2

Figure 11-12. Sample of a DA Form 5515 (sub-issue)

Legend for Figure 11-12;
Completion instructions by column or block for DA Form 5515 when used as a sub-issue

(1) Document Number The activity that draws the ammunition from the ASP on DA Form 581 (for example a battalion S-4, or the supply activity in a non-divisional company) enters a document number from the expendable document register. Each subsequent issuer uses the same document number when preparing DA Forms 5515 to further issue the training ammunition. Enter document number obtained from issue 581. Issuing authority will add an alpha suffix code to document number for each sub-issue.

(2) Pages Enter total number of DA Forms 5515 (Training Ammunition Control Document) and DA Forms 5515-1 (Continuation Sheet) with this document number.

(3) N/A

Section A

(4) From Enter the name, address of the sub-issuing activity.

(5) To Enter sub-receiving activity name and address.

(6) Date Issued Enter the calendar sub-issue date.

(7) Date Turned In Leave blank.

(8) Item Enter the item number.

(9) DODIC/Nomenclature Enter the DOD Identification Code DODIC and the item nomenclature. Enter the words "Last Item" after last entry.

(10) Lot/Serial Number Enter the Lot Number. Also serial number for each item if item has a serial number.

(11) Qty Issued Enter the quantity issued.

(12) Qty Residue Required Enter nomenclature and amount of residue required to be returned. (Residue return requirements are shown in table J).

(13) Qty Residue Turned In Leave blank.

(14) Qty Live Turned In Leave blank.

(15) Issued By The individual making the sub-issue will sign payroll signature this block.

(16) Received By The individual receiving the sub-issue will sign their payroll signature in this block.

(17-18) Leave blank.

(19) Briefed By and Date Complete this block when ammunition is sub-issued or issued for consumption. Individual conducting the briefing will sign his or her payroll signature and enter the calendar date of the briefing.

(20-22) Leave blank.

Section B

(23-38) Leave blank.

(39) Remarks Enter all related document serial numbers.

TRAINING AMMUNITION CONTROL DOCUMENT
For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. DOCUMENT NO. WK4ABC-9121-0009-A-1
2. PAGE 1 OF 1
3. DOCUMENT SERIAL NO **AA5515 000 000 027**

SECTION A

4. FROM: S-4, 1-505th Arty Bn, Ft Knox, KY
5. TO: A Brty, 1-505th Arty Bn, Fort Knox, KY
6. DATE ISSUED: 30 May 89
7. DATE TURNED IN:

SECTION B

23. FROM: A Brty (Supply Sgt), 1-505th Arty Bn, Ft Knox, KY
24. TO: A Brty (Section Sgt), 1-505th Arty Bn, Ft Knox, KY
25. DATE ISSUED: 30 May 89
26. DATE TURNED IN:

8. ITEM	9. DODIC/NOMENCLATURE	10. LOT/SERIAL NO	11. QTY ISSUED	12. QTY RESIDUE REQUIRED	13. QTY RESIDUE TURNED-IN	14. QTY LIVE TURNED-IN	27. QTY ISSUED	28. QTY RESIDUE REQUIRED	29. QTY RESIDUE TURNED-IN	30. QTY LIVE TURNED-IN
1	A071 CTG, 5.56mm Ball, M193	LC 10-05	950	------			300	-------		
2	H557 Rocket, HE, 66mm, M72A2	12345678	10	10 Launcher 10 blocks					10 launcher 10 blocks	
	LAST ITEM									

15. ISSUED BY: Kenneth Wright, SFC, S-4
16. RECEIVED BY: Bob Jones, SSG, A Btry
31. ISSUED BY: Bob Jones, SSG, Sup Sgt
32. RECEIVED BY: Ken Gibbons, SSG, Sec Sgt
17. TURNED-IN BY:
18. RECEIVED BY:
33. TURNED-IN BY:
34. RECEIVED BY:

Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.	19a. BRIEFED BY	19b. DATE	Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.	35a. BRIEFED BY	35b. DATE
Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.	20a. BRIEFED BY	20b. DATE	Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.	36a. BRIEFED BY	36b. DATE
All issued ammunition was account for - either expended or turned-in.	21a. VERIFIED BY	21b. DATE	All issued ammunition was account for - either expended or turned-in.	37a. VERIFIED BY	37b. DATE
The above residue items are inert and have been 100 percent inspected and contain no live A&E.	22a. INSPECTED BY	22b. DATE	The above residue items are inert and have been 100 percent inspected and contain no live A&E.	38a. INSPECTED BY	38b. DATE

39. REMARKS
Issue document SN# AA581 000 000 047

DA FORM 5515, AUG 89 EDITION OF APR 86 IS OBSOLETE Copy 3

Figure 11-13. Sample of a DA Form 5515 with sub-issue

Legend for Figure 11-13;
Completion instructions by column or block for DA Form 5515 when used as a sub-issue

(1) Document Number Previously Completed.
(2) Pages
(3) N/A

Section A

(4) From Previously Completed.
(5) To Previously Completed.
(6) Date Issued Previously Completed.
(7) Date Turned In Leave blank.
(8) Item Previously Completed.
(9) DODIC/Nomenclature Previously Completed.
(10) Lot/Serial Number Previously Completed.
(11) Qty Issued Previously Completed.
(12) Qty Residue Required Previously Completed.
(13) Qty Residue Turned In Leave blank.
(14) Qty Live Turned In Leave blank.
(15) Issued By Previously Completed.
(16) Received By Previously Completed.
(17-18) Leave blank.
(19) Briefed By and Date Previously Completed.
(20-22) Leave blank.

Section B

(23) From Enter secondary sub-issuing name and address.
(24) To Enter secondary sub-receiving activity name and address.
(25) Date Issued Enter calendar date of unit sub-issue.
(26) Date Turned In Leave blank.
(27) Qty Issued Enter quantity issued.
(28) Qty Residue Required Enter nomenclature and amount required to be returned.
(29) Qty Residue Turned In Leave blank.
(30) Qty Live Turned In Leave blank.
(31) Issue By Individual making secondary sub-issue will sign their payroll signature in this block.
(32) Received By The individual receiving secondary sub-issue will sign their payroll signature in this block.
(33) Turned In By Leave blank.
(34) Received By Leave blank.
(35) Briefed By & Date Complete this block when ammunition is further sub-issued or issued for consumption. Individual conducting the briefing will sign his/her payroll signature and enter the calendar date of the briefing.
(36) Briefed By & Date Leave blank.
(37) Verified By & Date Leave blank.
(38) Inspected By and Date Leave blank.
(39) Remarks Enter all related document serial numbers.

TRAINING AMMUNITION CONTROL DOCUMENT
For use of this form, see AR 710-2; the proponent agency is DCSLOG

1 DOCUMENT NO. WK4ABC-9121-0009-A-1
2 PAGE 1 OF 1
3 DOCUMENT SERIAL NO. AA5515 000 000 027

SECTION A

4 FROM: S-4, 1-505th Arty Bn, Ft Knox, KY
5 TO: A Btry, 1-505th Arty Bn, Ft Knox, KY
6 DATE ISSUED: 30 May 89
7 DATE TURNED IN:

SECTION B

23 FROM: A Btry (Supply Sgt), 1-505th Arty Bn, Ft Knox, KY
24 TO: A Btry (Section Sgt), 1-505th Arty Bn, Ft Knox, KY
25 DATE ISSUED: 30 May 89
26 DATE TURNED IN: 6 Jun 89

8 ITEM	9 DODIC/NOMENCLATURE	10 LOT/SERIAL NO.	11 QTY ISSUED	12 QTY RESIDUE REQUIRED	13 QTY RESIDUE TURNED-IN	14 QTY LIVE TURNED-IN	27 QTY ISSUED	28 QTY RESIDUE REQUIRED	29 QTY RESIDUE TURNED-IN	30 QTY LIVE TURNED-IN
1	A071 CTG, 5.56mm ball, M193	LC 10-05	950	-----			350	------	3.4 lbs	100
2	H557 Rocket, HE, 66mm, M72A2	12345678	10	10 launcher 10 blocks			10	10 launcher 10 blocks	10 launcher 10 blocks	0
	LAST ITEM									

15 ISSUED BY: Kenneth Wright, SFC, S-4
16 RECEIVED BY: Bob Jones, SSG, A Btry
17 TURNED-IN BY:
18 RECEIVED BY:

31 ISSUED BY: Bob Jones, SSG, Sup Sgt
32 RECEIVED BY: Kenneth Gibbons, SSG, SecSgt
33 TURNED-IN BY: Kenneth Gibbons, SSG, Sec Sgt
34 RECEIVED BY: Bob Jones, SSG, Sup Sgt

Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	19a BRIEFED BY	19b DATE	Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	35a BRIEFED BY: Ken Gibbons, SSG, Sec Sgt	35b DATE: 5 Jun 89
Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	20a BRIEFED BY	20b DATE	Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ	36a BRIEFED BY: Ken Gibbons, SSG, Sec Sgt	36b DATE: 5 Jun 89
All issued ammunition was account for - either expended or turned-in.	21a VERIFIED BY	21b DATE	All issued ammunition was account for - either expended or turned-in	37a VERIFIED BY: Oscar Fuzz, 1LT, Sec Ldr	37b DATE: 5 Jun 89
The above residue items are inert and have been 100 percent inspected and contain no live A&E	22a INSPECTED BY	22b DATE	The above residue items are inert and have been 100 percent inspected and contain no live A&E	38a INSPECTED BY: Ken Gibbons, SSG, Sec Sgt	38b DATE: 5 Jun 89

39 REMARKS
Issue document SN#: AA581 000 000 047

DA FORM 5515, AUG 89 EDITION OF APR 86 IS OBSOLETE Copy 3

Figure 11-14. Sample of a DA Form 5515 (sub-turn-in)

Legend for Figure 11-14;
Completion instructions by column or block for DA Form 5515 when used as a secondary sub-turn-in

(1) Document Number Previously Completed.
(2) Pages
(3) N/A

Section A

(4) From Previously Completed.
(5) To Previously Completed.
(6) Date Issued Previously Completed.
(7) Date Turned In Leave blank.
(8) Item Previously Completed.
(9) DODIC/Nomenclature Previously Completed.
(10) Lot/Serial Number Previously Completed.
(11) Qty Issued Previously Completed.
(12) Qty Residue Required Previously Completed.
(13) Qty Residue Turned In Leave blank.
(14) Qty Live Turned In Leave blank.
(15) Issued By Previously Completed.
(16) Received By Previously Completed.
(17-18) Leave blank.
(19) Briefed By and Date Previously Completed.
(20-22) Leave blank.

Section B

(23) From Previously completed.
(24) To Previously completed.
(25) Date Issued Previously completed.
(26) Date Turned In Enter calendar date of secondary sub-turn-in.
(27) Qty Issued Previously completed.
(28) Qty Residue Required Previously completed.
(29) Qty Residue Turned In Enter the quantity of residue items returned. For those items noted in table J, quantities returned must balance with the quantity issued. Items being returned to the ASP not requiring reconciliation, such as small arms brass, may be turned in by weight rather than quantity.
(30) Qty Live Turned In Enter quantity of ammunition turned in.
(31) Issue By Previously completed.
(32) Received By Previously completed.
(33) Turned In By Individual making secondary sub turn-in will sign their payroll signature in this block.
(34) Received By Individual receiving secondary sub-turn-in will sign their payroll signature in this block.
(35) Briefed By & Date Previously completed.
(36) Briefed By & Date Individual conducting post exercise ammunition accountability briefing will sign their payroll signature and calendar date.
(37) Verified By & Date Individual certifying that all ammunition was expended or turn in will sign their payroll signature and calendar date.
(38) Inspected By and Date Individual responsible for inspecting the residue items to ensure they contain no live rounds, live primers,

explosives or other dangerous materiel, will sign their payroll signature and calendar date.

(39) Remarks Enter all related document serial numbers.

Note. Use the same DA Form 5515 to turn in ammunition and residue that was used to issue the ammunition.

TRAINING AMMUNITION CONTROL DOCUMENT
For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. DOCUMENT NO. WK4ABC-9121-0009-A
2. PAGE 1 OF 1
3. DOCUMENT SERIAL NO. AA5515 000 000 027

SECTION A

4. FROM: S-4, 1-505th Arty Bn, Ft Knox, KY
5. TO: A Brty, 1-505th Arty Bn, Ft Knox, KY
6. DATE ISSUED: 30 May 89
7. DATE TURNED IN: 7 Jun 89

SECTION B

23. FROM
24. TO
25. DATE ISSUED
26. DATE TURNED IN

8 ITEM	9. DODIC/NOMENCLATURE	10 LOT/SERIAL NO	11 QTY ISSUED	12 QTY RESIDUE REQUIRED	13 QTY RESIDUE TURNED-IN	14 QTY LIVE TURNED-IN	27 QTY ISSUED	28 QTY RESIDUE REQUIRED	29 QTY RESIDUE TURNED-IN	30 QTY LIVE TURNED-IN
1	A071 CTG, 5.56mm ball, M193	LC 10-05	950	-------	9.5 lbs	250				
2	H557 Rocket, HE, 66mm, M72A2	12345678	10	10 launcher 10 blocks	10 launcher 10 blocks	0				
	LAST ITEM									

15. ISSUED BY: Kenneth Wright, SFC, S-4
16. RECEIVED BY: Bob Jones, SSG, A Btry
17. TURNED-IN BY: Bob Jones, SSG, A Btry
18. RECEIVED BY: Kenneth Wright, SFC, S-4

31. ISSUED BY
32. RECEIVED BY
33. TURNED-IN BY
34. RECEIVED BY

Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.
19a. BRIEFED BY: Bob Jones, SSG, A Btry
19b. DATE: 6 Jun 89

Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.
35a. BRIEFED BY
35b. DATE

Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.
20a. BRIEFED BY: Bob Jones, SSG, A Btry
20b. DATE: 6 Jun 89

Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.
36a. BRIEFED BY
36b. DATE

All issued ammunition was account for - either expended or turned-in.
21a. VERIFIED BY: Don Ogles, 1LT, XO
21b. DATE: 6 Jun 89

All issued ammunition was account for - either expended or turned-in.
37a. VERIFIED BY
37b. DATE

The above residue items are inert and have been 100 percent inspected and contain no live A&E.
22a. INSPECTED BY: Bob JOnes, SSG, A Btry
22b. DATE: 6 Jun 89

The above residue items are inert and have been 100 percent inspected and contain no live A&E.
38a. INSPECTED BY
38b. DATE

39. REMARKS: Issue document SN#: AA581 000 000 047

DA FORM 5515, AUG 89 EDITION OF APR 86 IS OBSOLETE Copy 2

Figure 11-15. Sample of a DA Form 5515

Legend for Figure 11-15;
Completion instructions by column or block for DA Form 5515 when used as a sub-turn-in

(1) Document Number Previously Completed.

(2) Pages

(3) N/A

Section A

(4) From Previously Completed.

(5) To Previously Completed.

(6) Date Issued Previously Completed.

(7) Date Turned In Enter calendar date of sub-turn-in.

(8) Item Previously Completed.

(9) DODIC/Nomenclature Previously Completed.

(10) Lot/Serial Number Previously Completed.

(11) Qty Issued Previously Completed.

(12) Qty Residue Required Previously Completed.

(13) Qty Residue Turned In Enter the quantity of residue items returned. For those items noted in table J, quantities returned must balance with the quantity issued. Items being returned to the ASP but not requiring reconciliation, such as small arms brass, may be turned in by weight rather than quantity.

(14) Qty Live Turned In Enter quantity of ammunition turned in.

(15) Issued By Previously Completed.

(16) Received By Previously Completed.

(17) Turned In By Individual making secondary sub-turn-in will sign their payroll signature in this block.

(18) Received By Individual receiving secondary sub-turn-in will sign their payroll signature in this block.

(19) Briefed By and Date Previously Completed.

(20) Briefed By & Date Individual conducting post exercise ammunition accountability briefing will sign their payroll signature and calendar date.

(21) Verified By & Date Individual certifying that all ammunition was expended or turn in will sign their payroll signature and calendar date.

(22) Inspected By and Date Individual responsible for inspecting the residue items to ensure they contain no live rounds, live primers, explosives or other dangerous materiel, will sign their payroll signature and calendar date.

Section B

(23-38) Leave blank.

(39) Remarks Enter all related document serial numbers.

Note. Use the same DA Form 5515 to turn in ammunition and residue that was used to issue the ammunition. A copy of each secondary sub-turn-in (and tertiary if used) will be attached to the sub-turn-in document and be retained on file at the ASP.

AMMUNITION CONSUMPTION CERTIFICATE

For use of this form, see DA PAM 710-2-1, the proponent agency is DCSLOG

UNIT	RANGE AND LOCATION
A Btry, 1-505 Arty Bn	Range 10 Fort Knox, Ky

DOCUMENT NO.	DATE
WK4ABC-9121-0009-A-1	5 June 1989

ITEM	DODIC	NOMENCLATURE	LOT NUMBER	QUANTITY CONSUMED
1	H557	Rocket, HE, 66MM, M72A2	12345678	10

CERTIFYING OFFICIAL

I certify that I saw the above items consumed during training on *(indicate date)* → DATE 4 June 1989

NAME *(Typed or Printed)*	SIGNATURE
WALTER J. THOMPSON	Walter J. Thompson
UNIT A Btry, 1-505 Arty Bn	POSITION Unit Range Safety Officer

DA FORM 5692-R, MAY 88

Figure 11-16. Sample of a completed DA Form 5692-R Ammunition Consumption Certificate

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

PART I - CERTIFICATION

I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.

1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
-NSN-	Supplementary Charge	4	x			

6. CIRCUMSTANCES OF LOSS OR DAMAGE

During firing at the training range on 4 Jun 89, supplementary charges were removed from 20 projectiles prior to installing fuzes. The charges were placed in the fuze cans.

Upon return to the administrative area only 16 supplementary charges were found. A search of the area did not locate the missing charges.

7a. SIGNATURE	7b. DATE
James A. Martin James A. Martin, CPT, Commanding, A Btry	5 Jun 89

PART II - ACTION

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree ☒ do not agree ☐ that the loss or damage to the class 5 item(s) was ☒ was not ☐ due to negligence, willful misconduct, or deliberate unauthorized use. The following action shall be taken.

	CHECK ALL THAT APPLY
9. No further action is required. →	
10. An administrative adjustment shall be made in the property book for the class 5 item(s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.	
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report of Survey that will be initiated immediately by the responsible property officer.	X

13a. SIGNATURE	13b. TITLE	13c. DATE
Bob O.S. Smith	Bob O.S. Smith, LTC Cdr, 1-505th Arty Bn	8 Jun 89

DA FORM 5811-R, AUG 89

Figure 11-17. Sample of a DA Form 5811-R

Legend for Figure 11-17;
Completion instructions by column or block for DA Form 5811-R when used for shortage for turn-in

Part I

(1-5) Items short will be described in detail and quantity.

(6) Circumstances surrounding the loss or damage will be described.

(7) Organizational commander will sign and date PART I.

Part II

(8-12) First LTC in the chain of command will review the circumstances surrounding the loss or damage and determine the appropriate action to be taken because of the loss or damage to government property.

Note. Completed DA Form 5811-R will accompany turn in documents to the ASP When a shortage exists, this document is required to complete reconciliation with the ASP.

1. DODIC	2. NSN	3. LOT NO.	4. LOCATION	B.	D.
C521	1315-00-030-6838	PA 76-34A	4-A-6		
5. DESCRIPTION			A.	C.	E.
CT6, 105mm APFSDS-T M735					

6. DATE	7. DOCUMENT NO.	8. ACTION/PURPOSE	9. QUANTITY A. GAIN	9. QUANTITY B. LOSS	10. BALANCE	11. PRINTED NAME
7JUN88	—	BAL CARRIED FWD	—	—	7,000	J. JONES
9JUN88	8207-0017	ASP #4	2,500	—	9,500	W. BARTON
8JUL88	8189-0006	ASP #10	—	4,000	5,500	W. BARTON
8DEC88	8342-0009	INVENTORY	—	—	5,500	W. BARTON

DA FORM 3020-R, AUG 89 MAGAZINE DATA CARD *Continued on Reverse*
For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG PREVIOUS EDITION IS OBSOLETE

1. DODIC	2. NSN	3. LOT NO.	4. LOCATION	B.	D.
5. DESCRIPTION			A.	C.	E.

6. DATE	7. DOCUMENT NO.	8. ACTION/PURPOSE	9. QUANTITY A. GAIN	9. QUANTITY B. LOSS	10. BALANCE	11. PRINTED NAME

REVERSE, DA FORM 3020-R, AUG 89 MAGAZINE DATA CARD *Use Other Side First*

Figure 11-18. Sample of a DA Form 3020-R

Legend for Figure 11-18;
Completion instructions by column or block for DA Form 3020-R, Magazine Data Card, when used for ammunition storage

(1) DODIC Enter DOD Identification Code
(DODIC)

(2) NSN Enter National Stock Number.

(3) Lot No Enter Lot No of munition.

(4) Location Enter storage site or structure identity.

(5) Description Enter nomenclature of item to include model number.

A thru E Local use (such as grid, CIIC, QD, SCG, or color code the blocks to indicate unit, truck, platoon, etc, for upload of UBL).

(6) Date Enter the date in DD MM YY format that an activity occurs.

(7) Document Number Document number causing the activity to take place.

(8) Action/Purpose Reason for the activity. Entry should be short and informative, i.e., issued to (organization), receipt from (organization), moved to or moved from another storage location, inventory and type, adjustment, test (and organization), etc.

(9) Quantity Exact quantity of the transaction in the appropriate block

(A) Gain.

(B) Loss.

(10) Balance Add or subtract the quantity for that activity and enter into the balance column. Verify that the quantity entered in the balance column agrees with what is actually on hand.

(11) Printed Name. Print first, middle initial and last name of individual performing the activity.

Note.

1 Complete Instructions. Make all entries neat, legible, and with a ball point pen. Do not use felt tip pens or pencils. Make all entries at the time of the activity.

2 Protection—If MDCs deteriorate as a result of climatic conditions, or the actions of rodents or insects, etc., place the forms in plastic envelopes (or a substitute) to prevent deterioration. The GSA catalog contains items in the 7510 class that may be used for the purpose. An example is Envelope, Transparent, NSN7510-00-272-9804. This item is made of plastic, has bound edges and metal eyelets for hanging.

DEMOLITION RECONNAISSANCE RECORD

For use of this form see FM 5-250; the proponent agency is TRADOC

SECTION I - GENERAL

1. FILE NO. 103-97-15		NAME AND RANK	ORGANIZATION
2. DEMOLITION RECON REPORT NO. 97-15	5 RECON ORDERED BY	SHAVERS E.H. LTC	12TH ENG BN
3. DATE 7 JUL 97 / 4. TIME 1615	6 PARTY LEADER	BURR M.E. SSG	12TH ENG BN

7. MAP INFORMATION

Name: FT BELVOIR

Scale:

Sheet No.:

Series No.:

11. GENERAL DESCRIPTION: (*Attach sketches.*)

Type Construction	Other Data	Condition
☐ Earth	☐ Roadway Width	
☒ Timber	☐ Number of Bridge Spans	
☐ Concrete	☐ Number of Lanes	
☐ Asphalt	☐ Bridge Class: W- T-	
☐ Steel		

8. TARGET AND LOCATION: RAILROAD BRIDGE, RT 68

9. TIME OBSERVED: 1930

10. COORDINATES: AH 230696009

12. NATURE OF PROPOSED DEMOLITION (*Attach sketches.*): PARTIAL DESTRUCTION

13. UNUSUAL FEATURES OF SITE:

- ☒ High Tension
- ☐ Radar Installation
- ☐ Underwater Blasting
- ☐
- ☐
- ☐

SECTION II - ESTIMATES

Determine availability of items 14, 15, and 16 before conducting reconnaissance.

14. MATERIAL REQUIRED	UNIT OF ISSUE	TYPE MISSION: CRATERING	CUTTING	OTHER/SPEC PURPOSE
Electric Caps	EA			
Nonelectric Caps	EA		10	
Detonating Cord	FT		200	
Time Fuse	FT		50	
Fuse Lighters	EA		5	
Firing Wire	FT			
Firing Device (*Specify type.*)	EA			
Explosive:				
TNT, 1/4-LB	EA			
TNT, 1/2-LB	EA			
TNT, 1-LB	EA		84	
TNT, 2 1/4-LB	EA			
(Other)				
(Other)				
Cratering:				
Cratering Charge, 40-LB	EA			
Shape Charge, 15-LB	EA			
Shape Charge, 40-LB	EA			
M180	EA			
Other Demolitions				

15. EQUIPMENT AND TRANSPORT REQUIRED (*Examples: trucks, ram sets and cartridges, demolition sets, post-hole diggers, nails, adhesives, tape, sandbags, and lumber.*)
NOTE: Troops may not ride in vehicles transporting explosives.

DEMO KIT
CARPENTER KIT
TRUCK 2 1/2 TON

16. PERSONNEL AND TIME REQUIRED FOR:	NCOs	ENL	Time
a. Preparing and placing charges	1	9	3 hrs
b. Arming and firing demolition	1	2	10 Min

17. TIME, LABOR, AND EQUIPMENT REQUIRED FOR BYPASS (*Specify location and method. Specify equipment to clear the site after demolition and the available bypasses that allow units to bypass the site.*)

BRIDGE, Double Double 6 hrs
1 PLATOON

18. REMARKS

DA FORM 2203-R, MAY 92 Edition of Aug 70 is obsolete.

Figure 11-19A. Sample of a DA Form 2203-R as completed for use during training

DEMOLITION RECONNAISSANCE RECORD

Place additional comments in the appropriate blocks.

15. EQUIPMENT AND TRANSPORT REQUIRED (*Continued*)

17. TIME, LABOR, AND EQUIPMENT REQUIRED FOR BYPASS (*Continued*)

18. REMARKS (*Continued*)

19. ADDITIONAL COMMENTS (*Specify block.*)

PAGE 2, DA FORM 2203-R, MAY 92

Figure 11-19B. Sample of a DA Form 2203-R as completed for use during training--Continued

Chapter 12
Petroleum Management

Section I
Off-Post Purchase or Procurement of Petroleum Products for Convoy and Vehicle Refueling

12–1. Use of military installations
When required for fueling convoys, obtain diesel fuel or gasoline from military installations en route. Coordinate projected requirements with the military installation in advance.

12–2. Use of local purchase
When military installations are not available or cannot provide the requested service, local purchase is authorized for 10,000 gallons or less of each grade of product per delivery point. Local purchase procedures will be followed per the Federal Acquisition Regulation (FAR). Requirements of more than 10,000 gallons will not be divided in order to produce more than one local procurement of less than 10,000 gallons.

12–3. Purchase or Procurement of Aviation Products
Petroleum required by DA aircraft will be obtained from:

a. DOD facilities.

b. Into-plane contracts established by DFSC.

c. SF 149 (U.S. Government National Credit Card).

d. SF 44 (U.S. Government Purchase Order-Invoice Voucher), in that order.

e. Commercial airports with Into-plane contracts can be found in the AVFUEL and AVOIL Into-plane contact listing bulletin. Copies can be obtained from DFSC–O, Cameron Station, Alexandria, VA 22304–6160. Authorized use of the SF 149 can be found in the Government Vehicle Operators Guide (DFSH 4280.1).

12–4. Use of DFSC contracts
When the required quantity for delivery at one point exceeds 10,000 gallons, submit a separate request to U.S. Army Petroleum Center (USAPC) to establish contractual sources of supply for motor convoys. Requests will be submitted telephonically and/or in writing when required quantity exceeds 10,000 gallons or if purchase of less than 10,000 gallons cannot be accomplished. Normally, such requests must be submitted at least 90 days in advance of the date required to allow sufficient procurement time. MILSTRIP channels will not be used for requisitioning bulk petroleum products. Do not divide requirements of more than 10,000 gallons in order to create more than one local procurement of less than 10,000 gallons. Information required on the request to USAPC is outlined in table 12–1.

Table 12–1
Information Required for Contractual Coverage of Motor Convoys

Information: 1. Estimated date and time of delivery **Example:** 1 August 19__, 1100 hours. a. Product: Gasoline, automotive regular. b. Quantity: 10,000 gallons. c. Location: National Guard Armory, Armory St, Baltimore, MD.
Information: 2. Refueling equipment required **Example:** Contractor to provide four tank wagons equipped with one 100-foot hose with dispensing nozzles for dispensing into individual vehicles.
Information: 3. Other applicable information **Example:** Will notify contractor 48 hours in advance of delivery. Delivery tickets are required for each vehicle.
Information: 4. Point of contact and telephone number **Example:** Self-explanatory.

12–5. Use of SF 149 (U.S. Government National Credit Card)
When the dollar amount of the quantity required during a convoy refueling is less than $10,000, SF 149 may be used to purchase the required quantity. Instructions for obtaining and using SF 149 are found in section II of this chapter.

Section II
Instructions for Obtaining and Using SF 149

12–6. Obtaining SF 149
a. The using unit forwards its request for SF 149 to the appropriate installation PBO.

b. The installation PBO forwards all requisitions for SF 149 to the embossing contractor as listed in the new ordering instructions. To obtain a copy, write GSA, Office of Federal Supply and Services, Office of Transportation, National Fleet Management Division, Washington, DC 22202–3503 or phone (703) 285–2178, FTS 285–2178. Regulations on the requisition and administrative control of SF 149 are in FPMR 101–26.406 and FPMR 101–38.12.

c. The format for ordering SF 149 is in GSA FPMR 101–388.

(1) The contractor processes manual orders by DD Form 1155 (Order for Supplies and Services/Request for Quotations).

(2) Computer capabilities of the contractor limit automated orders. To process orders by machine, the ordering activity must coordinate with GSA. GSA FPMR 101–388 provides details.

d. Prices are FOB origin. The ordering activity pays the costs to the contractor to assure safe, controlled shipments of all credit cards.

e. Activities review GSA FPMR 101–388 for any other charges properly allocated to the ordering activity: for example, minimum quantity costs.

f. Activities, according to FPMR 101–26.106, consolidate their orders whenever feasible to save money by avoiding multiple delivery charges.

g. Account for SF 149 according to instructions provided by paragraph 4–25 of this pamphlet.

12–7. Using and securing SF 149
Use SF 149 according to procedures in DFSCH 4280.1 and AR 710–2. Centrally control Government National credit cards by use of a custodian preferably at Director of Logistics (DOL) level. Commanders will publish explicit guidelines for the use and control of credit cards. Secure SF 149 in a locked container with restricted access. Government credit cards are authorized for use only when government contracts or installation support are not available. Credit cards will be issued on a temporary basis only. Control through the use of DA Form 5830–R by obtaining the signature and rank of the individual to whom the credit card was issued, list the credit card number, vehicle number and the date/time signed out and returned. Figure 12–8 depicts an example of DA Form 5830–R. DA Form 5830–R is authorized for local reproduction on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this issue. When the credit card is returned, the original credit card receipts will be turned in with the card.

a. Petroleum products/services will not be purchased within 25 miles of an installation with available POL, except under emergency conditions.

b. Off post purchases will be limited to one fill up per vehicle per trip (excluding tankers and convoy refuelers). If other fuel stops are required on the trip, the dispatch must be annotated to reflect the additional mileage and fuel consumption. Credit card purchases of package POL is for emergency use only and limited to $25 per trip. Emergency repair/towing is limited to $150 and will be authorized only when military support is not available. For products and services authorized to be purchased, see AR 710–2, paragraph 2–33*e*(1).

c. Separate charge slips must be used for each credit card and there will be only one vehicle per transaction.

d. The credit card may also be used to purchase aviation supplies and service at commercial airports only when Defense Fuel Supply Center established Into-Plane contracts do not exist (use aircraft indentaplate for contract fuel). Purchase of supplies and services is limited to the into tank/crankcase refueling of the consuming end

item of equipment. Bulk/multiple aircraft refueling using a single credit card transaction is expressly prohibited.

e. A fuel consumption report (POL Credit Card Report) will be submitted on a monthly basis to the using unit/activity management/funds issuing headquarters NLT the 15th of the month. Not less than twice annually, the using unit/activity will conduct a review/validation of credit card transaction against the commercial fuel billings.

Section III
Instructions for Obtaining and Using AVFUEL Identaplates

12–8. Obtaining AVFUEL Identaplates

Use AVFUEL identaplates, DD Form 1896 and DD Form 1897 to obtain servicing of Army aircraft. USAPC is the only authorized source for Army activities to obtain AVFUEL identaplates. Submit requirements on DA Form 4701–R (Request for AVFUELs Identaplates) through the appropriate PBO to Commander, USAPC (ATTN: STRGP–FM), New Cumberland Army Depot, New Cumberland, PA 17070–5008, (717) 770–7247, AUTOVON: 977–7247. USAPC accepts telephonic requests for emergency requirements, followed by a DA Form 4701–R. For newly assigned aircraft, submit DA Form 1352 (Army Aircraft Inventory, Status, and Flying Time) along with DA Form 4701–R to show ownership of aircraft. USAPC uses DA Form 1352 to validate aircraft ownership or assignment. Table 12–2 outlines required information when submitting requests. DA Form 4701–R is located at the back of this book for reproduction purposes.

Table 12–2
Request for AVFUEL Identaplates

Identaplate: 1. Line 1, positions 1–3.
Field name: Customer identification.
Remarks: Required. USA preprinted on all plates.

Identaplate: 2. Line 1, position 4.
Field name: N/A
Remarks: Must be blank.

Identaplate: 3. Line 1, position 5–12.
Field name: N/A
Remarks: Preprinted. To be assigned by USAPC.

Identaplate: 4. Line 1, position 13.
Field name: N/A
Remarks: Must be blank.

Identaplate: 5, Line 1, positions 14–17.
Field name: APC
Remarks: Required. Automated Processing Code (APC) may be embossed after preprinted serial number at requestor's option.

Identaplate: 6. Line 2, positions 1–17.
Field name: N/A
Remarks: Must be blank.

Identaplate: 7. Line 3, positions 1–16.
Field name: Billing DODAAC.
Remarks: Required. "Bill To" DODAAC if other than home station DODAAC.

Identaplate: 8. Line 3, position 7.
Field name: Signal Code.
Remarks: Required. Enter "A" if the DODAAC of the home station is "Bill To" DODAAC. Enter "B" if the "Bill To" DODAAC is other than the user DODAAC.

Identaplate: 9. Line 3, positions 8–9.
Field name: Fund Code.
Remarks: Enter "AA" if aircraft is operated by Active Army; "AN" if operated by the National Guard; "AR" if operated by the Army Reserve; and "XP" if operated by other than the above. Instead of the above codes, activities using Army Industrial Funds (AIF) use the following codes as applicable:
VA: MTMC, Eastern Area, Bayonne, NJ
VD: Tooele Army Depot, Tooele, UT, (includes Fort Wingate, Pueblo, and Umatilla Army Activities)
VE: Anniston Army Depot, Anniston, AL, (includes Lexington Depot Activity)
VF: Letterkenny Army Depot, Chambersburg, PA, (includes Savannah Depot Activity)
VG: New Cumberland Army Depot, New Cumberland, PA
VH: Red River Army Depot, Texarkana, TX
VI: Sacramento Army Depot, Sacramento, CA
VJ: Sharpe Army Depot, Sacramento, CA
VK: Tobyhanna Army Depot, Tobyhanna, PA
VL: Seneca Army Depot, Romulus, NY
VM: Sierra Army Depot, Herlong, CA
VN: Corpus Christi Army Depot, Corpus Christi, TX
VO: US Army Missile Command/Redstone Arsenal, Huntsville, AL VP: Pine Bluff Arsenal, Pine Bluff, AR
VQ: Rocky Mountain Arsenal, Denver, CO
VR: Watervliet Arsenal, Watervliet, NY
VS: Rock Island Arsenal, Rock Island, IL
VU: McAlester Army Ammunition Plant, McAlester, OK
VV: Crane Army Ammunition Activity, Crane, IN

Identaplate: 10. Line 3, positions 10–17.
Field name: N/A
Remarks: Must be blank.

Identaplate: 11. Line 4, positions 1–17.
Field name: N/A
Remarks: Must be blank.

Identaplate: 12. Line 5, positions 1–4.
Field name: Type Aircraft (Aircraft Mission Design Series and Model Number)
Remarks: Required. UH1H, U8FC appear as UH1, U8f on identaplate.

Identaplate: 13. Line 5, positions 5–11.
Field name: Type Aircraft (Aircraft Tail Serial Number)
Remarks: Required. Complete tail/serial number (seven digits). Last four digits appear on identaplate. USAPC verifies tail numbers before issue of identaplates.

Identaplate: 14. Line 5, positions 12–17.
Field name: Users DODAAC.
Remarks: Required. Enter the DODAAC of the unit accountable for the aircraft.

12–9. DA Form 200 (Transmittal Record)

USAPC uses DA Form 200 to send AVFUEL Identaplates to the requestor. Sign DA Form 200 in block 22, and write the date in block 23 to show receipt of the AVFUEL Identaplates. Return to USAPC.

12–10. Security of AVFUEL Identaplates

Centrally control AVFUEL Identaplates by a custodian, preferably at Director of Logistics (DOL) level. Secure AVFUEL identaplates in a locked container with restricted access. Control through the use of DA Form 5830–R. Figure 12–8 depicts an example of DA Form 5830–R.

12–11. DD Form 1898 (AVFUELS Into-Plane Contract Sales Slip)

a. Use DD Form 1898 as the basic issue document for all aviation products issued to—

(1) Army aircraft at Army airfields other than home stations, Navy, and Air Force installations.

(2) Government agencies.

(3) Authorized civil or foreign aircraft issued fuel from Army owned inventory.

b. Obtain DD Form 1898 through normal publication supply channels.

c. The pilot or authorized representative ensures that product services are recorded on DD Form 1898 (See fig 12–1). This individual presents the proper AVFUEL Identaplate to the refueling operator to have essential sales data recorded on the DD Form 1898.

The following information applies to services recorded on DD Form 1898:

(1) When a regular issue, fill in the quantity issued beside the appropriate product code.

(2) When reservicing, fill in the quantity beside the appropriate product code; circle the word RESERVICE.

(3) When defueling, fill in the quantity defueled beside the word "defuel;" circle the product defueled.

(4) When DD Form 1898 is not available, the contractor uses a commercial delivery form. If the contractor uses a commercial form, the pilot ensures that the sales data clearly shows the craft model/design/series (MDS) and tail number, as well as the home station and major command of the aircraft.

(5) The contractor, or refueling agency, may insist on using a commercial delivery form in addition to the DD Form 1898. If so, the pilot annotates the commercial form as follows: "Duplicate-DD Form 1898 accomplished."

d. When the pilot cannot produce either a current (unexpired) AVFUEL Identaplate or a completed DD Form 4701–R, the refueling operator

(1) Records the aircraft type and tail or serial number in the appropriate block of the DD Form 1898.

(2) Verifies the name and unit of the pilot by checking the officer's DOD identification card and aircraft logbook.

e. Use the information written on DD Form 1898 to prepare machine listings as supporting documents for billing purposes.

f. Disposition of the four part DD Form 1898 is as follows: (1) Forward the original to the finance and accounting office of the issuing activity for billing and collection purposes.

(2) Retain copy 2 for property accountability at the issuing activity.

(3) Present copies 3 and 4 to the pilot or aircraft commander requesting refueling. The pilot keeps copy 3 and forwards copy 4 to his finance and accounting office.

g. Purchase a mechanical imprinter locally to use with the DD Form 1898 to:

(1) Provide a rapid and positive means of identification.

(2) Expedite recording of issue data and billing between military services.

h. Samples of completed DD Forms 1896, 1897, and 1898 are in Figure 12–1.

12–12. Disposition of AVFUEL Identaplates

An AVFUEL Identaplate may become invalid because of excessive wear, mutilation, or a change in the DODAAC of the home station or supplementary (bill to) address. Destroy invalid AVFUEL Identaplates and submit a certificate of destruction with a completed DA Form 4701–R to USAPC, so that a new plate can be issued. Expired AVFUEL Identaplates need not be reported to USAPC. Retain a copy of the DA Form 4701–R until the new plate arrives. This enables the flight officer to furnish the information needed to refuel the aircraft. USAPC publishes and distributes semiannually a complete list of all lost plates. Report lost plates or those suspected of being misused immediately to USAPC, which declares the plates invalid. Army activities are authorized to confiscate and return to USAPC any AVFUEL Identaplate advertised as lost or misplaced. If a pilot, crew member, or others refuse to surrender any such AVFUEL Identaplate, advise USAPC immediately by message. Include the following information, if available, in the message:

a. Type (designation) of aircraft.

b. Tail number of aircraft.

c. Mission of aircraft.

d. Home station of aircraft.

e. Name of person refusing to surrender AVFUEL Identaplate.

f. Reason given for refusing to surrender AVFUEL Identaplate.

g. Other applicable information.

Section IV
Bulk Petroleum Accountability

12–13. Appointment of responsible individual

Customer or using unit commanders designate in writing a responsible individual to maintain control of all fuels and to provide an audit trail.

12–14. Customer or using unit control of bulk petroleum

Maintain audit trails on all fuel issued and received. Post all fuel received as a receipt, except fuel issued by the SSA directly into or specifically identifiable to a consuming end item of equipment.

12–15. Use of DA Form 3643 (Daily Issues of Petroleum Products)

Regardless of the container, record receipts and issues on DA Form 3643. Figure 12–2 includes instructions for preparing DA Form 3643 and examples of different types of postings.

a. Receipts.

(1) For defueling operations, record fuel obtained from defueling operations as a receipt and identify by the vehicle/equipment USA/tail number. Figure 12–2, item A, is an example of a posting for fuel received from a defueling operation.

(2) For other operations, assign a document number for all other receipts (fig 12–2, item B).

b. Issues.

(1) Assign a document number for issues made outside the units organization if not issued directly into or specifically identifiable to a consuming end item. Such issues are considered as receipts by the recipient. Figure 12–2, item C, is an example of a posting for an issue made outside the unit's organization.

(2) Use the equipment or vehicle number for issues Made directly into or specifically identifiable to a consuming end item (fig 12–2, item D). Figure 12–2, item E, is an example of an issue made into an identifiable piece of equipment other than a vehicle.

(3) For expedient issues of convoy refueling, an Individual may be designated for all fuel received by the unit. Figure 12–2, item F, is an example of a posting of fuel issued to multiple vehicles, but signed for by one individual.

(4) Do not post fuel transferred within the unit's organization from one type of transporting vehicle or storage container to another as an issue. For such transfers, the issuer and receiver annotate on DA Form 3643 that the fuel was transferred (fig 12–3). Do not include this quantity in the total to be posted to the DA Form 3644.

12–16. Use of DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies)

Post total issues and receipts daily from DA Form 3643 to DA Form 3644. Do not post transfers made within the unit's organization from one type of transporting vehicle or storage container to another as an issue. Assign a document number to the DA Form 3644 and post it to the document register. Figure 12–4 includes instructions for preparing DA Form 3644. Note: form may be generated electronically if the user has the automation capability available.

12–17. Alternate audit trails

During a field exercise, if maintaining auditable records is not feasible, the unit commander:

a. Prepares a statement summarizing daily issues. Inventories are taken and documented on a daily basis to determine the amount of fuel issued. The opening inventory plus receipts minus the closing inventories is the amount of fuel issued that day. A sample statement summarizing daily issues is in figure 12–5.

b. Indicates that fuel was used in authorized Army equipment.

c. Completes the statement within three working days after completing the exercise.

d. Posts quantities to DA Form 3644 as of the last day of the exercise.

e. Files and maintains the statements as supporting documents to the DA Form 3644. Statements do not replace audit trails, but supplement auditable records.

f. Files DA Form 3643 and DA Form 3644 according to procedures in AR 25–400–2 for the property book and supporting document files.

12–18. Automated Fuel Dispensing Systems

a. Automated fuel dispensing systems offering controls and data collection capabilities equal to, or better than, manual methods described in AR 710–2 are authorized if:

(1) The system will be able to supply a printout of data equivalent to DA Form 3643 and DA Form 3644.

(2) The system will be able to print a month-end cumulative total showing individual issues, total issues, and issues of each type of fuel.

b. Locations dispensing fuel through an automated dispensing system need not have service station attendant on site, as long as the system includes the following:

(1) A requirement to identify the receiving vehicle.

(2) Positive identification, through the automated system, of the individual requesting fuel.

c. In an automated dispensing system, the daily issue record printout will be used instead of the DA Form 3643. A month-end cumulative data printout will be used instead of the DA Form 3644.

d. Proposed automated fuel dispensing systems will provide the capability for manual gaging of the requisite bulk storage tank.

e. Automated systems which are subsequently procured will be capable of transferring data in an ACSII format via communications modem.

12–19. Use of DA Form 4702–R (Monthly Bulk Petroleum Accounting Summary)

a. Use DA Form 4702–R, which is referred to as the "MBPAS" in this pamphlet, to maintain auditable records of monthly receipts, issues and inventory of petroleum products; and to adjust inventories. The MBPAS becomes the accounting record for petroleum products in using units.

Note. This form amy be generated electronically if the user has the automation capability available.

b. Change of responsible individual requires closing of the MBPAS and start of a new MBPAS with the new designated responsible individual signature.

c. Figure 12–6 includes instructions for preparing the MBPAS. A copy of the MBPAS is found in the back of this book. Submit the report to the next higher commander within 3 working days of the end of the month.

12–20. Use of DA Form 2064

Establish a DA Form 2064 for posting and controlling documents. Use procedures described in chapter 2.

Section V
Inventory

12–21. Bulk fuel storage tanks

a. Required inventories. Inventories are required for both rigid-wall and collapsible-wall tanks and containers. Rigid-wall tanks and containers above or below ground are physically gaged according to the procedures in FM 10–18 and FM 10–69. Collapsible-wall tanks are physically inventoried by reconciling beginning inventory, issues, and receipts and by physically checking the tank couplings, fittings, and the surrounding area to ensure that no leaking occurred. If a collapsible-wall tank leaks because of rupture, remove the tank from service and document losses. Inventory adjustment is accomplished when the tank is returned to home station (see AR 200–1).

b. Gaging. Bulk fuel storage tanks that have either issues or receipts are gaged and reconciled daily. Bulk fuel storage tanks that do not have any issues or receipts are physically gaged and reconciled at least once a week. Record the gaging data on DA Form 3853–1 (Innage Gage Sheet (Using Innage Tape and Bob)). See figure 12–9. Obtain DA Form 3853–1 from DA publication centers. FM 10–18 and FM 10–69 contain detailed procedures for gaging bulk petroleum products. Volume correction of daily and weekly reconciliation is optional, however, once established, volume correction must be continued.

c. Monthly inventories. In addition to the daily and weekly inventories, a monthly physical inventory is performed for each type or grade of bulk fuel on hand within the unit. Use DA Form 3853–1 to record inventory data. This inventory is documented on the MPBAS report, (DA Form 4702–R) per AR 11–27, and will reflect the quantity on hand as of 0800 hours local time, the last day of the month. In the event the last day of the month is a non-duty day and no issues or receipts are made, the monthly inventory may be conducted at the close of business the last work day of the month. Inventory all products on hand to include trucks, pipelines, hose lines, tanks, and any other fuel containers. Include in the total inventory the totals for each type and grade of product within that account. Activities using automated gauging/inventory systems, to include leak detection, must conduct end of month inventories by manually gauging all petroleum storage systems to verify the accuracy and integrity of the automated system. Volume correction of storage containers for monthly inventories is required.

d. Volume correction. Volume correction of quantities less than 3,500 gallons is optional. Correct measured volumes that equal or exceed 3,500 gallons. Use the volume correction factors referenced in American Society for Testing and Materials (ASTM) tables 5B and 6B. ASTM Tables 5A and 6A will be used for JP4 and may be obtained through normal publications channels as PMT volume I. ASTM tables 5B and 6B will be used for petroleum products other than JP4, and may be ordered as PMT volume II. Use ASTM tables 52, 53B, and 54B to correct measured volumes to gallons at 15 degrees Celsius. Correct the volume of residual fuel (FO#4, FO#5, FO#6) regardless of measured quantity.

e. Reconciliation. Reconcile inventories using DA Form 5831–R (Petroleum Product Inventory Control Sheet), or local equivalent form, to compare physical inventory data against daily issues as reflected on proper issue documents and the pump totalizer meter readings (if available). The responsible officer ensures that inventory is reconciled to identify shortages or overages and initiates corrective action. See figure 12–10. DA Form 5831–R is authorized for local reproduction on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this issue.

Section VI
Allowable Losses or Gains for Bulk Petroleum

12–22. Losses or gains as management guides for Army-owned bulk petroleum products

a. Losses of volatile products vary somewhat for each type of product and for each individual case. Variance depends upon factors such as the volume handled, prevailing weather, and type and condition of tanks and equipment. Allowance loss percentages (para 12–21) are considered sufficient to accommodate normal product losses.

b. Gains (overages) of bulk petroleum products that exceed authorized allowances require the attention of management. Bookkeeping errors, systems manipulation, or failure to correct volume can cause gains. All of these are unacceptable in the audit trail.

c. At all units and activities handling bulk petroleum, allowable and actual losses and gains are a guide to improve the management of operations. Allowable loss and gain provisions do not relieve commanders of the responsibility to ensure that losses and gains are reduced to the minimum possible under existing conditions. Accountable officers should conduct detailed analyses of actual and allowable losses monthly.

12–23. Computation of losses or gains allowances

Use the MBPAS to compute maximum allowable losses and gains and determine necessary actions, if any, based on those losses and gains. Figure 12–6 outlines procedures for completing the MBPAS.

a. Losses and gains for jet fuels (excluding JP8), AVGAS, and all other gasolines. Compute allowable losses and gains for jet fuels excluding JP8, AVGAS and all other gasolines as 1 percent of the

total of the opening inventory plus receipts for the month. A sample MBPAS illustrating allowable losses and gains for jet fuel excluding JP8, AVGAS and gasoline is in figure 12–6.

b. Losses/Gains for all other petroleum products. Compute allowable losses and gains for all other petroleum products is computed as ½ of 1 percent of the total of the opening inventory plus receipts for the month. A sample MBPAS illustrating allowable losses and gains for other petroleum products is in figure 12–6.

c. Inventory adjustment actions.

(1) If the actual loss does not exceed the maximum allowable loss, no action is required.

(2) If the actual loss exceeds the maximum allowable loss and the dollar value of the total loss is equal to or greater than $500, a statement such as "Loss of MOGAS is being investigated via report of survey" can be put in the remarks block of the MBPAS and a report of survey initiated for the entire amount lost.

(3) If the actual loss exceeds maximum allowable loss but the dollar value of the total loss is less than $500, initiate causative research.

(4) If the total gain of a specific product is less than the authorized gain allowance, only the actual gain is allowable. When the gain exceeds the allowable limits, causative research is initiated.

(5) The approving authority may disapprove the adjustment of any item on the MBPAS that does not appear justified based on facts available and past experience. The approving authority's disapproval of any loss of the MBPAS automatically requires initiating of a report of survey. Disapproval of any gain requires an investigation under AR 15–6. Attach copies of any report of survey or causative research to the MBPAS as supporting documents.

Section VII
Ordering and Receiving Procedures for Bulk Petroleum Products From Commercial Sources

12–24. Ordering procedures

Organizations with authority to order bulk petroleum from commercial contractors place orders according to guidance in this pamphlet, DOD 4140.25–M, DFSC contract bulletins, and the Federal Acquisition Regulation (FAR).

12–25. Controls required to receive bulk petroleum from commercial contractors

a. Ensure that a qualified government representative, authorized by the accountable or responsible officer, physically determines and records the amount of fuel delivered for each delivery.

b. Establish entry and exit controls for commercial and military delivery conveyances.

c. Use DA Form 3857, (Commercial Deliveries of Bulk Petroleum Product Checklist) to ensure following the established procedures (see fig 12–7). A check mark on the form indicates that the individual signing and dating the form performed the function. All entries must be in ink. Retain DA Form 3857 as the supporting documentation to the appropriate receiving document, DD Form 250 or DD Form 1155. Direct special attention to:

(1) Review of shipping documents and delivery tickets ensuring that all data required by this pamphlet, the contract bulletin, and AR 710–2 are properly recorded and legible.

(2) Ensure that all seals are intact and that serial numbers of seals match delivery ticket data.

(3) Check each vehicle for water in each tank compartment. Delivery may be rejected if any measurable amount of water is present.

(4) Take quality surveillance samples as required in AR 710–2 or when requested by the USAPC laboratory.

(5) Determine the quantity of fuel delivered according to paragraph 12–24 below. When receiving tank gage procedures are used, a copy of DA Form 3853–1 will reflect the opening and closing inventory data.

d. The delivery of small amounts of heating fuel to many small tanks at multiple locations by tank trucks is an exception to using DA Form 3857. While it is desirable that a Government representative witness and verify all deliveries, it may not always be practical. Therefore, the following alternate procedures are required for less than truckload lots of heating fuel. These required procedures apply to military and civilian truck deliveries in CONUS and overseas. Commanders ensure that local SOPs include the following guidance:

(1) Establish entry and exit points.

(2) Have a check made by Government personnel competent to verify that fuel carried on the delivery truck is the proper fuel for the intended use. Take quality surveillance samples as required in AR 710–2 or when requested by the USAPC laboratory. Make this check before any discharge of deliveries on the installation.

(3) Develop specific procedures by activities receiving multiple drop deliveries of heating fuels. These procedures are necessary because of the unique conditions at each installation. These procedures ensure that control over heating fuel is as comprehensive as possible and consistent with personnel assets and local conditions. As a minimum, keep an audit trail of amounts delivered as compared with amounts billed. Vendors are required to provide a metered delivery ticket for each drop, identifying each drop by building or tank number. At a minimum, installations spot-check 10 percent of the commercial deliveries. Vendors must not know which deliveries will be checked so that they are "at risk" with every delivery. Additional control procedures may be:

(a) Comparison of mileage with odometer readings.

(b) Comparison of beginning and ending master totalizer readings with total quantity reflected on delivery tickets. Commanders must be able to demonstrate that procedures and controls are adequate.

e. Comply with physical security requirements in AR 190–51.

f. Report discrepancies noted in commercial or military bulk fuel deliveries to the accountable officer immediately.

12–26. Quantity determination: FOB destination

Treat the FOB destination (acceptance at destination) bulk delivery of fuel, oil, diesel fuel, kerosene, solvent, and gasoline from regional contract bulletins and contract sources as follows. All deliveries that equal or exceed 3,500 gallons and all volumes of residual fuel (FO#4, FO#5, and FO#6) regardless of the measured quantity must be volume-corrected to 60 degrees Fahrenheit or 15 degrees Celsius to permit determination of net quantity (gallons) for each delivery of bulk petroleum products. The methods of determining net quantity of FOB destination deliveries in order of preference are:

a. Accept the quantity registered by the certified meter on the delivery vehicle. In case of an obvious meter malfunction, determine the quantity as detailed in *b* and *c* below.

b. Accept the quantity determined by weight or certified scales.

c. Accept the quantity determined by the Government representative from certified capacity tables for that delivery vehicle. Such tables permit conversion of inches of fuel measured in a compartment to gallons of fuel.

d. Accept the quantity registered by the meter on the receiving tank system if an obvious meter malfunction does not occur.

e. If one of the four methods above cannot be implemented, the activity may use the following procedure for the certified loading rack metered ticket after a written mutual agreement has been established with the contractor. The net quantity of fuel printed on the loading rack metered ticket may be accepted if:

(1) The loading rack metered ticket is mechanically printed showing API, temperature, gross and net gallons loaded.

(2) All accesses to the fuel compartments have had seals applied, and the seal numbers have been recorded on the delivery ticket.

(3) Receiving tanks have been gaged just before and immediately after the delivery to corroborate quantities received. Correct the volume measured to the net quantity at 60 degrees Fahrenheit using the DA Form 3853–1. Attach the DA Form 3853–1 to the DA Form 3857. If the quantity varies more than ½ of one percent (.005) of the total quantity loaded, initiate an investigation at once. If the investigation does not reveal the cause of the quantity variance, discontinue this method of quantity determination until the cause of the discrepancy is determined.

f. Record the net quantity of fuel received on all appropriate receiving documents and supply records.

g. Commanders ensure verification of all quantities of bulk petroleum received FOB destination.

h. If the contractor cannot or will not comply with the method of quantity determination, the activity's authorized representative may initiate default procedures as outlined in the contract.

Section VIII
Quality Surveillance Procedures

12–27. Packaged petroleum oils and lubricants

a. The majority of packaged petroleum products and many chemical products have a Type II extendable shelf life, which means that upon expiration the item may be extended for use after appropriate inspection and testing actions. A retest frequency is a prescribed item in months from the date of manufacture on the container or carton. The AMDF has a columnar heading "SLC" (Shelf Life Code). This one position code establishes the frequency which Type II items must be sampled/retested. The frequency or interval is the same as prescribed in MIL–HDBK–200. The following is a list of Type II Shelf Life Codes: 0-nondeteriorative, 1–3 months, 2–6 months, 3–9 months, 4–12 months, 5–18 months, 6–24 months, 7–36 months, 8–48 months and 9–60 months. A sample of shelf life coding on the AMDF is shown below:

(1) Prime NSN 9150–00–402–2372.
(2) SOS-S9G.
(3) AAC-D.
(4) UI-CN.
(5) Unit Price—$43.23.
(6) SLC-6.

b. Products with expired shelf life may not be used pending assurance that the items suitability for use has been verified through laboratory analysis. AR 710–2, appendix C, requires all package products on hand/in storage be inspected every 90 days to determine if the product is within shelf life usability, and to determine container condition. User level procedures should prescribe inspecting products upon receipt for satisfactory shelf life and periodically thereafter to ensure outdated products are not issued for use.

c. Rotation of stocks will ensure that the oldest package products are issued/used first. When expired products are found in storage, personnel should use DA Form 5832–R (Packaged Petroleum, Oils, and Lubrications Submission Log) to report the NSN, contract number, lot/batch number, size of container, and quantity on hand to the installation petroleum manager/next higher supply level for consolidation. They should have in their possession, a copy of the Quality Status Listing (QSL). The QSL is a periodically updated listing of products that have been tested and the condition code. Information obtained from the QSL will be used to determine further actions to be taken regarding outdated products. Copies of the QSL may be obtained from Commander, Defense General Supply Center, (DGSC), ATTN: DGSC–QR, Richmond, VA 23297, AUTOVON: 695–4597. Items of concern that are not found in the QSL should be reported to USAGPMA, ATTN: STRGP–FT, New Cumberland, PA 17070–5008, AUTOVON: 977–6445 for sampling, testing, and disposition instructions. A sample of the DA Form 5832–R is provided in figure 12–12. DA Form 5832–R is authorized for local reproduction on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this issue.

12–28. Bulk storage tanks

Samples taken from dormant storage tanks for cyclic testing (semi-annually) will be a representative one gallon, all levels or composite sample. A weighted bottle, weighted beaker, or other suitable sampling device will be used. Samples will be packaged and shipped to the supporting laboratory for analysis. A completed DA Form 1804 must accompany each sample. See figure 12–11.

12–29. Bulk petroleum products purchased in CONUS

a. Bulk petroleum supplied by commercial sources under DLA regional type contract, procured locally, or received from Army, other military services, DLA depot stocks, or from a Defense Fuel Supply Point (DFSP) are sampled according to the following schedules:

(1) Submit a sample from each of the first 3 delivery days for every contract month SIOATH and then comply with sample submission schedule as shown in tables 12–3 and 12–4.

Table 12–3
To be Utilized for Diesel Fuels and all Fuel Oils

Total Number of Gallons on the Contract: 10,001—50,000 **Number of Samples to be Taken at Random After First Three:** Additional—0, Total—3
Total Number of Gallons on the Contract: 50,001—200,000 **Number of Samples to be Taken at Random After First Three:** Additional—2, Total—5
Total Number of Gallons on the Contract: 200,001—500,000 **Number of Samples to be Taken at Random After First Three:** Additional—4, Total—7
Total Number of Gallons on the Contract: 500,001—1,000,000 **Number of Samples to be Taken at Random After First Three:** Additional—6, Total—9
Total Number of Gallons on the Contract: over 1,000,000 **Number of Samples to be Taken at Random After First Three:** Additional—9, Total—12

Table 12–4
To be Utilized for Motor Gasolines, All Aviation Fuels, Kerosene and Solvents

Total Number of Gallons on the Contract: 10,001–50,000 **Number of Samples to be Taken at Random After First Three:** Additional—0, Total—3
Total Number of Gallons on the Contract: 50,001–200,000 **Number of Samples to be Taken at Random After First Three:** Additional—1, Total—4
Total Number of Gallons on the Contract: 200,001—500,000 **Number of Samples to be Taken at Random After First Three:** Additional—2, Total—5
Total Number of Gallons on the Contract: 500,001–1,000,000 **Number of Samples to be Taken at Random After First Three:** Additional—3, Total—6
Total Number of Gallons on the Contract: over 1,000,000 **Number of Samples to be Taken at Random After First Three:** Additional—4, Total—7

Notes:
Establish a random sampling schedule that is most representative for the entire contract period. For example, more samples on a heating fuel contract should be taken during the heating season.

(2) Installations or activities with petroleum contracts (DFSC or local purchase) of 10,000 gallon or less annually are not required to submit QS samples as outlined in this schedule. Although sample submissions for these smaller quantities of petroleum are not mandatory, commanders may establish local procedures, and at any time that fuel quality is in question, a sample submission is highly recommended.

b. The amount of product taken for a sample will vary depending up the type of product being sampled. All grades of fuel oil, solvent, and kerosene will require ½ gallon size samples. Diesel fuels, motor gasolines and all aviation fuels will require 1 gallon samples. See table 12–5. All samples must be taken in accordance with procedures outlined in FM 10–69, chapter 10, and FM 10–70, chapter 6. All samples must be taken through the top of the delivery conveyance utilizing either the all level or composite type sample. If there

are questions regarding sampling procedures, call U.S. Army General Materiel and Petroleum Activity, (USAPC) at AUTOVON: 977–6445.

Table 12–5
Sampling containers

Product: Fuel oil, solvents and kerosene **Container:** ½ gallon rectangular **NSN:** 8115–01–090–0660 (Note 1)
Product: Diesel fuels **Container:** 1 gallon rectangular **NSN:** 8115–00–224–7935 (Note 1)
Product: Jet fuels, gasolines and other products with a flash point below 100F. **Container:** 1 gallon round **NSN:** 8115–01–192–0935 (Note 2)

Notes:
1. These products can be shipped by Parcel Post.
2. These products require special packaging and should be shipped via UPS.

12–30. Filter effectiveness

Samples are taken every 30 days, to determine the effectiveness of filter/separators in operational use. Containers and sampling equipment used must be clean and free from foreign materials (e.g. dirt, sand, water, rust). Once the fuel has been recirculated, and while the fuel is still flowing, these filter effectiveness samples are taken on the outlet (downstream) side of the filter separator.

a. The preferred method of collecting samples is through the use of the "quick connect" adaptor, installed permanently in the fuel line. Using this adaptor permits sampling with a Millipore sampling device, in the same manner as aviation fuels are sampled. The sampling valve connection is permanently installed in the fuel line on the down stream side of the filter separator. The following steps are taken to obtain a sample:

(1) Unscrew the top of the monitor casing on the sampling assembly. Remove the protective plug from the bottom side of the monitor. Place the monitor in the body of the monitor casing with the bottom side down.

(2) Remove the protective plug from the top of the field monitor. Put both plugs in a clean, safe place.

(3) Replace the top of the monitor casing with the monitor in the monitor body. Screw the top in place. Hand tighten only.

(4) Attach one end of the bypass flushing hose to the selector valve and the other end to the downstream side of the monitor casing.

(5) Connect one end of the sample line to the bottom of the monitor casing. Place the free end of the line in the sample receiver. If possible, use a graduated receiver that holds five liters.

(6) Remove the dust caps from the sampling valve connection in the fuel line and from the flexible pressure hose. Connect the sampling assembly to the sampling valve connection.

(7) Place the selector valve in the FLUSH position.

(8) Flush the sampling assembly with approximately one gallon of fuel when the proper fuel flow and line pressure are reached. The pressure on the line must be at least 25 PSI. The fuel runs through the bypass flushing hose and not through the field monitor.

(9) Turn the selector valve to the SAMPLE position. Take a one gallon sample. When you have the required amount of fuel in the sample receiver, turn the selector valve to the OFF position.

(10) Disconnect the sampling assembly from the sampling valve connection. Replace the two caps (one on the sampling connection, and the other on the flexible pressure hose). Note: There is a tendency for electricity to build up during sampling. It is therefore recommended that 5 minutes be allowed to elapse to allow for dissipation of the charges prior to disconnecting the two halves of the monitor housing.

(11) Remove the field monitor from the monitor casing, place it with the spoked or gridded side towards the tubular fitting on the side of the syringe provided in the kit.

(12) Use the syringe to remove any fuel product inside the monitor. Pump the syringe two or three times to remove all of the fuel.

(13) Replace the protective plugs. Handle the monitor carefully. Do not open it. Send the monitor to the supporting lab for analysis.

b. A second system involves the collection of one gallon liquid samples from a point down stream from the filter separator. These samples must then be shipped to the supporting laboratory. Although this is acceptable, it is the least desirable method. The time involved in the collection and handling of such samples is far greater than when obtaining Millipore samples. In addition, the shipping and testing of such liquid samples is much more expensive than submission of the Millipore samples.

(1) Liquid samples are collected from the nozzle of the dispensing system, after the fuel has been recirculated. The containers to be used for each type of fuel are shown in table 12–5. Be certain that is no liquid or other foreign materiel in the can before you fill it with the sample.

(2) Once the can has been filled, seal it carefully, in accordance with instructions which have been provided with the can and outer container assembly. Pack the filled can in outer cardboard shipping container and label the container as required. Personnel responsible for shipping will use the labels required by the type of fuel enclosed.

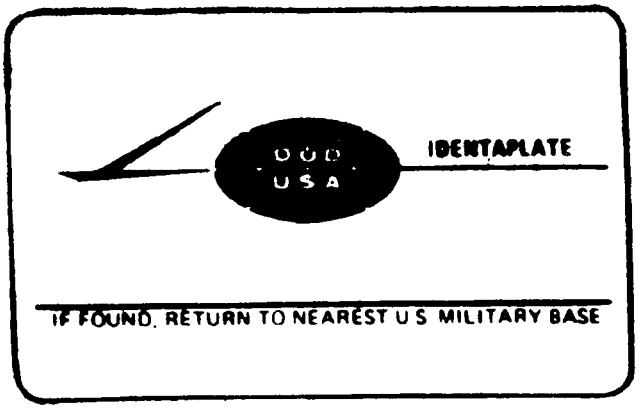
12–31. Sample tags (DA Forms 1804)

Sample tags must be prepared completely and correctly in order that the laboratory can properly identify and process your sample. Every block should have an entry or N/A if the block is not applicable. Instruction on completion of the sample tags may be found in figure 12–11. To prevent unnecessary delays in sample testing, it is imperative that tags be properly completed.

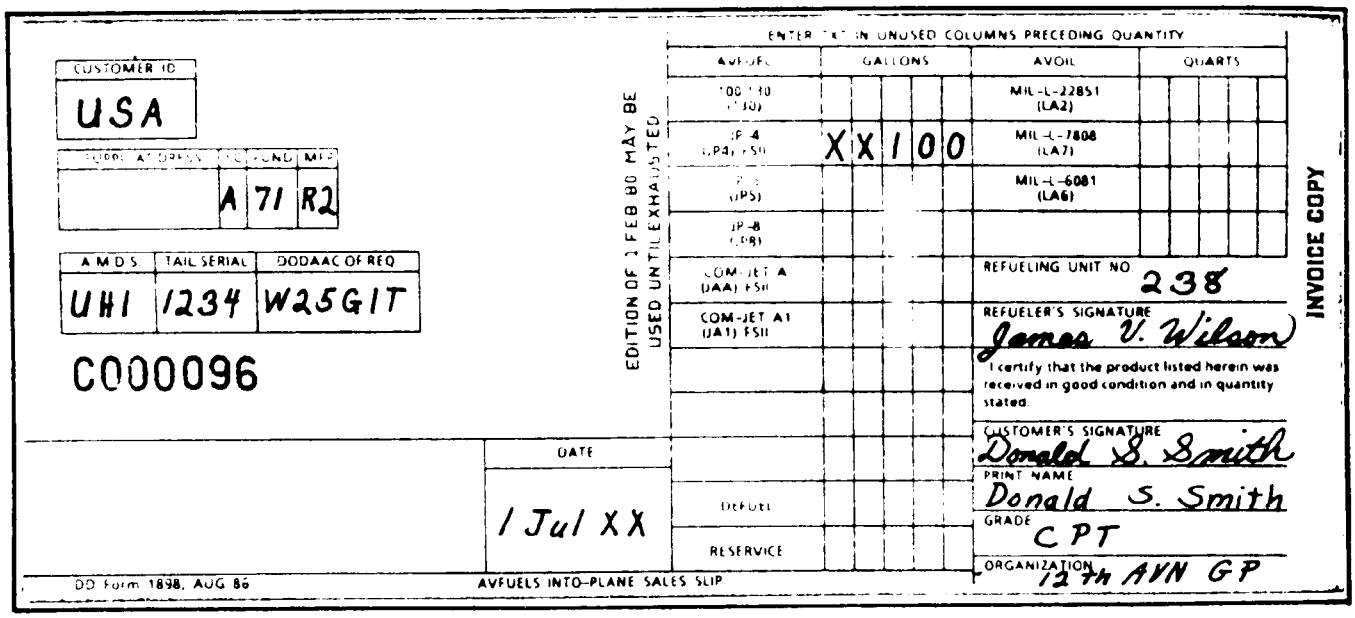
12–32. Sample submission log

Installations/activities submitting samples for laboratory analysis must establish a Quality Surveillance Sample Submission Log. Information recorded should include a sample number, product source of sample, person taking the sample, date sample was taken, pertinent remarks, laboratory results and the date on which the test results were received from the laboratory.

DOD AVFUEL IDENTAPLATES
(ARMY AND AIR FORCE)
White--DD Forms 1896--Jet
Purple--DD Form 1897--AVGAS



DD Form 1898--AVFUELS INTO-PLANE CONTRACT SALES SLIP



NOTES:

1. For use in recording issues from DFSC Into-Plane Contract. For billing purposes, forward all delivery slips from Into-Plane Contracts to DFSC under DSA Stock Fund procedures.

2. For use in recording issues from Army-owned stocks at Army installations made to Army aircraft, aircraft of other military services, Government agencies, domestic civil and authorized civil or foreign aircraft. Forward all delivery slips from Army-pwned inventory to the appropriate specified billing code/address as indicated on the customer's DOD AVFUEL Identaplate (DD Form 1896 or 1897) or as otherwise specified, for reimbursement purposes.

Figure 12-1. Samples Forms, DD 1896, 1897, and 1898

DAILY ISSUES OF PETROLEUM PRODUCTS

For use of this form, see AR 703-1; the proponent agency is DCSLOG

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VEHICLE USA REGISTRATION NUMBER	TYPE, GRADE AND UNIT OF ISSUES FOR EACH PRODUCT ISSUED: ISSUES (GAL)			RECEIPTS (GAL)			ORGANIZATION AND ADDRESS (Indicate Service. A, Army; AF, Air Force; N, Navy; M, Marine Corps)	SIGNATURE, GRADE
	DF2 (Diesel Fuel)	MOGAS		DF2 (Diesel Fuel)				
a	b	c	d	e	f	g	h	i
(A) 2F4187				61			C TRP, 27th ACR (A)	B. Xavier, SP4
2B1132	52						A Co (A)	B. Thomas, 1LT
(B) 5034-9001				2500				B. Xavier, SP4
5B3264	78						354th AT (AF)	J. Armor, AC1
(C) 5034-9010	600						C TRP, 27th ACR (A)	K. Kerr, SSG
(D) 6H3121	126						3D Maint Co (A)	Z. Monday, SGT
2G1221	29						B Co (A)	J. Beaver, SP4
(E) #1 M2 Burner Unit		5					HHC (A)	M. Walker, SGT
#3 30KW Generator	20						A Co (A)	H. Brown, PFC
5034-9002				2500				B. Xavier, SP4
(F) 7S3112	32						C Co (A)	M. John, SP4
1F5124	57							
3D4321	89							
5V1212	60							
2T4000	43							
TOTAL RECEIPTS				5061				
TOTAL ISSUES	1186	5						

POST, CAMP OR STATION	DATE	SIGNATURE OF ATTENDANT
221st Tank Bn	15 Jun XX	Bob Xavier, SP4

DA FORM 3643 APR 85 — EDITION OF 1 OCT 70 IS OBSOLETE. — GPO : 1985 O - 478-213

Figure 12-2. Sample of a DA Form 3643

Legend for Figure 12-2;

Completion instructions by block or column for DA Form 3643 (Daily Issue of Petroleum Products).

(Page Number.) Enter page number.

(Number of Pages.) Enter number of pages indicating total number of pages used for that day.

(Vehicle USA Registration Number, Column "a".) For retail issues, enter vehicle registration number of vehicle being refueled. For individual containers, enter the USA number or nomenclature of the consuming item of equipment. For bulk issues and receipts, enter the document number.

(Type, Grade and Unit of Issue for Each Product Issued.) Indicate type fuel, such as MOGAS, diesel, or JP4. Also indicate unit of issue by the words "Issues" and "Receipts". (Columns "b" thru "g".) Indicate in gallons, the quantity of fuel issued or received.

(Organization and Address, Column "h".) For issues and transfers, enter the organization and address of the unit receiving the fuel.

(Signature, Grade, Column "i".) Enter signature/grade. The individual receiving the fuel signs.

(Total Receipts/Total Issues.) Total all receipts and issues for each column daily. When using additional sheets, include each page total in the final total.

(Post, Camp or Station.) Enter the name of the post, camp or station where issues and receipts occur.

(Date.) Enter actual date of issues and receipts. Issues and receipts carried over.

(Signature of Attendant.) Enter signature of attendant issuing and receiving the fuel.

(Examples)

(a) Posting of fuel received from a defueling operation. SP4 Xavier received 61 gallons of DF2 from vehicle #F4187, C Trp, 27th ACR.

(b) Posting of a normal receipt. A document number (5034–9001) is assigned. SP4 Xavier received 2,500 gallons of DF2 from his supply source.

(c) Posting of an issue made outside the units organization. SP4 Xavier issued 600 gallons of DF2 to SSG Koor, C Trp, 27th ACR. Document number 5034–9010 assigned from C Trp's document register. SSG Koor signs for the fuel.

(d) Posting of issues made directly into or specifically identifiable to a consuming end item. SGT Monday received 126 gallons of DF2 directly into his vehicle, bumper number 6H3121. SP4 Reeves received 129 gallons of DF2 directly into his vehicle, bumper number 2G1221.

(e) Posting of issues made into an identifiable piece of equipment other than a vehicle. SGT Walker, HHC, received 5 gallons of DF2 for the #1 M2 burner unit. PFC Brown, A Co, received 20 gallons of DF2 for the #3 30KW generator.

(f) Posting of issues made to multiple vehicles, but signed for by one individual. SP4 John signed for fuel received by 5 vehicles in C Company convoy.

DAILY ISSUES OF PETROLEUM PRODUCTS
For use of this form, see AR 703-1; the proponent agency is DCSLOG

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VEHICLE USA REGISTRATION NUMBER	TYPE, GRADE AND UNIT OF ISSUES FOR EACH PRODUCT ISSUED: ISSUES			RECEIPTS			ORGANIZATION AND ADDRESS (Indicate Service: A, Army; AF, Air Force; N, Navy; M, Marine Corps)	SIGNATURE, GRADE
	TRANSFERS DF2 (Diesel Fuel)							
a	b	c	d	e	f	g	h	i
9E4738	600						Transferred to HHC 30	P. Walker, SP4
TOTAL RECEIPTS								
TOTAL ISSUES								

POST, CAMP OR STATION	DATE	SIGNATURE OF ATTENDANT
260th QM Bn, B Co	15 Jun XX	B Johnson, SP4

DA FORM APR 85 3643 EDITION OF 1 OCT 70 IS OBSOLETE. GPO : 1985 O - 478-213

SP4 Johnson transferred 600 gallons of DF2 to HHC 30, vehicle number 9E4738.

DAILY ISSUES OF PETROLEUM PRODUCTS
For use of this form, see AR 703-1; the proponent agency is DCSLOG

PAGE NO. 1 | NO. OF PAGES 1

VEHICLE USA REGISTRATION NUMBER	TYPE, GRADE AND UNIT OF ISSUES FOR EACH PRODUCT ISSUED: ISSUES			RECEIPTS			ORGANIZATION AND ADDRESS (Indicate Service: A, Army; AF, Air Force; N, Navy; M, Marine Corps)	SIGNATURE, GRADE
	TRANSFERS DF2 (Diesel Fuel)			DF2 (Diesel Fuel)				
a	b	c	d	e	f	g	h	i
9E4738				600			Transferred from B Co	P. Walker, SP4
4W6933	75						Transferred to A Co 525138	R. Lee, SGT
TOTAL RECEIPTS								
TOTAL ISSUES								

POST, CAMP OR STATION	DATE	SIGNATURE OF ATTENDANT
260th QM Bn, HHC	15 Jun XX	P. Walker, SP4

DA FORM APR 85 3643 EDITION OF 1 OCT 70 IS OBSOLETE. GPO : 1985 O - 478-213

SP4 Walker received 600 gallons of DF2 from B Co into vehicle number 9E4738. SP4 Walker then transferred 75 gallons of DF2 from vehicle 9E4738 to SGT Lee, A Co.

Figure 12-3. Sample of a completed DA form 3643 illustrating a transfer

MONTHLY ABSTRACT OF ISSUES OF PETROLEUM PRODUCTS AND OPERATING SUPPLIES For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG	POST, CAMP OR STATION 221st Tank Bn, Fort XXX, VA	MONTH JUNE 19XX	VOUCHER NO.

Insert type, grade and unit of issue for each product issued (*e.g., engine oil, OE30, quart*)

DATE	ISSUES (GALS)						RECEIPTS (GALS)						
	MG a	JP b	DF c	OTHER d	OTHER e	OTHER f	MG g	JP h	DF i	OTHER j	OTHER k	OTHER l	OTHER m
1	1,000	787	2,500					2,500					
2	800	788						2,500					
3	1,200	787	2,500						5,000				
4	1,400	788					5,000						
5	953	787	2,500										
6													
7													
8	787	788	2,500										
9	1,542	787					5,000						
10	930	788	2,500					15,000					
11	752	787							30,000				
12	255	788	2,500										
13													
14													
15	1,145	1,000	3,808				5,061						
16	993	550	3,808						25,000				
17	485	125	3,808				5,000						
18	1,012	75	3,808										
19	222	225	3,808										
20													
21													
22	2,105	1,180	18,980				5,000						
23	2,106	1,180											
24	2,113	1,180							12,500				
25	2,000	1,180	18,980										
26	250	200						5,000					
27													
28													
29	343	987	433				500						
30	112	483	141										
31													
TOTAL	22,505	16,240	72,574				25,561	25,000	72,500				
TOTAL GAL [1]	22,505	16,240	72,574				25,561	25,000	72,500				

SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	GRADE	POSTED TO STOCK RECORD ACCOUNT BY	DATE
BARNEY C. SMITHFIELD	1LT, AR		30 Jun XX

[1] *To convert oil, lubricating, to gallons, divide total quarts by 4. To convert gear lube to gallons, divide total pounds by 7½.*

DA FORM 3644, APR 85 REPLACES DA FORM 117, 1 JUN 60, WHICH WILL BE USED

Figure 12-4. Sample of a DA Form 3644

Legend for Figure 12-4;
Completion instructions by block or column for DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies).

(Post, Camp or Station.) Enter the name of the post, camp or station where issues and receipts occur.

(Month.) Enter month and year.

(Voucher Number.) Assign a document number from the using unit document register.

(Columns "a" thru "m".) For each product, enter the total issues and receipts each day from DA Form 3643.

(Total.) After all entries for the month have been posted, total each column.

(Total (Gal).) Convert total in column e to gallons, if necessary.

(Signature of Accountable Officer.) Enter signature of responsible individual.

(Grade.) Enter pay grade of responsible individual.

(Posted to Stock Account By.) Enter signature of person posting information to the MBPAS.

(Date.) Enter date posted to the MBPAS.

ATSM-XYZ

MEMORANDUM FOR RECORD

SUBJECT: Petroleum Accountability During Field Exercises

This statement summarizes daily petroleum issues during the 3rd Signal Bn FTX, 1-5 Jun XX.

DATE	UNIT	PRODUCT	QUANTITY (GALS)
1 Jun XX	3rd Sig Bn	MOGAS	156
		DF-2	711
2 Jun XX	3rd Sig Bn	MOGAS	23
		DF-2	137
3 Jun XX	3rd Sig Bn	DF-2	74
4 Jun XX	3rd Sig Bn	MOGAS	68
		DF-2	81
5 JUn XX	3rd Sig Bn	MOGAS	18
		DF-2	138

Fuel was used in authorized Army equipment.

JOHN R. SMITH
CPT, SC
Commanding

Figure 12-5. Sample of a memorandum prepared as a Summary of Daily Issues

M TAB TAB

MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

POST, CAMP OR STATION	PROPERTY ACCOUNT NUMBER	PERIOD OF REPORT
555th S&S Co. (DS), Fort XXX, VA 23801	WRY5AA	FROM: 30 Jun XX TO: 31 Jul XX

PRODUCTS	Stock Number	9130-00-148-7103	9130-00-256-8613	9130-00-286-5283				
	Nomenclature	MOGAS	JP-4	DF-2				
OPENING INVENTORY		18,752	28,750	53,873				
RECEIPTS		25,000	32,500	75,000				
ISSUES		22,861	18,533	68,633				
CLOSING BOOK BALANCE *(Lines a + b - c)*		20,891	42,697	60,240				
PHYSICAL CLOSING INVENTORY		20,454	42,083	60,948				
MONTHLY GAIN/LOSS *(Lines d-e)*		(-) 437	(-) 614	(-) 708				
MAXIMUM ALLOWABLE GAIN/LOSS	GASOLINE & *JP-4* *(a + b x .01)*	438	613					
	OTHER FUELS *(a + b x .005)*			644				

REMARKS MOGAS within the allowance of AR 710-2. DF-2: exceeded allowable with gain of 708 gallons, causative research initiated according to AR 710-2. JP-4: exceeded the allowable with a loss of 614 gallons plus a value of $521.90. R/S initiated according to AR 710-2.

NAME & GRADE OF ACCOUNTABLE OFFICER — SIGNATURE — DATE

John Smith, 1LT, QM

NAME & GRADE OF ACCOUNTABLE OFFICER — SIGNATURE — DATE

Jane Doe, 1LT, OD

DA FORM 4702-R, APR 85 EDITION OF 1 JUN 78 IS OBSOLETE.

Figure 12-6. Sample of a DA Form 4702–R

Legend for Figure 12-6;

Completion instructions by block or column for DA Form 4702–R, (Monthly Bulk Petroleum Accounting Summary)

(Post, Camp or Station.) Enter the name of the post, camp or station where inventory occured.

(Property Account Number.) Enter the unit identifier code.

(Period of Report.) Enter the beginning date (From) and the ending date (To) for this inventory period.

(Products.) Enter the NSN and product nomenclature for each product to be reported.

(Opening Inventory.) The number is the physical inventory quantity from the previous month's closing inventory block.

(Receipts.) This number is the total of the RECEIPT (GALS) column (including defuels) on DA Form 3644.

(Issues.) This number is the total of the ISSUE (GALS) column on DA Form 3644.

(Closing Book Balance.) Calculate this balance by taking the Opening Inventory (block a) plus the total Receipts (block b) minus the total Issues (block c).

(Physical Closing Inventory.) Obtain this quantity by taking a physical inventory of all bulk petroleum products on hand.

(Monthly Gain/Loss.) Obtain this figure by calculating the difference between the Physical Closing Inventory (block e) and the Closing Book Balance (block d). Reflect losses with a minus sign and reflect gains with a plus sign.

(Maximum Allowable Gain/Loss.) (See Section VI, paragraph 12–22 in this chapter.) Calculate the Maximum Allowable Gain/Loss of AVGAS, MOGAS, and jet fuels by adding the Opening Inventory (block a) to the Receipts (block b) and multiplying this total by .01. The maximum allowable gain/loss for all other products is calculated by adding the opening inventory (block a) to the receipts (block b) and multiplying the total by .005.

(Remarks.) Use this block to record any explanations that the accountable/ responsible officer makes to clarify data on this form.

Name/Grade of Accountable Officer.) Type or print in this block the name and grade of the responsible individual.

(Signature.) Enter signature of the responsible individual.

(Date.) Enter date signed by the responsible individual.

(Name/Grade of Approving Officer.) Type or print in this block the name and grade of the approving authority.

(Signature.) Enter signature of the approving authority.

(Date.) Enter date signed by the approving authority.

COMMERCIAL DELIVERIES OF BULK PETROLEUM PRODUCTS CHECKLIST

For use of this form, see AR 703-1: the proponent agency is DCSLOG.

1. PREPARING FOR DELIVERY.	✓
a. Has gaging, sampling, and measuring equipment been cleaned and checked?	✓
b. Has receiving tank been gaged to ascertain if there is sufficient space to receive the scheduled quantity?	✓
2. PRIOR TO ACCEPTANCE OR UNLOADING.	
NOTE: Receiving personnel will not allow the driver of the delivery conveyance to perform, on their behalf any of the required functions or inspections.	
a. Has the vendor's delivery ticket been checked for completeness, to include product and grade, API gravity, temperature, quantity, seal numbers, and consignment? *(Be sure cargo is consigned to your activity.)*	✓
b. Has the delivery conveyance been spotted at the correct fill pipe, all motors turned off, and the wheels blocked? *(This is a driver function.)*	✓
c. Have adequate fire extinguishers and No Smoking signs been positioned?	✓
d. Has the delivery conveyance been properly grounded and inspected for leaks or other defects?	✓
e. Have cargo hatch and valve seals been inspected for defects? *(Serially numbered seals should be affixed to the cargo hatches and valves and numbers recorded on the delivery ticket.)* (See Remarks)	✓
f. Have cargo hatches been opened to see if the product level is up to the reference mark?	✓
NOTE: Personnel should guard against loose objects falling from pockets or clothing into the tank.	
g. Is product clear and bright, as viewed through a clean jar? *(If product appears to be cloudy, hazy or sediment is visible, notify appropriate commanders.)*	✓
h. Has the delivery tank been checked for water, using water finding paste on the gage stick or tape? *(If bottom sediment or water is present, drain it off through the sump and recheck the tank.)* (See Remarks)	✓
i. Has cargo temperature been established at the time of delivery? *(Important in volume correction)*	✓
j. Has the cargo tank been gaged to determine the quantity, using the certified capacity tables identified with the delivery conveyance?	✓
NOTE: If cargo is to be discharged through a meter on the delivery conveyance, record the meter reading before and after unloading and correct the quantity to the standard 60° F.	
k. Has the measured quantity been corrected to the standard temperature of 60° F? *(Method can be found in paragraph 95.)*	✓
l. Have quality surveillance samples been taken? *(Only if scheduled or considered necessary.)*	✓
NOTE: The cargo will be accepted or rejected in accordance with paragraph 120a, b, and c. In the event the driver or delivery personnel cannot agree on quantity, quality or any other point which results in nonacceptance of cargo, the appropriate commander and the purchasing and contracting officer will be notified immediately.	✓
3. DURING UNLOADING OPERATIONS	
a. Are receiving personnel and the driver of the delivery conveyance standing by? *(Never leave an unloading operation unattended.)*	✓
b. Is traffic being controlled to avoid the unloading area as much as possible?	✓
c. Are dispensing operations discontinued during unloading operations?	✓
4. AFTER CARGO IS UNLOADED.	
a. Has the delivery conveyance been inspected to see that the cargo tank is completely empty?	✓
b. Has the vehicle ground been disconnected, discharge hose secured, and the fill pipe covered?	✓
c. Has the driver delivery ticket been signed and the Government's copy retained for appropriate records?	✓
d. Has the area and equipment been secured and product spills washed down or covered?	✓
e. Has the receiving tank been gaged?	✓

REMARKS

2e. Hatch No. 2 SEAL WAS BROKEN, but specified quality of fuel on hand.

2h. No water finding paste available. Checked for water by cracking drain valve in the sump. No WATER present.

DATE	SIGNATURE
4 May 1987	James P. Harris Post Petroleum Officer

DA FORM 1 APR 72 3857

Figure 12-7. Sample of a completed DA Form 3857

POL CREDIT CARD/AV FUEL IDENTAPLATE CONTROL LOG

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

	CARD SERIAL NO. 1	VEHICLE/AIRCRAT NO. USA REGISTRATION NO. 2	3 ISSUED TO		ISSUED BY 4	5. OUT		6. IN		RECEIVED BY 7	REMARKS 8
			a. RANK	b. SIGNATURE		a. DATE	b. TIME	a. DATE	b. TIME		
A	USA AJ98327	UH12345678	WO1	[illegible]	SFC Jones	1JAN89	0515	1JAN89	1320	SFC Jones	
B	123 456 789 1	3J 2345	SGT	[illegible]	SGT Prater	3FEB89	0830	3FEB89	1630	SGT Prater	

DA FORM 5830-R, AUG 89

Figure 12-8. Sample of a DA Form 5830–R

Legend for Figure 12-8;
Completion Instructions by column or block for DA Form 5830–R, POL Credit Card/AVFUEL Identaplate Control Log

(1) Card Serial Number. Enter serial number of SF 149 or DD Form 1896 or DD Form 1897.

(2) Vehicle/Aircraft Number or USA Registration Number. Enter the vehicle number, the aircraft number, or the U.S. Army Registration number.

(3a,b) Rank/Signature. The person receiving the card enters rank and signature.

(4) Issued By. Enter the name of the individual issuing the card.

(5a,b) Date/Time Out. Enter the date and time the card was signed out.

(6a,b) Date/Time In. Enter the date and time the card was returned.

(7) Received By. Enter the name of the individual receiving the card.

INNAGE GAGE SHEET
(USING INNAGE TAPE AND BOB)
For use of this form, see FM 10-69: the proponent agency is TRADOC.

UNIT: Company C 2/158th Inf Bde	DATE: 1 Jan 89	TIME: 0810
LOCATION: Fort Jones, PA	API GRAVITY: 56.5 @ 86°F 53.4 @ 60°F	[X] OPENING [ ] CLOSING [ ] INVENTORY
TANK NO.: 1	NOMINAL TANK CAPACITY: 5,000 gallons	PRODUCT AND GRADE: Gasoline, Unleaded, Regular

LINE NO.	PROCEDURE	LINEAL READING	VOLUMETRIC EQUIVALENT (Gallons)
1	Tape reading (innage)	4'7½"	4199
2	Bob reading (bottom sediment and water)	½"	38
3	Net volume of product, uncorrected for temperature (line 1 minus line 2)	–	4161
4	Average temperature	58°F	–
5	Multiplier	1.0013	–
6	Net quantity of product at 60° F. (U.S. gallons) (line 3 multiplied by line 5)	–	4166

REMARKS *(Include sample number)*

NAME AND GRADE OF OPERATIONS OFFICER *(Print)*: John Doe, CPT	NAME AND GRADE OF GAGER *(Print)*: George Smith, WG08
SIGNATURE OF OPERATIONS OFFICER: CPT John Doe	SIGNATURE OF GAGER: George Smith

DA FORM 1 MAY 72 **3853-1**

U.S. GOVERNMENT PRINTING OFFICE : 1985 O - 489-016

Figure 12-9. Sample of a DA Form 3853–1, Innage Gage Sheet

PETROLEUM PRODUCT INVENTORY CONTROL SHEET

For use of this form, see DA PAM 710-2-1, the proponent agency is DCSLOG

1. POL PRODUCT	2. MONTH/YEAR	3. ORGANIZATION	4. TANK CAPACITY
DIESEL	JAN 1990	Company C, 8th S&S Bn	10,000 gals

5. BOOK BALANCE								6. PHYSICAL INVENTORY				
DATE	PRIOR BALANCE a	QTY. REC'D. b	ISSUED c	BALANCE d	METER START e	METER CLOSING f	METER CHECK (5c + 5e) g	INNAGE GAUGE a	WATER VOL. b	CLOSING BALANCE (6a - 6b) c	DIFF + / - (6c - 5d) d	INITIALS RES. INDIV e
1	5021	0	497	4524	9102	9599	9599	4542	16	4526	+2	
2	4526	4927.	112	9341	9599	9711	9711	9231	16	9215	-126	
3	9215											

DA FORM 5831-R, AUG 89

Figure 12-10. Sample of a DA Form 5831–R

Legend for Figure 12-10;
Completion Instructions by column or block for DA Form 5831–R, Petroleum Product Inventory Control Sheet.

(1) POL Product. Enter product nomenclature.

(2) Month/Year. Enter Month and Year.

(3) Organization. Enter the name of the organization.

(4) Tank Capacity. Enter tank Capacity in U.S. gallons.

(5a) Prior Balance. Enter previous day closing physical inventory.

(5b) Quantity Received, Column b. Enter total gallons received this date.

(5c) Issued, Column c. Enter total gallons issued this date.

(5d) Balance, Column d. Add daily receipts to previous balance then subtract daily issue.

(5e) Meter Start, Column e. Enter beginning meter reading for this date.

(5f) Meter Closing Column f. Enter closing meter reading for this date.

(5g) Meter Check, Column g. Verify that daily issues added to beginning meter reading equals closing meter reading.

(6a) Innage Gauge, Column h. Enter physical innage gauge (measured quantity in tank).

(6b) Water Volume, Column i. Entered measured quantity of water in tank.

(6c) Closing Balance, Column j. Enter measured quantity of fuel in ank (Total quantity in tank minus water volume).

(6d) Difference plus/minus, Column k. Enter difference between book value (column 5d) and closing physical inventory balance (column 6c).

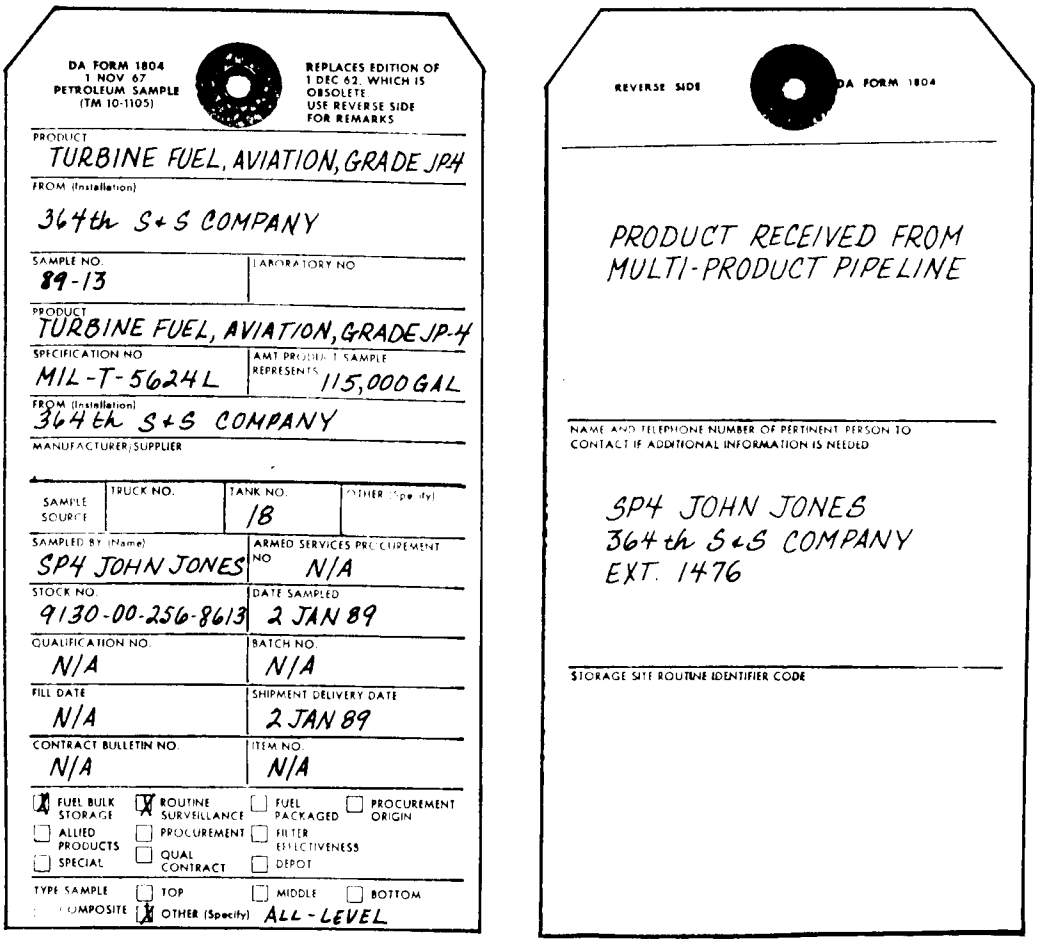

Figure 12-11. Sample of a DA Form 1804

Legend for Figure 12-11;
Completion Instructions by column or block for DA Form 1804.
Product. Enter product nomenclature.
From (Installation/Activity.) Installation/Activity submitting sample.
Sample Number. Sample Identification Number
Laboratory Number. No entry. Reserved for use by laboratory.
Specification. Applicable specification of product.
Amount of Product Sample Represents. Gallons of product within the container (e.g., storage tank, tank truck) represented by the sample.
Manufacturer/Supplier. Company that supplied the product.
Source of Sample. Tank number, truck number, tank car #, cans drums, pails.
Sampled By. Person that obtained sample.
Armed Services Procurement Number. Applicable contract number.
Stock Number. Applicable National Stock Number.
Date Sampled. Date sample was taken.
Qualification Number. Applicable qualification number. (For certain type lubricants only).
Batch Number. Applicable batch number.
Fill Date. Date container was filled with product (applies only to cases, cans, pails, and drums).
Shipment Delivery Date. Date delivery of shipment was made.
Contract Bulletin Number. Applicable DFSC contract bulletin number.
Item Number. Applicable DFSC bulletin item number.
Program. X in the applicable box.
Type Sample. X in the applicable box. When “X” is entered in the box titled “Other”, specify type of sample taken (e.g., all level).
Reverse Side. Any remarks pertinent to expedite the analysis/review of the sample being tested (e.g., weather conditions, visual analysis of product). Annotate name, address and telephone, (preferably AUTOVON) of person to contact for sample information.
Note: Any special samples submitted for immediate analysis should have the Sample Tag outlined in red for immediate processing by the laboratory.

PACKAGED PETROLEUM, OILS, AND LUBRICANTS SUBMISSION LOG

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

NOMENCLATURE 1	NSN 2	DLA CONTRACT NO. 3	BATCH/LOT NO. 4	NEW TEST DATE 5	QUANTITY ON HAND 6	REMARKS 7
Brake Fluid	9150-00-231-9071	600-82-C-1153	698	7/88	12	Approaching maturation; Use ASAP
Hydraulic Fluid	9150-00-290-4091	400-84-M-BX56	50996	2/88	260	Condition Code "J" (Hold pending retest)
Ethyleneglycol	6810-00-006-4205	400-85-C-A15	2	4/88	153	Condition Code "H"

DA FORM 5832-R, AUG 89

Figure 12-12. Sample of a completed DA Form 5832–R, Packaged Petroleum, Oils and Lubricants Submission Log

Chapter 13
Hazardous Material Management Program

13–1. General
Army managers must control hazardous materials to minimize hazards to public health and the environment. AR 710–2, paragraphs 1–25 through 1–28, and AR 200–1 provides regulatory guidance for the Hazardous Materials Management Program. Units/activities must have those regulations on hand to fully understand the program and the vital need for control. Contact the installation/MACOM safety/environmental office for identification of the material and management techniques.

13–2. Hazardous material management for material used in daily operations
Units, organizations, and activities will maintain only the minimum amount necessary to accomplish the mission. Hazardous material users must maintain a copy of the installation/MACOM Hazardous Material Management Program policy and one copy of the Material Safety Data Sheet (MSDS) for each type of hazardous material on hand or stocked. The above information must be readily available to all users for safety precautions and spillage control.

13–3. Basic Loads of hazardous material
MACOMs are the approval authority for basic loads of hazardous material. Units/activities must request basic load authorization that justifies only material needed to accomplish the mission and in the minimum quantities necessary. Process the request through channels to the MACOM in writing. Update basic load authorization lists at least annually. Upon approval of the basic load, stock only quantities authorize. Turn in all excess material within 10 days. Stock non-hazardous or less hazardous substitute material when possible.

13–4. Reporting on hand quantities of hazardous material
Contact the installation or MACOM safety/environmental office for reporting requirements and procedures when reporting hazardous material. Report hazardous material to the installation or MACOM safety/environmental office as specified in AR 710–2, paragraph 1–26 *f*, and the installation/MACOM policy.

13–5. Requesting issue and turn-in of hazardous material
Request issue or turn-in of hazardous material using DA Form 2765–1. Prepare the request for issue using instructions provided by paragraph 2–7 or as a request for turn-in using instructions provided by paragraph 3–4 of this pamphlet. Enter “Hazardous Material” in block P of the DA Form 2765–1 to clearly identify the material as hazardous. Attach one copy of the Material Safety Data Sheet (MSDS) to turn-in documents. Process requests for issue and turn-in through the supporting SSA. Notify the SSA in advanced that hazardous material will be turned in and requires proper handling.

13–6. Local Purchase of hazardous material
Commanders will personally review or appoint an individual to review and approve requests for local purchase of items identified as hazardous material. Commanders will ensure that local purchase request for hazardous material will include use of the appropriate HAZMAT code. Procedures in AR 700–141 will be followed when procuring hazardous materials by local purchase.

Appendix A
References

Section I
Required Publications

AMDF
Army Master Data File (Cited in paras 2–6, 2–13, 2–36, 3–8, 4–1, 4–7, 5–1, 8–1, 8–5, 8–9, 9–14 and 12–27 and app L.)

AR 25–1
The Army Information Resources Management Program. (Cited in para 4–39.)

AR 30–18
Army Troop Issue Subsistence Activity Operating Policies. (Cited in paras 1–2 and 7–4.)

AR 37–103
Disbursing Operations for Finance and Accounting Offices. (Cited in para 10–14.)

AR 190–11
Physical Security of Arms, Ammunition and Explosives. (Cited in paras 7–7, 9–10, 11–4, 11–9, 11–10, 11–17, 11–20, and 11–21.)

AR 335–15
Management Information Control System. (Cited in para 1–8.)

AR 380–19
Information Systems Security. (Cited in para 4–39.)

AR 385–65
Identification of Inert Ammunition and Ammunition Components. (Cited in para 11–17.)

AR 700–84
Issue and Sale of Personal Clothing. (Cited in paras 1–2, 4–1 and 10–18.)

AR 700–131
Loan and Lease of Army Materiel (Cited in para 5–5.)

AR 700–138
Army Logistics Readiness and Sustainability. (Cited in para 4–7.)

AR 710–2
Inventory Management Supply Policy Below the Wholesale Level. (Cited in paras 2–16, 2–32, 3–21, 4–7, 4–18, 4–19, 4–24, 4–25, 4–39, 5–2, 5–5, 9–1, 9–3, 11–4, 11–5, 12–7, 12–18, 12–25, 12–27, 13–1, and 13–4.)

AR 710–3
Asset and Transaction Reporting System. (Cited in paras 2–34, 4–19, 4–20, 4–28, 10–5 and Appendix L.)

AR 725–50
Requisition, Receipt, and Issue System. (Cited in paras 2–5, 2–19, 3–12, 12–10 and 11–11 and app B and C.)

AR 735–5
Policies and Procedures for Property Accountability. (Cited in paras 1–6, 1–7, 2–34, 2–35, 3–5, 3–7, 3–21, 4–11, 4–17, 4–19, 4–30, 4–36, 5–7, 6–3, 6–4, 7–5, 9–3, 9–4, 9–5, 9–6, 9–7, 9–8, 9–10, 9–12, 15–6, 9–14, 10–1, 10–10, 10–11, 10–13, 10–14, 10–18, 10–20, 11–5 and app L.)

AR 740–26
Physical Inventory Control. (Cited in paras 11–4 and 11–5.)

AR 840–10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates. (Cited in paras 4–1 and 4–3.)

DA Pam 600–8
Management and Administrative Procedures. (Cited in paras 4–5 and 10–18.)

DA Pam 710–2–2
Supply Support Activity Supply System: Manual Procedures. (Cited in paras 4–30, 9–2 and 11–20.)

FM 9–38
Conventional Ammunition Unit Operations. (Cited in Appendix L.)

FM 10–69
Petroleum Supply Point Equipment and Operations. (Cited in paras 12–21 and 12–29.)

SB 700–20
Army Adopted/Other Items Selected for Authorization/List of Reportable Items (S&I, USAMC Catalog Data Activity, ATTN: AM. (Cited in paras 3–21, 4–7, 4–20, 4–21, 4–28 and Fig 4–3.)

TM 9–1300–206
Ammunition and Explosives Standards. (Cited in paras 11–4, 11–5, 11–10 and Appendix L.)

TM 10–8400–201–23
Unit and Direct Support Maintenance Manual for General Repair Procedures for Clothing. (Cited in para 10–4.)

CTA 50–900
Clothing and Individual Equipment. (Cited in paras 4–1, 4–22, 4–23, 7–5, 10–2, 10–3, 10–6, 10–7, 10–9 and 10–21.)

CTA 50–909
Field and Garrison Furnishings and Equipment. (Cited in paras 4–1, 4–3, 4–41, 7–7 and 11–5.)

CTA 50–970
Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items). (Cited in paras 4–22, 4–23 and 10–2 and app I.)

Section II
Related Publications

AR 1–100
Gifts and Donations.

AR 5–13
Training Ammunition Management System.

AR 11–27
Army Energy Program.

AR 15–6
Procedures for Investigating Officers and Boards of Officers.

AR 25–400–2
The Modern Army Recordkeeping System (MARKS).

AR 30–1
The Army Food Service Program.

AR 40–2
Army Medical Treatment Facilities: General Administration.

AR 40–61
Medical Logistics Policies and Procedures.

AR 50–5–1
(C) Nuclear Weapon Security.

AR 55–29
Military Convoy Operations in Conus.

AR 55–355
Defense Traffic Management Regulation; {NAVSUPINST 4600.70; AFR 75-2; MCO P4600.14b; DLAR 4500.3}

AR 190–40
Serious Incident Report

AR 190–51
Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 200–1
Environmental Protection and Enhancement

AR 215–5
Nonappropriated Fund Accounting Policy and Reporting Procedures

AR 220–10
Preparation for Oversea Movement of Units (POM)

AR 290–5
Army National Cemeteries

AR 350–38
Training Device Policies and Management

AR 360–81
Command Information Program

AR 380–40
(O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U).

AR 700–141
Hazardous Material Information System (HMIS) (RCS DD-FM&P(A,Q,&AR) 1486).

AR 735–11–1
Uniform Settlement of Military Freight Loss and Damage Claims.

AR 870–15
Army Art Collection Program.

AR 870–20
Museums and Historical Artifacts.

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms

DA Pam 25–380–2
Security Procedures for Controlled Cryptographic Items

DA Pam 350–38
Standards in Weapons Training.

DA Pam 350–39
Standards in Weapons Training (Special Operations Forces)

DA Pam 738–750
Functional Users Manual for the Army Maintenance Management System (TAMMS).

DA Pam 738–751
Functional Users Manual for the Army Maintenance Management System- Aviation (TAMMS-A).

FM 10–18
Petroleum Terminal and Pipeline Operations

TB 380–41
Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material

TM 38–L32–13–11 Through 13
Functional Users Manual for Direct Support Unit Standard Supply System (DS4) Procedures.

Section III
Prescribed Forms

DA Form 1687
Notice of Delegation of Authority - Receipt for Supplies. (Prescribed in paras 2–3, 2–32, 2–14, 2–36, 11–9 and 11–21.)

DA Form 2062
Hand Receipt/Annex Number. (Prescribed in paras 3–5, 5–3, 5–7, 6–1, 6–2, 6–3, 6–4, 9–10, 9–14 and 11–5.)

DA Form 2063–R
Prescribed Load List (LRA). (Prescribed in paras 7–3, 7–7, 8–1, 8–6, 8–8 and 8–9.)

DA Form 2064
Document Register for Supply Actions. (Prescribed in paras 2–3, 2–23, 2–36, 8–1, 8–14, 11–10, 11–11, 11–12, 11–21 and 12–20.)

DA Form 2765
Request for Issue or Turn-In. (Prescribed in para 2–7.)

DA Form 2765–1
Request for Issue or Turn-in. (Prescribed in paras 2–7, 2–12, 2–16, 2–24, 2–33, 2–36, 3–3, 3–4, 3–5, 3–6, 3–7, 3–9, –10, 3–11, 3–12, 3–13, 3–14,3–21, 8–10, 8–13, 13–5, 2–8, 12–10 and and 11–11.)

DA Form 3161
Request for Issue or Turn-in. (Prescribed in paras 1–9, 2–7, 2–9, 2–33, 2–36, 3–19,3–21, 4–27, 2–23, 4–41, 5–3, 5–4, 5–7 and 6–3 and Fig 4–24.)

DA Form 3161–1
Request for Issue and Turn-in (Continuation Sheet). (Prescribed in para 2–9.)

DA Form 3318
Records of Demands - Title Insert. (Prescribed in paras 7–3, 7–7, 8–1, 8–5, 8–6, 8–8, 8–9, 8–18, 8–19 and 8–20.)

DA Form 3328
Property Record. (Prescribed in paras 4–6, 4–7, 4–8, 4–9, 4–10, 4–11, 4–13, 4–19, 4–20, 4–34, 5–2 and 10–20 and Fig 4–5.)

DA Form 3328–1
Serial/Registration Number Record. (Prescribed in paras 4–7, 4–11, 4–13 and Fig 4–8.)

DA Form 3643
Daily Issues of Petroleum Products. (Prescribed in paras 12–15, 12–16, 12–17, 12–18 and Fig 12–4.)

DA Form 3644
Monthly Abstract of Issues of Petroleum Products and Operating Supplies (Ed Oct 70 Will Be Used). (Prescribed in paras 12–15, 12–16, 12–17, 12–18 and Fig 12–4.)

DA Form 3645
Organizational Clothing and Individual Equipment Record. (Prescribed in paras 9–4, 10–5, 10–6, 10–7, 10–8, 10–10, 10–11, 10–13, 10–14, 0–16, 10–18, 10–19 and 10–20.)

DA Form 3645–1
Additional Organizational Clothing and Individual Equipment Record. (Prescribed in paras 10–6 and 10–20.)

DA Form 3749
Equipment Receipt. (Prescribed in paras 5–6 and 5–7.)

DA Form 3857
Commercial Deliveries of Bulk Petroleum Products Checklist. (Prescribed in para 12–6.)

DA Form 4701–R
Request for AVFUELS Identaplates. (Prescribed in para 12–5.)

DA Form 4702–R
Monthly Bulk Petroleum Accounting Summary (LRA). (Prescribed in paras 4–16, 12–19 and Fig 12–6.)

DA Form 4708
Quantity Change for Substitute in Property Book. (Prescribed in paras 4–28 and Fig 4–22.)

DA Form 4949
Administrative Adjustment Report. (Prescribed in paras 2–36, 4–11, 4–14, 4–19 and Figs 4–13 thru 4–20.)

DA Form 5514–R
TAMIS Training Ammunition Forecast Report (LRA). (Prescribed in paras 11–8 and 11–21.)

DA Form 5519–R
Tool Sign Out Log/Register. (Prescribed in para .)

DA Form 5692–R
Ammunition Consumption Certificate (LRA). (Prescribed in paras 11–14 and 11–21.)

DA Form 5830–R
POL Credit Card/AVFUEL Identaplate Control Log (LRA). (Cited in paras 4–30, 12–7, 12–10 and Fig 12–8.)

DA Form 5831–R
Petroleum Product Inventory Control Sheet (LRA). (Prescribed in paras 12–21 and Fig 12–10.)

DA Form 5832–R
Packaged Petroleum, Oils, and Lubricants Submission Log (LRA). (Prescribed in paras 12–27 and Fig 12–12.)

DA Form 5977
Authorization Card. (Prescribed in para 2–32.)

DA Form 5978
Control Sheet. (Prescribed in para 2–32.)

DD Form 1081
Statement of Agent Officer's Account. (Prescribed in para 10–14.)

Section IV
Referenced Forms

DA Form 137–R
Installation Clearance Record

DA Form 200
Transmittal Record

DA Form 444
Inventory Adjustment Report (IAR). (Prescribed in paras 9–7 and 9–14.)

DA Form 461–5
Vehicle Classification Inspection

DA Form 581
Request for Issue and Turn-in of Ammunition.

DA Form 581–1
Request for Issue and Turn-in of Ammunition Continuation Sheet.

DA Form 1352
Army Aircraft Inventory, Status and Flying Time

DA Form 1574
Report of Proceedings By Investigating Officer/Board of Officers

DA Form 1804
Petroleum Sample

DA Form 2203–R
Demolition Reconnaissance Record (LRA)

DA Form 2406
Materiel Condition Status Report

DA Form 2407
Maintenance Request

DA Form 2408–9
Equipment Control Record

DA Form 2632
Miscellaneous Code Layout for Key Punching

DA Form 3020–R
Magazine Data Card (LRA)

DA Form 3078
Personal Clothing Request

DA Form 3151–R
Ammunition Stores Slip (LRA)

DA Form 3853–1
Innage Gage Sheet (Using Innage Tape and Bob)

DA Form 4697
Department of the Army Report of Survey

DA Form 5203
DODIC Master/Lot Locator Record

DA Form 5204
Serial Number Record)

DA Form 5515
Training Ammunition Control Document

DA Form 5515–1
Training Ammunition Control Document (Continuation Sheet)

DA Form 5811–R
Certificate-Lost or Damaged Class 5 Ammunitions Items (LRA).

DD Form 250
Materiel Inspection and Receiving Report

DD Form 362
Statement of Charges/Cash Collection Voucher

DD Form 626
Motor Vehicle Inspection (Transporting Hazardous Material)

DD Form 836
Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles.

DD Form 1348
DOD Single Line Item Requistion System Document (Manual)

DD Form 1348–M
DOD Single Line Item Requisition Document (Mechanical)

DD Form 1348–6
DOD Single Line Item Requisition System Document (Manual Long-form)

DD Form 1896
Jet Fuel Identaplate (S&I DARCOM)

DD Form 1897
Avgas Identaplate (S&I DARCOM)

DD Form 1898
Avfuels Into-plane Contract Sales Slip

SF Form 44
U.S. Government Purchase Orders Invoice Voucher

SF Form 149
U.S. Government National Credit Card'>

SF Form 153
COMSEC Material Report

SF Form 368
Product Quality Deficiency Report

Appendix B
Advice Codes

B–1. Advice codes are entered by the requesting unit in block 22, card columns 65 and 66, of a request for issue to provide instructions considered essential to supply action.

B–2. The following advice codes in table B-1 may be applied in submission of customer requests.

Table B–1
Advice Codes for Customer Requests

Code	Explanation
1C	Fill as requested, substitute, or reject if requested item and/or acceptable substitute are not available to meet SDD or RDD. Do not pass to a higher source of supply.
1J	Fill as requested or reject if requested item is not available to meet SDD/RDD. Do not substitute, do not pass to a higher source of supply.
2A	Item is not locally obtainable through manufacture, fabrication, procurement, or authorized cannibalization.
2B	Requested item only will suffice. Do not substitute or interchange.
2C	Do not back order. Reject unfilled quantity not available to meet the SDD or RDD. Suitable substitute acceptable.

Table B–1
Advice Codes for Customer Requests—Continued

Code	Explanation
2D	Furnish exact quantity requested (such as, do not adjust to unit pack quantity).
2E	Free issue. Stock lists or other publications offer this without reimbursement.
2F	Item known to be coded obsolete but still required for immediate consumption.
2G	Multiple use: (1) Ship new stocks or stocks having new appearance. (2) Sstrategic mission requires latest model and configuration (for ectronic tubes). (3) Strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges). (4) Expected usage requires latest expiration dates only (for biologicals).
2H	Special textile requirement for use in air operations where personnel safety. Do not substitute or back order any unfilled quantities.
2L	The quantity shown in the quantity field exceeds normal demand; however, this is a confirmed valid requirement.
2N	Items required in one continuous length as expressed in block 8 (cc 25-29), and notifications 23-24.
2T	Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.

Appendix C
Status/Rejection Codes (AR 725-50)

C–1. Status/rejection codes are used to provide supply or rejection information to the requester. The codes are in card columns (cc) 65 and 66 of supply status cards. Items rejected, if still required, will be requested using new document numbers. Make sure the reason for previous rejection has been corrected.

C–2. Explanations for supply status and rejection codes are not exactly as they appear in AR 725-50. The explanation has been modified so as to apply to the requester. Not all codes are listed. Codes that do not apply to the requester have been omitted.

Table C–1
TRC Codes and explanations

Code	Explanation
A1	Sensitive/Controlled, are retained/reserved pending receipt of release instructions from the Fielding Command. (For use in Total Package Fielding (TPF)). Quantity field reflects availability of assets which90 as on/hand and or in/transit are equal to or greater then the DA approved TAADS authorization for LIN requested, or no TAADS authorization exists.
A3	Rejected. Existing backorder. Partial or total quantity requested is on backorder with commodity manager under different document number. Quantity field shows amount rejected. Requisitioner should review his/her due in status file.
A4	Rejected. Excessive quantity. Quantity requested exceeds authorized shortage in current REQ-VAL. Quantity field shows amount rejected.

Table C–1
TRC Codes and explanations—Continued

Code	Explanation
A5	Rejected. Invalid Claimant. Unable to identity requisitioner, supplementary address, or project code. If still required, submit new requisition with valid data field entries.
A6	Rejected. No valid shortage. Replacement requisition on backorder longer than 12 months.
A7	Rejected. Item being provided under Total Package Fielding (TPF).
BA	Item being processed for release and shipment. The Estimated Shipping Date is contained in cc 70-73 when provided in response to a follow-up.
BB	Item back ordered against a due-in to stock. The estimated shipping date (ESD) for release of materiel to the customer is contained in cc 70-73.
BC	Item on original request with this document number has been back ordered. Long delay is expected and ESD is in cc 70-73. Item in stock number field (or "Remarks" field if stock number field cannot contain the item number) can be furnished as a substitute. The price for the substitute item is in cc 74-80. If desired, submit cancellation of original request and request the offered substitute.
BD	Request is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. On completion of review, additional status will be provided to show action taken.
BF	No record of your document for which follow-up, DIC AF, cancellation request, DIC AC, or cancellation request follow-up, DIC AK, submitted. If item is still required, submit a request for issue using a new document number.
BG	One or more of the following fields have been changed: (1) Stock number (as the result of a formal catalog change). (a) Requested NSN has been replaced by or combined with NSN in stock number field. (b) NSN is assigned to part number that was requested. (c) FSC has changed but NIIN remains the same as originally requested. Review NSN (FSC and NIIN) to make sure that request under process is for desired item. If NSN is not for desired item, submit cancellation request to source of supply. (2) Unit of issue (as the result of a formal catalog change). (3) Requested part number has been identified to or replaced by the part number shown in the stock number field. Examine quantity and unit price as a result of the above changes. Revise records accordingly. Additional status will be given by the supply source to show further action on this request.
BH	Service coordinated, approved substitute, or interchangeable item, identified in stock number field, will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise records accordingly. Additional status will be provided.
BJ	Quantity changed to conform to unit pack, adjust the due-in records accordingly. Unit of issue is not changed. BK Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.

Table C–1
TRC Codes and explanations—Continued

Code	Explanation
BL	Notice of availability was sent to the country representative or freight forwarder on date entered in cc 70-73.
BM	Your document forwarded to activity shown in cc 67-69. Send all future transactions for this document number to that activity.
BN	Request being processed as free issue. Signal and Fund Code fields corrected as noted. Adjust local fund obligation records. requisition has been deferred in.
BP	In accordance with customer instructions. Estimated shipping date is in cc 70-73.
BQ	
BR	Canceled. Requisitioning Activity authorized cancellation in response to MOV request furnished by processing point.
BS	Canceled. Requisitioning Activity failed to respond to MOV request from processing point.
BV	Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in cc 70-73. Cancellation, if requested, may result in billing for terminating contract and/or transportation costs, if applicable.
BZ	Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The estimated shipping date (ESD) is in cc 70-73.
B2	Status of supply or procurement action precludes requested modification.
B3	The RAD in the original requisition is unrealistic. The date in cc70-73 is when the materiel will be available.
B4	Canceled. Results from receipt of cancellation request. Billing for materiel or contract termination charges will be made.
B5	The activity identified by the code in cc 4-6 is in receipt of your follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.
B6	The materiel applying to the request for cancellation has been diverted to an alternate consignee.
B7	Unit price change. The latest unit price for the item identified by the stock or part number in cc 8-22 is shown in cc 74-80.
B8	Quantity requested for cancellation not accomplished.
B9	The activity identified by the code in cc 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the shipment is being attempted. Do not delete due-in. Advice of final action will be furnished.

Table C–1
TRC Codes and explanations—Continued

Code	Explanation
CA	Rejected. (1) Explanation for rejection is stated in the remarks field (continued on reverse side of card as necessary). In this case, the status card will be mailed, not transferred. This code will not be used when other status codes have been established to convey a specific condition. (2) When due to security reasons, or space limitation, explanation for rejection will be furnished by separate media referring to pertinent document numbers. In this case, the remarks field will be left blank and "CA" status cards will be mailed with the supporting explanation.
CB	Rejected. Initial request asked for rejection of that quantity not available for immediate release or not available by the SDD or RDD. Quantity not filled is shown in cc 25-29.
CD	Rejected. Unable to process because of errors in the quantity, date, serial number fields. (1) If received in response to a request and the materiel is still needed, submit a new request with correct data field entries. (2) If received in response to a cancellation request and materiel is not needed, submit a new cancellation request with a valid quantity entry.
CE	Rejected. Unit of issue in original request, which is shown in cc 23-24 of this status document, does not agree with cataloged unit of issue and cannot be converted. If still required, submit a new request with correct unit of issue and quantity.
CG	Rejected. Unable to identify requested item. Submit a new request. Furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new request on DD Form 1348-6. Give as much data as is available.
CH	Rejected. Requisition submitted to incorrect SOS and correct source cannot be found.
CJ	Rejected. (1) Item coded (or being coded) "obsolete" or "inactivated." Item in stock number field, if different than item requested, can be furnished as a substitute. Unit price of the substitute item is in cc 74-80. (2) If offered substitute is desired, submit a new request with substitute item stock number. (3) If only original item is desired, submit a new request on DD Form 1348-6. Cite advice code 2B. Furnish technical data; examples are: end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication.
CK	Rejected. Unable to procure. No substitute or interchangeable item available. Returned for supply by local issue of next higher assembly, kit, or components. Suggest fabrication or cannibalization. If not available, submit a new request for next higher assembly, kit, or components.
CM	Rejected. Item is no longer free issue. Submit a new funded request with Signal Code other than D or M.
CP	Rejected. Source of supply is local manufacturer, fabrication, procurement, or direct ordering from Federal Supply Schedule. If not available locally or activity lacks procurement authority, submit a new newest with Advice Code 2A.
CQ	Rejected. Item requested is command or service regulated or controlled. Submit new requisition through appropriate channels.

Table C–1
TRC Codes and explanations—Continued

Code	Explanation
CR	Rejected. Requisition is for Government-furnished materiel (GFM). (1) Item is not authorized by terms of contract. (2) Contractor is not authorized to requisition GFM. (3) Contract identified in requisition is not registered at MCA.
CS	Rejected. Quantity requested is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new request for the required quantity using Advice Code 2L.
CV	Rejected. Item prematurely requested. The effective date for requesting is in cc 70-73.
CW	Rejected. Item not available or is a nonmailable item and the transportation costs are uneconomical. Local procurement is authorized for this request only. If item cannot be locally procured, submit a new request using Advice Code 2A.
CX	Rejected. Unable to identify the ship to address as designated by the signal code or the signal code is invalid. If still required, submit a new request with valid data field entries.
CZ	Rejected. Subsistence item not available for resale. Reserved for troop issue only.
C7	Rejected. Document identifier code dictates this is a remarks or exception data document. Supply source has no record of receipt of remarks or exception data. If still required, submit a new request.
C8	Rejected. Vendor will not accept order for quantity less than that shown in cc 76-80. If requirement still exists, submit a new request for a quantity that is not less than that shown in cc 76-80.
D7	Requisition modifier rejected because of errors in one or more data elements.
D8	Rejected. Requisition is for controlled substance/item and requisition and/or "Ship To" address is not authorized recipient. Submit a new requisition on DD Form 1348-6 furnishing intended application and complete justification for the item.

Appendix D
Mode of Shipment Codes

The mode of shipment code is a one-position, alphanumeric code that identifies the first mode of shipment. It is entered in cc 77 of shipment status cards to show that shipment has been made.

Table D–1
Mode of Shipment Codes and Explanations

Code	Explanation
A	Motor truckload.
B	Motor, less truckload.
C	Van (unpacked and/or Government property). Driveaway, truckaway, towaway.
E	Busline.
F	Military Airlift Command (MAC).

Table D–1
Mode of Shipment Codes and Explanations—Continued

Code	Explanation
G	Surface, parcel post.
H	Air, parcel post.
I	Government truck, including common service.
J	REA Express.
K	Rail, carload.
L	Rail, less carload.
M	Freight forwarder.
N	Contract air (LOGAIR/QUICKTRAIN).
O	Organic military air (alpha).
P	Through bill of lading.
Q	Air freight.
R	Air express.
S	Air charter.
T	Air freight forwarder.
U	Air, van.
V	SEAVAN service.
W	Water, river, (commercial).
X	Sealift express service (SEA-EX).
Y	Intratheater airlift system.
Z	Military sea transportation service (MSTS) (controlled, contract, or aranged space).
2	Government watercraft, barge or lighter.
3	Roll-on or roll-off service.
4	Armed forces courier service (ARFCOS).
5	United parcel service.
6	Military

Notes:
* Not to be shown on TCMD; for use in shipment status and tracing only.

Appendix E
Type of Requirement Codes (TRC)

The following Type of Requirement Codes (TRC) will be used in the 2d and 3d positions of block 18, DA Form 2765–1, when used as a request for issue of a major item, or in cc 55–56, DD Form 1348–6, when used as an exception data request for issue of a major item.

Note. Ensure when assigning TRCs, that codes in cc 55 and cc 56 are compatible. Conflicting codes can cause rejection of the requisition.

Table E–1
TRC Explanation--2nd position

TRC	Explanation
1	For initial issue of MTOE/TDA authorized allowances displayed in the REQ-VAL.
2	Replacement for MTOE/TDA authorized allowances displayed into the REQ-VAL.

Table E–1
TRC Explanation--2nd position—Continued

TRC	Explanation
3	Non-Unit Authorizations (such as CFR/RCF, theater war reserves, POMCUS, and OP projects) displayed in the REQ-VAL.

Table E–2
TRC Explanation*--3rd position

TRC	Explanation
1	Initial issue for MTOE/TDA shortage (To be used when an initial shortage is an authorization which is not filled.) Appropriate documents and TAEDP products show an initial shortage.
6	Replacement requirement. To replace troop asset that has become unserviceable beyond repair capability of major claimant.
7	Replacement requirement. To replace a washout or loss of troop asset.
8	Replacement requirement. To replace troop asset that is being lost through directed redistribution or to a security assistance program.
9	Replacement requirement. Modernization of preferred items of equipment. (To be used on requisitions submitted for supply of modernization or preferred items of equipment being introduced into the system.) These requisitions are normally submitted in response to directions given by HQDA, or a MSC.
10	Replacement requirement. Replaces an asset that will be turned in on receipt of replacement issue.
A	Replacement of component item. Requisition is for replacement of a component of another end item. Item being requisitioned is not separately authorized.
B	Initial issue of component item. Requisition is for Government furnished equipment to be installed in another end item. Item being requisitioned is not separately authorized.
C	Initial or increase. To operational readiness float levels. (Not to be used for replacement; replacement contain E.)
D	Initial or increase. To repair cycle float levels. (Not to be used for replacement; replacement will contain E.)
E	Replacement requirement. To replace maintenance float that has become unserviceable beyond repair capability of major claimant.
F	Replacement requirement. To replace maintenance float that has been lost due to directed redistribution.
G	Initial issue. To authorized POMCUS levels.
H	Initial issue. To authorized POMCUS levels.
I	Not used.
J	Initial issue. To operational projects other than POMCUS.
K	Decrement stocks. Equipment needed by oversea theaters to bring the quantity to the level of the approved MTOEs of units in the theater. (To be used by ovetsea theaters when requisitioning the difference between the required and authorized quantities of MTOE. This equipment may be held in the theater storage.
L	Substitute stocks. Requisition is for, and issue of, a substitute item in lie reassignment of an individual to another unit (e.g., specially sized protective mask).
N	(Use the TRC below for the 3d position of block 18 of DA Form 2765-1). Requisitions for replacement. Used on requisitions to replace DA-directed drawdown from units to satisfy Foreign Military Sales (FMS) requirements.
O-W	(Use the TRC below for the 3d position of block 18 of DA Form 2765-1). Not used.
X	Requisition for equipment.

Table E–2
TRC Explanation*--3rd position—Continued

TRC	Explanation
Y	Requisition for equipment. Required above authorized theater war reserve to replace actual combat losses. This code will be used only diring hostility.
Z	Requisition for replacement. Used on requisitions to replace item withdrawn from CONUS unit or other designated claimant. It is part of a reduction to release assets to allocate to a POMCUS or priority claimant.

Notes:
* Ensure when assigning TRCs, that codes in cc55 and cc56 are compatible. Conflicting codes can cause rejection of the requisition.

Appendix F
Return Advice Codes

Return advice codes are used by units for turn in of property to SSAs. These codes are entered on selected turn-ins (DA Form 2765–1) to identify type of turn in.

Table F–1
Return advice codes and explanations

Code	Explanation
1P	Return of items previously issued to support DA approved emergency requirements. Use the document number on which the items were received from the SSA.
1Q	Return of inventory temporarily in use. Use the document number on which the items were received from the SSA.
1S	Return of Government-owned returnable shipping containers. Use the document number on which the containers were received from the SSA.
1T	Return of improper shipment. Use the document number on which the shipment was received from the SSA.
1U	Return of items containing hidden defects. Use the document number on which the items were received from the SSA.
1Z	All other returns. Assign a new document number to these transactions.

Appendix G
Julian Date Calendar

The following information (fig G-1 and G-2) contain the dates for the julian calendar.

Table G-1

Julian Date Calendar Perpetual

DAY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31
31													

Figure G-1. Julian Date Calendar Perpetual

Table G-2

Julian Date Calendar for Leap Years Only

DAY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31
31													

Figure G-2. Julian Date Calendar for Leap Years Only

Appendix H
MILSTRIP Document Identifier Codes

H–1. The document identifier codes provided in paragraph H-2 identify transactions relating tot the Military Standard Requisition and Issue Procedures (MILSTRIP0. These codes are taken from AR 725-50, appendix C, which is the prescribing directive for their use. If a discrepancy is noted, AR 725-50 will take precedence.

H–2. The following list of document identifier codes (table H-1) is not complete. These codes are provided for information purposes only. For a more detailed list, see AR 725-50, appendix C.

Table H–1
Document Identifier Codes

Code	Document title	Explanation
A01	Request	For overseas shipment/with National Stock Number (NSN/North Atlantic Treaty Organization (NATO) stock number.
A02	Request	For overseas shipment/with part number
A04	Request	For overseas shipment with other.
A05	Request	For overseas shipment with/exception data.
A0		
A	Request	For domestic shipment/with NSN and NATO stock numbers.
A0B	Request	For domestic shipment/with part number.
AC1	Cancellation Request	By requester.
AE1	Requester	Supply Status
AF1	Follow-up By requester.	To requester.
AFC	Follow-up (request for improved EDS)	By requester.
AK1	Follow-up on a cancellation request	By requester.
AM1	Document Modifier	For overseas shipment/with NSN or NATO stock number.
AM2	Document Modifier	For overseas shipment/part number.
AM4	Document Modifier	For overseas shipment/with other.
AM5	Document Modifier	For overseas shipment/with exception data.
AMA	Document Modifier	For overseas shipment/with NSN or NATO stock number.
AMB	Document Modifier	For domestic shipment/with part number.
AMD	Document Modifier	For domestic shipment/with other.
AME	Document Modifier	For domestic shipment/with exception data.
ASI	Shipment Status	To requester.
AT1	Follow-up. Process as request if original request not received.	For overseas shipment with NSN or NATO stock number.
AT2	Follow-up. Process as request if original request not received.	For overseas shipment with part number.
AT4	Follow-up. Process as requews if original request not received.	For overseas shipment with other than NSN or NATO stock number or part number.
AT5	Follow-up. Process as reques iforiginal request not received.	For overseas shipment with exception data.
ATA	Follow-up. Process as request if original request not received.	For domestic shipment with NSN or NATO stock number.
ATB	Follow-up. Process as request if original request not received.	For overseas shipment with other than NSN or NATO stock number or part number.
ATE	Follow-up. Process as request if original request not received.	For domestic shipment with exception data.
AU1	Reply to cancellation request - shipment status.	To requester.
AV1	Notification of customer non-response to MOV request	To requisitioner (cc 30-35).
AV2	Notification of customer non-response to MOV request	To supplementary address (cc 45-50).
AV3	Notification of customer non-response to MOV request	To cc54.
BAH	Demand Report Transacation	For transmitting all data to Logistics Control Activity (LCA) or Central Deman Data Base (CDDB).
TM1	Request for transportation status	By requester

Appendix I
Training Event Codes

I–1. When requesting training ammunition, enter training event codes on the DA Form 581 to describe intended use of the ammunition. When turning in training ammunition, enter training event codes on the DA Form 5515 and DA Form 581 to describe the actual use of the ammunition.

I–2. Training event codes are either two- or three- character codes. Two-character codes are expanded to three-character codes, where appropriate, by adding a suffix to more fully describe the training event. For example, if ammunition items were expended for rifle qualification, the training event code is “BTQ,” not “BT.”

I–3. Tables I–1 through I–4 list training event codes for institutional training, unit training, field training exercises (FTX), competitive marksmanship, and miscellaneous use. Table I–5 lists suffixes used to expand two-character training event codes to three-character codes.

Table I–1
Training Event Codes--Institutional Training

Code	Explanation
ABP	Airborne/Path Finder
AQ1	Aircraft Qualification AH-1
AQ6	Aircraft Qualification AH-64
AQI AQM	Aircraft Qualification Instructor Pilot Aircraft Qualification MOI Instructor
AQS	Aircraft Qualification Scout
AT	Advanced individual training.
BN	Basic Non-Commissioned Officer Course.
BT	Basic combat training/basic training.
CO	Cohort Training

Table I–1
Training Event Codes--Institutional Training—Continued

Code	Explanation
DS	Drill Sergeant Training.
FBI	FBI Training.
IMP	Infantry Mortar Platoon Leader.
IRP ITV	Individual Ready Reserve Pre- Mobilization. Interim TOW Vehicle.
JR	Junior ROTC program.
MA	U.S. Military Academy training.
MG	Master Gunnery Training.
MGT	Master Gunner Transition.
NC	NCO advanced course.
NO	NCO Academy.
OA	Officer advanced course.
OB	Officer basic course.
OC	Officer candidate school.
OS	One station unit training.
PCC	Pre Command Course.
PLC	Primary Leadership Development Course.
PP	Permanent Party Training.
RCP	Infantry Reserve Component Professional Refresher.
RCS	USAR School.
RGL	Ranger, Light Leader, Long Range Recon.
SC	Senior ROTC summer program training.
SR	Other senior ROTC training.
TCC	Tank Commanders Certification Course.

Table I–2
Training Event Codes--Unit Training

Code	Explanation
R1	TRC-A training under an approved AMTP.
R2	TRC-B training under an approved AMTP.
R3	TRC-C training under an approved AMTP.
R4 E1	TRC-D training for USAR Training Division. TRC-A external AMTP evaluation.
E2	TRC-B external AMTP evaluation.
E3	TRC-C external AMTP evaluation.

Table I–3
Training Event Codes--Field Training Exercise (FTX)

Code	Explanation
JFX	Joint or combined FTX.
CFX	Corps FTX.
DFX	Division FTX.
BFX	Brigade FTX.
JTX	Command Field Exercise.
BNX	Battalion FTX.
COX	Company FTX.
LFX	Live Fire Exercise.
FTX	Field Training Exercise.
FCX	Fire Coordination Exercise.
DPX	Deployment Exercise.
CTX	Combined Training Exercise.
CAL GST	Combined Arms Live Fire Exercise (CALFEX). Gunnery Simulation Training.
GQT	Gunnery Qualification Training.

Table I–4
Training Event Codes--Competitive Markmanship

Code	Explanation
CMK	Competitive Markmanship

Appendix J
Salvage/Residue Listing

J–1. The tables in this appendix show the salvage/residue items generated when ammunition items are expended.

J–2. Each table shows the ammunition item by DODIC and national stock number (NSN) stocked at and issued from the ASP. Contact the ASP from which the ammunition was issued to get information about any DODIC or NSN received that is not listed in this appendix.

J–3. The information is the tables is formatted as follows:

a. DODIC. The Department of Defense Identification Code.

b. NSN/Nomenclature. There are several NSN/Nomenclature entries for each DODIC. The first entry is the live ammunition item; the entries that follow, the residue items generated when the ammunition is consumed. In some cases, such as DODIC C449, table J-3, a single component may have several NSNs. In this case, all applicable NSNs are listed under the DODIC.

c. Unit pack. The quantity of items contained in the DODIC.

d. Reconciliation.

(1) The using unit must turn in all residue for reconciliation purposes indicated in the reconciliation column of tables J-1 through J-12. If the residue and live ammunition turn-in quantity is less than the quantity of the ammunition issued, the unit commander will initiate DA Form 5811-R and forward the form to the first LTC in the chain of command for appropriate action and completion. The completed DA Form will accompany the units turn-in documents for reconciliation and retention by the ASP.

(2) For items with no entry in the Reconciliation column, MACOM commanders will establish policies and procedures for recovery, turn-in and disposal.

J–4. This appendix includes the following tables:

a. Table J-1.FSC 1305, ammunition through 30mm (small arms).

b. Table J-2.FSC 1310, ammunition over 30mm but less than 75mm.

c. Table J-3.FSC 1315, 75mm through 125mm ammunition.

d. Table J-4.FSC 1320, ammunition over 125mm.

e. Table J-5.FSC 1330, grenades.

f. Table J-6.FSC 1340, rockets and rocket ammunition.

g. Table J-7.FSC 1345, land mines.

h. Table J-8.FSC 1365, military chemical agents.

i. Table J-9.FSC 1370, pyrotechnics.

j. Table J-10.FSC 1375, demolition material.

k. Table J-11.FSC 1390, fuzes.

l. Table J-12.FSC 1400, series missiles.

J–5. The following codes apply to tables J-1 through J-12 in the reconciliation column:

a. R--residue to be returned to ASP.

b. S--for each deep well fuze expended, the supplementary charge removed from the projectile will be returned to the ASP.

b. T--requires additional documentation when used during training.

Table J–1
FSC 1305, Ammunition Through 30mm (Small Arms)

DODIC	NSN/Noun	Unit pack	Reconciliation
A010	1305-00-028-5035;	500	
	Ctg 10-gauge blank NSN;	500	
	Case, ctg, fired 10-gauge shotgun NSN;	1	
	Box, wooden		
A011	1305-00-892-4254;	1	
	Ctg 12-gauge shotgun, buckshot M19	240	
	NSN; Case ctg, fired 12-gauge shotgun 8140-00-960-1699- ZAAA; Box,	240	
	mtl,	2	
	M2A1 8140-00-078-8969- ZAAB; Box, wirebound, w/ends f/M2A1 box.	1	
A014	1305-00-301-1706; Ctg 12-gauge shotgun, buckshot	500	
	M19 NSN; Case ctg, fired 12-gauge shotgun, buckshot 8140-00-960-	500	
	1699- ZAAA; Box, mtl,	2	
	M2A1 8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box.	1	
A017	1305-00-146-1187; Ctg, 12-gauge shotgun, plastic core no.9 chilled shot	375	
	NSN; Case ctg, fired, 12-gauge shotgun NSN; Box, wooden	375	
		1	
A017	1305-00-146-1187; Ctg, 12-gauge shotgun, plastic core no.9 chilled shot	240	
	NSN; Case ctg, fired, 12-gauge shotgun 8140-00-960-1699- ZAAA; Box,	240	
	mtl, M2A1 8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1	2	
	box 1305-00-928-4485; Ctg, 12-gauge shotgun, plastic case w/medal	1	
	base, no 9 chilled shot NSN; Case ctg, fired, 12-gauge shotgun NSN;		
	Box, wooden		
A068	1305-00-914-4719; Ctg 5.56mm tracer, M19 NSN; Case ctg, fired brass,	1640	
	5.56mm 8140-00-960-1699- ZAAA; Box, mtl, M2A1 8140-00-078-8969-	1640	
	ZAAB; Box, wirebound, w/ends, f/M2A1 box	2	
	1305-00-965-0832; Ctg 5.56mm tracer, M196 NSN; Case ctg, fired	1	
	brass, 5.56mm 8140-00-960-1699- ZAAA; Box, mtl, M2A1 140-00-078-	1440	
	8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1440	
		2	
		1	
A071	1305-00-926-3930; Ctg, 5.56mm ball, M193 NSN; Case ctg, fired brass,	1680	
	5.56mm 1305-00-121-0877; Clip, 10-round, f/5.56mm ctg NSN; Filler,	1680	
	magazine, f/5.56mm ctg 8140-00-960-1699- ZAAA; Box, mtl, M2A1	168	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	12	
		1	
A080	1305-00-182-3217; Ctg, 5.56mm blank, M200 8140-00-960-1699-	2280	
	ZAAA; Box, mtl, M2A1 8140-00-078-8969- ZAAB; Box, wirebound, w/	2	
	ends, f/M2A1 box	1	
A086	1305-00-305-0890; Ctg, cal .22 ball, long rifle NSN; Case ctg, fired	5000	
	brass, cal .22	5000	
A091	1305-00-049-5398; Com Ctg, cal .22 ball, long rifle, match grade	Commercial pack	
	NSN; Case ctg, com fired brass, cal .22	Commercial pack	
A093	1305-00-600-5118; Com Ctg, cal .22 ball, long rifle, match grade	Commercial pack	
	NSN; Case ctg, com fired brass, cal .22	Commercial pack	
A111	1305-00-752-8087; Ctg, 7.62mm blank, M82	800	
	NSN, Case ctg, fired brass, 7.62mm	800	
	1305-00-752-B060; Link, ctg, metallic belt, 7.62mm, M13 1305-00-079-	800	
	3579- A315; Bandoleer, M4, f/7.62mm ctg 8140-00-828-2938- ZAAC;	8	
	Box, mtl,	4	
	M19A1 8140-00-891-6322- ZAAD; Box, wirebound, w/ends, f/M19A1	1	
	box		
A112	1305-00-990-5594; Ctg, 7.62mm, blank, M82	1200	
	NSN; Case ctg, fired brass, 7.62mm	1200	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A124	1305-00-882-5678; Ctg, 7.62mm, tracer, M62	920	
	NSN; Case ctg, fired brass, 7.62mm	920	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1 8140-00-078-8969- ZAAB;	2	
	Box, wirebound, w/ends, f/M2A1 box	1	
A130	1305-00-914-4675; Ctg, 7.62mm ball, M80 NSN; Case ctg, fired brass,	840	
	7.62mm	840	
	1305-00-914-7912- A160; Filler, magazine, f/7.62mm, 5-round clip	168	
	1305-00-052-4336; Filler, magazine, f/7.62mm, 5-round clip	14	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A131	1305-00-143-7163; Ctg, 7.62mm linked 4.B-M80, 1.TR-M62	600	
	NSN; Case ctg, fired brass, 7.62mm	600	
	1305-00-752-7815- B060; Link, ctg, metallic belt, 7.62mm, M13	600	
	1305-00-079-3579- A315; Bandoleer, M4, f/7.62mm ctg	6	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	

Table J–1
FSC 1305, Ammunition Through 30mm (Small Arms)—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
A136	1305-00-064-2869; Ctg, 7.62mm, M118	920	
	NSN; Case ctg, fired brass, 7.62mm	920	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A140	1305-00-926-4017; Ctg, 7.62mm, tracer, M62	920	
	NSN; Case ctg, fired brass, 7.62mm	920	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A143	1305-00-892-2330; Ctg, 7.62mm ball, linked	800	
	NSN; Case ctg, fired brass, 7.62mm	800	
	1305-00-752-7815- B060; Link, ctg, metallic belt, 7.62mm, M13	800	
	1305-00-079-3579- A315; Bandoleer, M4, f/7.62mm ctg	8	
	8140-00-828-2938- ZAAC; Box, mtl, M19A1	4	
	8140-00-891-6322- ZAAD; Box, wirebound, w/ends, f/M19A1 box	1	
A146	1305-00-892-2335; Ctg, 7.62mm, M62 linked	800	
	NSN; Case ctg, fired brass, 7.62mm	800	
	1305-00-752-7815- B060; Link, ctg, metallic belt, 7.62mm, M13	800	
	1305-00-079-3579- A315; Bandoleer, M4, f/7.62mm ctg	8	
	8140-00-828-2938- ZAAC; Box, mtl, M19A1	4	
	8140-00-891-6322- ZAAD; Box, wirebound, w/ends, f/M19A1 box	1	
A165	1305-00-926-3942; Ctg, 7.62mm linked 4.B-M80, 1.TR-M62	1500	
	NSN; Case ctg, fired brass, 7.62mm	1500	
	1305-00-752-7815- B060; Link, ctg, metallic belt, 7.62mm, M13	1500	
	8140-00-739-0233- ZAAH; Box, mtl, M548	1	
A212	1305-00-028-6535; Ctg, cal .30 ball, M2	1040	
	NSN; Case ctg, fired brass, cal .30	1500	
	NSN; Can, mtl, M21	2	
	NSN; Box, wdn, M23	1	
A212	1305-00-096-3150; Ctg, cal .30 ball, M2	800	
	NSN; Case ctg, fired brass, cal .30	800	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A365	1305-00-915-8573; Ctg, 14.5mm trainer, M181	500	
	NSN; Case ctg, fired brass	500	
	9098295; Box, wdn	1	
A366	1305-00-915-8588; Ctg, 14.5mm trainer, M182	500	
	NSN; Case ctg, fired alum, 14.5mm	500	
	9098295; Box, wdn	1	
A367	1305-00-915-8593; Ctg, 14.5mm trainer, M183	500	
	NSN; Case ctg, fired alum, 14.5mm	500	
	9098293; Box, wdn	1	
A400	1305-00-322-6391; Ctg, cal .38 special ball, M41	2400	
	NSN; Case ctg, fired brass, cal .38	2	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	1	
	8140-00-078-896- ZAAB; Box, wirbound, w/ends, /M2A1 box		
A404	1305-00-301-1691; com Ctg, cal .38 special ball	commercial pack	
	NSN; Case ctg, fired brass, cal .38	(2000)	
		2000	
A475	1305-00-301-1685; Ctg, cal .45 ball, M1911	2000	
	NSN; Case ctg, fired brass, cal .45	2000	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A482	1305-00-892-4230; Com Ctg, cal .45 ball, 185 grain, wadcutter	commercial pack	
	NSN; Case ctg, Com fired brass	commercial pack	
A483	1305-00-892-2526; Ctg, cal .45 ball, M1911, match grade	2000	
	NSN; Case ctg, fired brass, cal.45	2000	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A520	1305-00-764-8386; Ctg, cal .50 linked, 4.B-M33, 1.TR-M17	170	
	NSN; Case ctg, fired brass, cal .50	170	
	1305-00-257-1091- A647; Link, ctg, metallic belt, cal .50 M15A2	170	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A527	1305-00-028-6309; Ctg, cal .50 AP, M2 linked	210	
	NSN; Case ctg, fired brass, cal .50	210	
	NSN; Box, mtl, M2	2	
	NSA; Box, wirebound, w/ends, f/M2 box	1	
A530	1305-00-028-6562; Ctg, cal .50 linked, 4.AP-M2, 1.TR-M17	200	
	NSN; Case ctg, fired brass, cal .50	200	
	1305-00-096-3178- A640; Link, ctg, metallic belt, cal .50 M2	200	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	

Table J–1
FSC 1305, Ammunition Through 30mm (Small Arms)—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
A557	1305-00-028-6583; Ctg, cal .50 linked, .B-M33, 1.TR-M17	200	
	NSN; Case ctg, fired brass, cal .50	200	
	1305-00-935-2048- A641; Link, ctg, metallic belt, cal .50 M9	200	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A557	1305-00-028-6587; Ctg, cal .50 linked, 4.B-M33, 1.TR-M17	210	
	NSN; Case ctg, fired brass, cal .50	210	
	1305-00-935-2048- A641; Link, ctg, metallic belt, cal .50 M9	210	
	NSN; Can, mtl, M21	2	
	NSN; Box, wdn, M23	1	
A557	1305-00-028-6587; Ctg, cal .50 linked, 4.B-M33, 1.TR-M17	200	
	NSN; Case ctg, fired brass, cal .50	200	
	1305-00-935-2048- A641; Link, ctg, metallic belt, cal .50 M9	2	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	1	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box		
A559	1305-00-028-6379; Ctg, cal .50 blank M1, linked	450	
	NSN; Case ctg, fired brass, cal .50	450	
	1305-00-935-2048- A641; Link, ctg, metallic belt, cal .50 M2	450	
	NSN; Box, wdn, mtl lnd, M1917	1	
A559	1305-00-028-6380; Ctg, cal .50 blank M1, linked	200	
	NSN; Case ctg, fired brass, cal .50	200	
	1305-00-096-317- A640; Link, ct, metallic belt cal .50 M2	200	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A573	1305-00-028-6610; Ctg, cal .50 tracer M17, linked	210	
	NSN; Case ctg, fired brass, cal .50	210	
	1305-00-096-3178- A640; Link, ctg, metallic belt, cal .50 M2	210	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box,wirebound, w/ends, f/M2A1 box	1	
A574	1305-00-554-6745; Ctg, cal .50 spotter-tracer, M48A1	220	
	NSN; Case ctg, fired brass, cal .50	220	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A574	1305-00-554-6745; Ctg, cal .50 spotter-tracer, M48A2	220	
	NSN; Case ctg, fired brass, cal .50	220	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A589	1305-00-689-4709; Ctg, cal .0 linked, 4.API-M8, 1.API.T- M8	170	
	NSN; Case ctg, fired brass, cal .50	170	
	1305-00-257-4709- A647; Link, ctg, metallic belt, cal .50 M15A2	170	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
A593	1305-00-689-4752; Ctg, cal .50 linked, 4.AP-M2, 1.TR-M1		
	NSN; Case ctg, fired brass, cal .50		
	1305-00-257-4709- A647; Link, ctg, metallic belt, cal .50 M15A2		
	8140-00-960-1699- ZAAA; Box, mtl, M2A1		
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box		
A652	1305-00-522-3701; Ctg, 20mm, TP-T, M220 linked	100	
	NSN; Case ctg, fired brass, 20mm	100	
	1305-00-965-0853- B083; Link, ctg, 20mm, M14A1	100	
	8140-00-739-0233- ZAAH; Box, mtl, M548	1	
A652	1305-00-157-4886; Ctg, 20mm, TP-T, M220 linked	100	
	NSN; Case ctg, fired brass, 20mm	100	
	1305-00-935-9219- B083; Link, ctg, 20mm, M14A2	100	
	8140-00-739-0233- ZAAH; Box, mtl, M548	1	
A653	1305-00-143-7034; Ctg, 20mm linked, 4.HEI-M56A3, 1.TP.T-M220	100	
	NSN; Case ctg, fired brass, 20mm	100	
	1305-00-965-0853- B083; Link, ctg, 20mm, M14A1	100	
	8140-00-739-0233- ZAAH; Box, mtl, M548	1	
A680	1305-00-334-5920; Ctg, subcaliber, 22mm practice, M744	100	R
	NSN; Case ctg, fired, 22mm	100	
A681	1305-00-334-5922; Ctg, subcaliber, 22mm practice, M745	100	R
	NSN; Case ctg, fired, 22mm	100	
A682	1305-00-334-5934; Ctg, subcaliber, 22mm practice, M746	100	R
	NSN; Case ctg, fired, 22mm		
A683	1305-00-334-5935; Ctg, subcaliber, 22mm practice, M747	100	R
	NSN; Case ctg, fired, 22mm		

Table J–2
FSC 1310, Ammunition Over 30mm But less than 75mm

DODIC	NSN/Noun	Unit pack	Reconciliation
B470	1310-00-143-8863; Ctg, 40mm-HE, w/fuze, PD, M533, linked	50	
	NSN; Case ctg, fired, 40mm M169	50	R
	1310-00-052-1460; Link, ctg, M16A1	50	
	8140-00-425-0748; Box, wirebound	1	
B480	1310-00-180-9359; Ctg, 40mm, practice, M385 linked	50	
	NSN; Case ctg, fired, 40mm M169	50	R
	1310-00-052-1460; Link, ctg, M16A1	50	
	8140-00-425-0748; Box, wirebound	1	
B504	1310-00-541-6148; Ctg, 40mm green star, M661	44	
	NSN; Case ctg, fired, 40mm	44	R
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
B505	1310-00-541-6149; Ctg, 40mm red star, M662	44	R
	NSN; Case ctg, fired, 40mm	44	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
B506	1310-00-541-6150; Ctg, 40mm red smoke, M713	44	
	NSN; Case ctg, fired, 40mm	44	R
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
B507	1310-00-541-6151; Ctg, 40mm white smoke, M714	44	
	NSN; Case ctg, fired, 40mm	44	R
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
B508	1310-00-541-6152; Ctg, 40mm green smoke, M715,	44	
	NSN; Case ctg, fired, 40mm	44	R
	8140-00-960-1699- ZAAA; Box, mtl, M2A1,	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
B509	1310-00-541-6153; Ctg, 40mm yellow smoke, M716	44	
	NSN; Case ctg, fired, 40mm	44	R
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box	1	
B534	1310-00-406-4643; Ctg, 40mm AP	144	
	NSN; Case ctg, fired, 40mm, XM199	144	R
	8140-00-089-8673; Box, wirebound	1	
	1310-00-828-2926; Bandoleer, f/plastic support 6-rd	12	
B535	1310-00-159-3198; Ctg, 40mm white star, parachute, M583A1	44	
	NSN; Case ctg, fired, 40mm, M195	44	R
	8140-00-162-2005; Box, mtl, M2A1	2	
	8140-00-184-8259; Box, wirebound	1	
B537	1310-00-935-9229; Ctg, 40mm chemical agent, Cs, M674	32	
	8140-00-200-4260; Box, wdn	1	
	NSN; Bandoleer, cloth, 4 rd, D122- 3-116	10	
	NSN; Launcher, adapter, plastic	32	
	NSN; Barrel, ctg	32	
	NSN; Cap, firing assembly	32	
	8140-00-828-2938- ZAAC; Box, mtl, M19A1	4	
B537	1310-00-999-3455; Ctg, 40mm chemical agent, CS E24	40	
	8140-00-200-4260; Box, wdn	1	
	NSN; Bandoleer, cloth, 4 rd, D122- 3-116	10	
	NSN; Launcher, adapter, plastic	40	
	NSN; Barrel, ctg	40	
	NSN; Cap, firing assembly	40	
B538	1310-00-935-9230; Ctg, 40mm red smoke, XM 675	32	
	8140-00-200-4260; Box, wdn	1	
	8140-00-828-2938- ZAAC; Box, mtl, M19A1	4	
	NSN; Bandoleer, cloth, 4 rd, D122- 3-116	8	
	NSN; Launcher, adapter, plastic	32	
	NSN; Barrel, ctg	32	
	NSN; Cap, firing assembly	32	
B546	1310-00-992-0451; Ctg, 40mm HE, XM433E1	72	
	NSN; Case ctg, fired, 40mm, XM118	72	R
	8140-00-089-8673; Box, wirebound	1	
	NSN; Bandoleer w/built-in support	12	
B567	1310-00-849-2083; Ctg, 40mm CS, XM651E2	24	
	NSN; Box, wdn	1	
	NSN; Case ctg, fired, 40mm,	24	R

Table J–2
FSC 1310, Ammunition Over 30mm But less than 75mm—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
B568	1310-00-724-8081; Ctg, 40mm HE, M406 w/fuze, PD, M551	72	R
	NSN; Case ctg, fired, 40mm	72	R
	8140-00-089-8673; Box, wirebound	1	
	1310-00-828-2926; Bandoleer, f/plastic support 6-rd	12	
	1310-00-077-2151; Support plastic f/bandoleer	24	
B571	1310-00-976-0907; Ctg, 40mm HE, M383E1, linked	50	
	NSN; Case ctg, fired, 40mm	50	R
	NSN; Link, ctg	50	
	NSN; Box, wirebound	1	
B576	1305-00-994-7441; Ctg, 40mm practice, M385, linked	50	
	NSN; Case ctg, fired, 40mm	50	R
	8140-00-089-8670; Box, wdn	1	
	NSN; Link, M16	50	
B577	1310-00-965-0738; Ctg, 40mm practice, M407E3, w/fuze PD, M551		
	NSN; Case ctg, fired, 40mm, M118,8844610	R	
	8140-00-089-8673; Box, wirebound		
	8140-00-089-8671; Box, fiberboard		
	1310-00-828-2926; Bandoleer, f/plastic support 6-rd		
	1310-00-077-2151; Support plastic f/bandoleer		
B627	1310-00-143-7056; Ctg, 60mm illum M83A3	9	
	8140-00-009-0032; Box, wdn	1	
B630	1310-00-935-9129; Ctg, 60mm smoke, WP, M302A1	9	
	8140-00-890-7592; Box, wdn	1	
B632	1310-00-935-9130; Ctg, 60mm HE, M49A4	12	
	8140-00-828-3068; Box, wdn	1	
B642	1310-01-022-7680; Ctg, 60mm XM720	16	
	8140-00-090-1102; Box, wirebound	1	
	8140-00-090-1101- ZZMD; Box, mtl, PA70	2	
	8140-00-929-3286; Cnt, Fbr, PA78	16	

Table J–3
FSC 1315, 75mm Through 125mm Ammunition

DODIC	NSN/Noun	Unit pack	Reconciliation
C025	1315-00-892-4951; Ctg, 75mm blank,	15	
	M337A1E1	15	R
	NSN; Ctg case, fired, 74mm M9A1	1	
	8140-00-827-6234; Box, wooden		
C226	1315-00-143-7048; Ctg, 81mm illum,	3	
	M301A3	1	
	8140-00-495-0468; Box, wdn, f/jungle pack	2	
	8140-00-862-3172; Stop, packing		
C230	1315-00-540-8499; Ctg, 81mm smoke, WP,	2	
	M57	1	
	8140-00-432-2190; Box, wdn	2	
	8140-00-862-3172; Stop, packing		
C236	1315-00-935-6033; Ctg, 81mm HE, M374	3	
	8140-00-827-6333; Box, wdn	1	
	8140-00-862-3172; Stop, packing	2	
	1315-00-821-6608; Plug, closing	3	
C236	1315-00-835-6013; Ctg, 81mm HE, M374	3	
	8140-00-827-6333; Box, wdn	1	
	8140-00-862-3172; Stop, packing	2	
	1315-00-821-6608; Plug, closing	3	
C243	1315-00-028-4954; Ctg, ignition, M3	500	
	NSN; Case ctg, ignition, fired	500	R
	NSN; Box, wdn	1	
C256	1315-00-498-6407; Ctg, 81mm HE, M374A2	3	
	8140-00-827-6333; Box, wdn	1	
	8140-00-862-3172; Stop, packing	3	
C256	1315-00-935-1931; Ctg, 81mm HE, M374A2	3	
	8140-00-827-6333; Box, wdn	1	
	8140-00-862-3172; Stop, packing	3	
C256	1315-00-935-6032; Ctg, 81mm HE, M374	3	
	8140-00-827-6333; Box, wdn	1	
	8140-00-862-3172; Stop, packing	3	

Table J–3
FSC 1315, 75mm Through 125mm Ammunition—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
C276	1315-00-498-6406; Ctg, 81mm smoke, WP,	3	
	M375A2	1	
	8140-00-827-6333; Box, wdn	3	
	8140-00-862-3172; Stop, packing		
C276	1315-00-935-6076; Ctg, 81mm smoke, WP,	3	
	M375	1	
	8140-00-827-6333; Box, wdn	3	
	8140-00-862-3172; Stop, packing		
C282	1315-00-068-8472; Ctg, 90mm HEAT,	2	
	M371A1	2	R
	NSN; Case Ctg, fired, 90mm, M112, 8595496	1	
	8140-00-859-8015; Box, wdn		
C282	1315-00-892-4307; Ctg, 90mm HEAT,	2	
	M371A1	2	R
	NSN; Case Ctg, fired, 90mm, M112, 8595496	1	
	8140-00-859-8015; Box, wdn		
C410	1315-00-926-9243; Ctg, 90mm cannister,	6	
	XM590E1	6	R
	NSN; Case ctg, fired, 90mm, M112, 8595496	1	
	8140-00-089-8670; Box, wdn		
C440	1315-00-028-5033; Ctg, 105mm blank, M395	10	
	NSN; Case ctg, fired, 105mm	10	R
	NSN; Box, wdn	1	
	NSN; Container, fiber M34A1	10	
C440	1315-00-028-5033; Ctg, 105mm blank	10	
	NSN; Case ctg, fired steel, 105mm, M15B1,	10	R
	8845003	1	
	NSN; Box, wdn	10	
	NSN; Container, fiber M34A1		
C445	1315-00-028-4857; Ctg, 105mm HE, M1	2	R
	1395-00-077-2128; Case ctg, fired steel,	2	
	105mm, M14B4, spiral wrapped	1	
	1320-00-824-0811; Supplementary charge	2	
	8140-00-859-8016; Box, wdn	2	
	1315-00-077-2185; Plug, closing, plastic	2	
	NSN; Stop, packing		
	NSN; Container, fiber		
C445	1315-00-028-4861; Ctg, 105mm HE, M1	2	
	1395-00-077-2128; Case ctg, fired steel,	2	R
	105mm, M14B4, spiral wrapped	2	
	1320-00-824-0811; Supplementary charge	1	
	8140-00-859-8016; Box, wdn	2	
	1315-00-077-2185; Plug, closing, plastic	2	
	NSN; Stop, packing	2	
	NSN; Container, fiber		
C449	1315-00-728-5531; Ctg, 105mm illum,	2	
	M314A2E1	2	R
	1395-00-824-4503; Case ctg, fired, 105mm	2	R
	(brass)	2	
	1395-00-077-2129; Case ctg, fired, 105mm	1	
	M14B1 (solid steel)	2	
	1395-00-077-2131; Case ctg, fired, 105mm	2	
	M14B2 (5- piece spiral- wrapped steel)		
	1395-00-077-2138; Case ctg, fired, 105mm		
	M14B4 (3-piece spiral- wrapped steel)		
	8140-00-859-8016; Box, wdn		
	NSN; Stop, packing		
	NSN; Container, fiber		
C452	1315-00-028-4839; Ctg, 105mm smoke, HC,	2	
	BE, M84 or M84B1	2	R
	NSN; Case ctg, fired, 105mm	1	
	8140-00-859-8016; Box, wdn	2	
	NSN; Stop, packing	2	
	NSN; Container, fiber		
C452	1315-00-028-4840; Ctg, 105mm smoke, HC,	2	
	BE, M84 or M84B1	2	R
	NSN; Case ctg, fired, 105mm	1	
	8140-00-859-8016; Box, wdn	2	
	NSN; Stop, packing	2	
	NSN; Container, fiber		

Table J–3
FSC 1315, 75mm Through 125mm Ammunition—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
C455	1315-00-028-1793; Ctg, 105mm yellow	2	R
	smoke, BE, M84 or M84B1	2	R
	1395-00-824-4503; Case ctg, fired, 105mm	2	
	(brass)	2	
	1395-00-077-2129; Case ctg, fired, 105mm	1	
	M14B1 (solid steel)	2	
	1395-00-077-2131; Case ctg, fired, 105mm	2	
	M14B2 (5- piece spiral- wrapped steel)	2	
	1395-00-077-2138; Case ctg, fired, 105mm		
	M14B4 (3- piece spiral- wrapped steel)		
	8140-00-859-8016; Box, wdn		
	NSN; Stop, packing		
	NSN; Container, fiber		
	8140-00-862-3226; Cup, protector f/contain-		
	er, fiber		
C455	1315-00-028-4848; Ctg, 105mm yellow	2	
	smoke, BE, M84 or M84B1	2	R
	1395-00-824-4503; Case ctg, fired, 105mm	2	R
	(brass)	2	
	1395-00-077-2129; Case ctg, fired, 105mm		
	M14B1 (solid steel)	1	
	1395-00-077-2131; Case ctg, fired, 105mm	2	
	M14B2 (5- piece spiral- wrapped steel)	2	
	1395-00-077-2138; Case ctg, fired, 105mm	2	
	M14B4 (3- piece spiral- wrapped steel)	2	
	8140-00-859-8016; Box, wdn NSN; Stop,		
	packing		
	NSN; Container, fiber		
	8140-00-862-3226; Cup, protector f/contain-		
	er, fiber		
C455	1315-00-028-4849; Ctg, 105mm yellow	2	
	smoke, BE, M84 or M84B1	2	
	1395-00-824-4503; Case ctg, fired, 105mm	2	R
	(brass)	2	R
	1395-00-077-2129; Case ctg, fired, 105mm		R
	M14B1 (solid steel)	1	
	1395-00-077-2131; Case ctg, fired, 105mm	2	
	M14B2 (5- piece spiral- wrapped steel)	2	
	1395-00-077-2138; Case ctg, fired, 105mm	2	
	M14B4 (3-piece spiral- wrapped steel)		
	8140-00-859-8016; Box, wdn		
	NSN; Stop, packing		
	NSN; Container, fiber		
	8140-00-862-3226; Cup, protector f/contain-		
	er, fiber		
C455	1315-00-301-1782; Ctg, 105mm yellow	2	
	smoke, BE, M84 or M84B1	2	R
	1395-00-824-4503; Case ctg, fired, 105mm	2	R
	(brass)	2	
	1395-00-077-2129; Case ctg, fired, 105mm		
	M14B1 (solid steel)	1	
	1395-00-077-2131; Case ctg, fired, 105mm	2	
	M14B2 (5- piece spiral- wrapped steel)	2	
	1395-00-077-2138; Case ctg, fired, 105mm	2	
	M14B4 (3-piece spiral- wrapped steel)		
	8140-00-859-8016; Box, wdn		
	NSN; Stop, packing		
	NSN; Container, fiber		
	8140-00-862-3226; Cup, protector f/contain-		
	er, fiber		
C503	1315-00-159-3201; Ctg, 105mm, TP-T,	2	
	M393A1	2	R
	1395-00-862-3218; Case ctg, fired, 105mm,	1	
	M150B1	2	
	8140-00-857-2938; Box, wdn		
	NSN; Container, fiber		
C508	1315-00-926-3989; Ctg, 105mm HEAT-T,	2	
	M456E3	2	R
	1395-00-070-1020; Case ctg, fired, 105mm,	1	
	M148B1	2	
	8140-00-857-2994; Box, wdn		
	NSN; Container, fiber		

Table J–3
FSC 1315, 75mm Through 125mm Ammunition—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
C510	1315-00-089-1167; Ctg, 105mm TP-T, M467	2	
	1395-00-862-3218; Case ctg, fired, 105mm,	2	R
	M150B1	1	
	8140-00-857-2938; Box, wdn	2	
	NSN; Container, fiber		
C511	1315-00-965-0713; Ctg, 105mm TP-T, M490		
	1395-00-070-1020; Case ctg, fired, 105mm,	R	
	M148A1		
	8140-00-857-2994; Box, wdn		
	NSN; Container, fiber		
C512	1315-00-901-4921; Ctg, 105mm WP-T, M416	2	
	1395-00-862-3218; Case ctg, fired, 105mm,	2	R
	M150B1	1	
	8140-00-857-2938; Box, wdn	2	
	NSN; Container, fiber		
C513	1315-00-935-9178; Ctg, 105mm antiperson-	2	
	nel, XM546	2	R
	1395-00-824-4503; Case ctg, fired, 105mm	2	
	(brass)		
	1395-00-077-2129; Case ctg, fired, 105mm	1	
	M14B1 (solid steel)	2	
	1395-00-077-2138; Case ctg, fired, 105mm	2	
	M14B4 (3- piece spiral- wrapped steel)		
	8140-00-089-8537; Box, wdn		
	NSN; Stop, packing		
	NSN; Container, fiber		
C518	1315-00-728-0704; Ctg, 105mm HEP-T,	2	
	M393A3	2	R
	1395-00-862-3218; Case ctg, fired, 105mm,	1	
	M150B1	2	
	8140-00-857-2938; Box, wdn		
	NSN; Container, fiber		
C519	1315-00-935-6154; Ctg, 105mm antiperson-	2	
	nel, XM494E2	2	R
	1395-00-862-3218; Case ctg, fired, 105mm,	1	
	M150B1	2	
	8140-00-857-2938; Box, wdn		
	NSN; Container, fiber		
C520	1315-00-113-6273; Ctg, 105mm TPDA-T,	2	
	M724A1	2	R
	1395-00-861-2096; Case ctg, fired, 105mm,	1	
	M115B1	2	
	NSN; Box, wdn		
	NSN; Container, fiber		
C699	1315-00-007-4882; Ctg, 4.2 in HE, M329A2	2	
	NSN; Box, wdn, 9276780 ZZLW	1	
	8140-00-051-1608; Container, fiber, PA46	2	
	NSN; Plug, closing	2	
C705	1315-00-935-9140; Ctg, 4.2-in HE, M329A1	2	
	w/o fuze	2	
	8140-00-861-2091; Box, wdn	1	
	1315-00-821-6608; Plug, closing, metal	2	
	NSN; Stop, packing	2	
	NSN; Disc, metal f/fiber container	2	
	NSN; Container, extension	2	
	1315-00-828-0792; Holder, propellant	2	
	1315-00-828-7475; Pin, f/obturating mecha-	2	
	nism	2	
	NSN; Container, fiber		
C706	1315-00-935-9219; Ctg, 4.2-in illum, M335A2	2	
	8140-00-861-2091; Box, wdn	1	
	1315-00-821-6608; Plug, closing, metal	2	
	NSN; Stop, packing	2	
	NSN; Disc, metal f/fiber container	2	
	NSN; Container, extension	2	
	1315-00-828-0792; Holder, propellant	2	
	1315-00-828-7475; Pin, f/obturating mecha-	2	
	nism	2	
	NSN; Container, fiber		

Table J–3
FSC 1315, 75mm Through 125mm Ammunition—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
C708	1315-00-926-1935; Ctg, 4.2-in WP, M328A1	2	
	8140-00-866-6534; Box, wdn	1	
	NSN; Stop, packing	2	
	NSN; Disc, metal f/fiber container	2	
	NSN; Container, extension	2	
	1315-00-828-7475; Pin, f/obturating mecha-	2	
	nism	2	
	NSN; Container, fiber	1	
C995	1340-01-211-3595; Rocket, AT-4, 84mm, HE, M136	T	T

Table J–4
FSC 1320, Ammunition Over 125mm

DODIC	NSN/Noun	Unit pack	Reconciliation
D505	1320-00-935-2091; Projectile, 155mm, illum, M485A2	8 1 8 8 8	
	8140-00-127-3033; Pallet assembly (top and bottom)		
	8140-00-425-0756; Grommet, type I (plastic)		
	8140-00-837-3044; Grommet, metal NSN; Plug, lifting		
D506	1320-00-926-9276; Projectile, 155mm, smoke HC BE, M116E2	8 1 8 8 8	
	8140-00-127-3033; Pallet assembly (top and bottom)		
	8140-00-425-0756; Grommet, type I (plastic)		
	8140-00-837-3044; Grommet, metal NSN; Plug, lifting		
D540	1320-00-935-1922; Charge, propelling, 155mm, M3A1		
	8140-00-859-8017; Container, metal, M14 w/ cover		
	5330-00-857-2941; Gasket for container, metal, M14 w/cover		
	1320-00-028-4879; Charge, propelling, 155mm, M4A1		
	8140-00-864-3221; Container, metal, M13 w/ cover		
D541	1320-00-420-5135; Gasket for container, metal, M13 w/cover		
D541	1320-00-935-1923; Charge, propelling, 155mm, M4A2		
	8140-00-864-3221; Container, metal, M13 w/ cover		
D544	1320-00-420-5135; Gasket for container, metal, M13 w/cover	2 1 1 1 1 1 1 1 1 8 1 8 8 8	
	1320-00-529-7331; Projectile, 155mm HE, M107		
	8140-00-127-3033; Pallet assembly (top and bottom)		
	8140-00-425-0756; Grommet, type I (plastic)		
	8140-00-837-3044; Grommet, metal NSN; Plug, lifting		
D547	1320-00-529-7343; Projectile, 155mm, smoke, green,	8 1 8 8 8	
	M116 8140-00-127-3033; Pallet assembly (top and bottom)		
	8140-00-425-0756; Grommet, type I (plastic)		
	8140-00-837-3044; Grommet, metal NSN; Plug, lifting		
D548	1320-00-734-1100; Projectile, 155mm, smoke HC BE, M116E1	8 1 8 8 8	
	8140-00-127-3033; Pallet assembly (top and bottom)		
	8140-00-425-0756; Grommet, type I (plastic)		
	8140-00-837-3044; Grommet, metal NSN; Plug, lifting		

Table J–4
FSC 1320, Ammunition Over 125mm—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
D548	1320-00-529-7342; Projectile, 155mm, smoke HC BE, M116 8140-00-127-3033; Pallet assembly (top and bottom) 8140-00-425-0756; Grommet, type I (plastic) 8140-00-837-3044; Grommet, metal NSN; Plug, lifting	8 1 8 8 8	
D549	1320-00-905-3655; Projectile, 155mm, smoke BE, M116E1 8140-00-127-3033; Pallet assembly (top and bottom) 8140-00-425-0756; Grommet, type I (plastic) 8140-00-837-3044; Grommet, metal NSN; Plug, lifting	8 1 8 8 8	
D550	1320-00-782-5828; Projectile, 155mm, smoke WP, M110E1 8140-00-127-3033; Pallet assembly (top and bottom) 8140-00-425-0756; Grommet, type I (plastic) 8140-00-837-3044; Grommet, metal NSN; Plug, lifting	8 1 8 8 8	
D550	1320-00-529-7339; Projectile, 155mm, smoke WP, M110 8140-00-127-3033; Pallet assembly (top and bottom) 8140-00-425-0756; Grommet, type I (plastic) 8140-00-837-3044; Grommet, metal NSN; Plug, lifting	8 1 8 8 8	
D550	1320-00-935-9143; Projectile, 155mm, smoke WP, M110A1 8140-00-127-3033; Pallet assembly (top and bottom) 8140-00-425-0756; Grommet, type I (plastic) 8140-00-837-3044; Grommet, metal NSN; Plug, lifting	8 1 8 8 8	
D551	1320-00-905-3656; Projectile, 155mm, smoke BE, M116E1 8140-00-127-3033; Pallet assembly (top and bottom) 8140-00-425-0756; Grommet, type I (plastic) 8140-00-837-3044; Grommet, metal NSN; Plug, lifting	8 1 8 8 8	
D570 D590 D674	1320-00-555-5126; Ctg, 165mm HEP, M123A1 NSN; Case ctg, fired, M104 8140-00-827-6245; Box, wdn 1320-00-926-4072; Ctg, 165mm, TP XM623 NSN; Case ctg, fired 8140-00-827-6345- ZZHN; Box, wdn 1320-00-628-7741; Charge, propelling, T94 (M80) for 8-in M2 140-00-827-0510; Container, M18- series w/ cover NSN; Gasket 8880558-3 for container, M18- series	1 1 1 1 1 1 1 1 1	R R
D674 D676 D680 D681 D683	1320-00-028-4374; Charge, propelling, M1, green bag for 8-in M2 8140-00-827-0510; Container, M18- series w/ cover NSN; Gasket 8880558-3 for container, M18-series 1320-00-028-4375; Charge, propelling, 8-in M2 8140-00-861-2104; Container, M19-series w/ cover 5330-00-857-2944; Gasket for container, M19- series 1320-00-542-0728; Projectile, 8-in HE, M106 8140-00-127-3027; Pallet assembly (top and bottom) 8140-00-426-1014; Grommet, type I (plastic) 8140-00-859-7981; Grommet, metal 1320-00-926-9303; Reducer, flash, propelling charge, M3 8140-00-827-6268; Box, wdn 1320-00-856-1948; Projectile, 8-in, M424 NSN; box, wdn	1 1 1 1 1 1 6 1 6 6 40 1 1 1	

Table J–4
FSC 1320, Ammunition Over 125mm—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
DZ01	1337-00-198-2566; TOW blast simulator NSN; Box, wdn	1200 1	

Table J–5
FSC 1330, Grenades

DODIC	NSN/Noun	Unit pack	Reconciliation
G839	1330-00-892-4106; Ctg, grenade, rifle,	580	
	7.62mm, NATO M64	580	
	NSN; Case ctg, fired brass, 7.62mm	2	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	1	
	8140-00-078-8969- ZAAB; Box, wirebound, w/ends, f/M2A1 box		
G878	1330-00-168-5502; Fuze, hand grenade,	360	
	practice, SM228 NSN;	360	
	Pull ring, grenade w/safety pin	360	
	NSN; Safety lever	1	
	NSN; Body fuze, hand grenade, expended		
	NSN; Box, wdn		
G881	1330-00-133-8244; Grenade, hand, fragmen-	30	T
	tation, XM67	30	
	NSN; Pull ring, grenade w/safety pin	30	
	NSN; Safety lever	1	
	8140-00-828-2961; Box, wdn		
G900	1330-00-219-8557; Grenade, hand, INCND,	16	T
	AN-M14	16	
	NSN; Pull ring, grenade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		
G911	1330-00-194-2768; Grenade, hand, offensive,	20	T
	MK3A2	20	
	NSN; Pull ring, grenade w/safety pin	20	
	NSN; Safety lever	1	
	8140-00-152-0009; Box, wdn		
G922	1330-00-143-7146; Grenade, hand, CS,	4	
	XM47E1	4	
	NSN; Pull ring, grenade w/safety pin	4	
	NSN; Safety lever	1	
	NSN; Box, wdn		
G924	1330-00-645-6211; Grenade, hand, riot, CS1,	50	
	ABC- M25A2	50	
	NSN; Pull ring, grenade w/safety pin	50	
	NSN; Safety lever	1	
	NSN; Box, wdn	50	
	NSN; Can, mtl		
G930	1330-00-219-8511; Grenade, smoke, HC,	16	
	ABC, AN-M8	16	
	NSN; Pull ring, grenade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		
G937	1330-00-676-2671; Grenade, hand and rifle,	16	
	smoke, WP, ABC, M34	16	
	NSN; Pull ring, grenade w/safety pin	1	
	NSN; Safety lever	16	
	NSN; Box, wdn	16	
	8140-00-089-8563; Can, mtl		
G940	ST2]1330-00-289- 6851; Grenade, hand,	16	
	M18, green smoke	16	
	NSN; Pull ring, grenade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		
G945	1330-00-289-6854; Grenade, hand, M18, yel-	16	
	low smoke	16	
	NSN; Pull ring, grenade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		

Table J–5
FSC 1330, Grenades—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
G950	1330-00-289-6852; Grenade, hand, M18, red	16	
	smoke	16	
	NSN; Pull ring, grenade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		
G955	1330-00-289-6853; Grenade, hand, M18, vio-	16	
	let smoke	16	
	NSN; Pull ring, grenade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		
G963	1330-00-965-0802; Grenade, hand, riot con-	16	
	trol agent ABC- M7A3 NSN; Pull ring, gre-	16	
	nade w/safety pin	16	
	NSN; Safety lever	1	
	8140-00-345-9022; Box, wdn		

Table J–6
FSC 1340, Rockets and Rocket Ammunition

DODIC	NSN/Noun	Unit pack	Reconciliation
C995	1340-01-211-3595; Rocket, AT-4, 84mm,HE,	1	T
	M136		
H108	1340-01-149-0918; Rocket Pod, MLRS,	1	T
	298mm, Practice		
H110	1340-00-132-0482; Rocket, incendiary,	16	T
	66mm, M74	1	
	NSN; Box, two-piece polystyrene foam	4	
	NSN; Clip, rocket	4	
	NSN; Clip, support assembly		
H490	1340-00-143-6889; Rocket, high explosive,	25	
	2.75-in	1	
	NSN; Box, plywood	25	
	NSN; Container, fiber 8140-00-038-9276; Fin,	25	
	protector	25	
	NSN; Stop, packing		
H557	1340-00-021-4491; Rocket, HE, 66mm, AT,	15	T
	M72A2	1	T
	1340-25-116- 2520;Rocket, LAW, 66mm	1	R
	M72A3	3	R
	8140-00-431-3443; Box, wirebound	3	
	8140-00-040-773?; Box, cardboard	3	
	8140-00-426-0993; Saddle, front	3	
	8140-00-425-0770; Saddle, rear	15	
	1055-00-143-7062; Strap assy for carton	15	
	NSN; Launcher, rocket, M72A2, expended		
	NSN: Primer Block Expended		
H708	1340-00-143-6911; Rocket, practice, 35mm,	90	T
	subcaliber	1	
	NSN; Box, wirebound	3	
	NSN; Box, carton, fiberboard	90	R
	NSN; Clip, safety	90	
	NSN: Primer Block Expended		
H828	1340-00-159-3308; Rocket, practice, 2.75-in	4	
	8140-00-159-3319; Box, wdn	1	
	NSN; Container, fiber	4	
	NSN; Stop, packing	4	
	8140-00-038-9276; Fin, protector	4	

Table J–7
FSC 1345, Land Mines

DODIC	NSN/Noun	Unit pack	Reconciliation
K002	1345-00-028-5105; Activator, antitank mine,	180	
	practice, M1	1	
	NSN; Box, wdn	180	
	NSN; Container, metal		
K010	1345-00-690-7338; Burster, incendiary, M4	20	T
	NSN; Box, wdn	1	
K051	1345-00-028-5130; Fuze, mine, AT, practice,	180	
	M604	1	
	NSN; Box, wdn NSN;	180	
	Container, metal		
K092	Mine, antipersonnel, M16	4	T
	8140-00-831-0094; Box, wdn	1	
	NSN; Container, metal	4	
	1345-00-077-2142; Wrench, fuze, M25	1	
K121	1345-00-028-5108; Mine, antipersonnel, NM,	90	T
	M14, or M14A1	1	
	8140-00-144-9827; Box, wdn	90	
	NSN; Safety clip	6	
	1345-00-073-5161; Wrench M22		
K139	1345-00-402-2226; Mine, antipersonnel,	6	
	practice, NM XM68	1	
	8140-00-828-7421; Box, wdn	6	
	NSN; Bandoleer, M7	1	
	NSN; Test set		
	NSN; Firing device		
K143	1345-00-710-6946; Mine, antipersonnel	6	T
	M18A1	1	
	8140-00-828-7421; Box, wdn	6	
	NSN; Bandoleer, M7	1	
	NSN; Test set, M40	6	
	NSN; Firing device, M57		
K146	1345-00-678-9822; Mine Apers, M26	18	T
K180	1345-00-028-5118; Mine, antitank, heavy,	1	
	M15	1	
	8140-00-827-6315; Box, wdn	1	
	NSN; Wrench, arming, M20, 7548279	1	
	NSN; Safety fork for fuze, mine	1	
	NSN; Container, metal for fuze, mine	1	
	NSN; Container, metal for activator, M1	1	
K181	1345-00-729-4263; Mine, antitank, HE,	4	T
	heavy, M21	1	
	NSN; Box, wirebound, 8830860	2	
	NSN; Wrench, arming, M26, 8831380		
K250	1345-00-348-8646; Mine, AT, M19	2	T
K250	1345-00-849-9768; Mine AT, M19	4	T

Table J–8
FSC 1365, Military Chemical Agents

DODIC	NSN/Noun	Unit pack	Reconciliation
K765	1365-00-690-8656; Riot control agent, ABC,	As req	
	CS capsule	As req	
	NSN; Box, wdn	As req	
	NSN; Can, mtl		
K768	1365-00-926-1914; Chemical agent, CS- 1	40 lb	
	NSN; Box, wdn	1	
K866	1365-00-598-5207; Smoke pot, M5, ground	1	
	type	1	
	NSN; Box, wdn	1	R
	NSN; Container, mtl		
K867	1365-00-598-5207; Smoke pot, M4A2, float-	1	
	ing type	1	
	NSN; Box, wdn	1	R
	NSN; Container, mtl		

Table J–9
FSC 1370, Pyrotechnics

DODIC	NSN/Noun	Unit pack	Reconciliation
L116	1370-00-921-6172; Signal kit, personnel distress, red XM185	200	
	NSN; Box, wdn	1	
L117	1370-00-926-9387; Signal kit, personnel distress, XM186	200	
	NSN; Box, wdn	1	
L278	1370-00-921-6118; Signal, illum, ground, red	1250	
	NSN; Box, wdn	1	
L279	1370-00-921-6119; Signal, illum, ground, white	1250	
	NSN; Box, wdn	1	
L280	1370-00-921-6120; Signal, illum, ground, green	1250	
	NSN; Box, wdn	1	
L305	1370-00-182-3408; Signal, illum, ground, M195, green star	36	
	NSN; Box, wdn	1	
L306	1370-00-756-2591; Signal, illum, ground, M158, red star	36	
	NSN; Box, wdn	1	
L307	1370-00-756-2588; Signal, illum, ground, M159, white star	36	
	NSN; Box, wdn	1	
L310	1370-00-965-0864; Signal, illum, ground series, M19 NSN; Box, wdn	30	
		1	
L311	1370-00-629-2336; Signal, illum, ground, M126A1, red star	36	
		1	
	8140-00-089-8629; Box, wdn	36	
	NSN; Container, metal, M492, 7548414	36	
	NSN; Tube, signal, expended		
L312	1370-00-753-1859; Signal, illum, ground, M127A1, white star	36	
		1	
	8140-00-089-8629; Box, wdn	36	
	NSN; Container, metal, M492, 7548414	36	
	NSN; Tube, signal, expended		
L314	1370-00-629-2335; Signal, illum, ground, M125A1, green star	36	
		1	
	8140-00-089-8629; Box, wdn	36	
	NSN; Container, metal, M492, 7548414	36	
	NSN; Tube, signal, expended		
L324	1370-00-301-1131; Signal, smoke, ground, M128A1, parachute	36	
		1	
	8140-00-089-8629; Box, wdn	36	
	NSN; Container, metal, M492, 7548414	36	
	NSN; Tube, signal, expended		
L340	1370-00-926-1931; Signal, smoke, ground, white, M166	240	
		1	
	8140-00-145-0054; Box, wdn		
L341	1370-00-926-1930; Signal, smoke, ground, green, M167	240	
		1	
	8140-00-145-0054; Box, wdn		
L342	1370-00-926-1933; Signal, smoke, ground, red, M168 8140-00-145-0054; Box, wdn	240	
		1	
L343	1370-00-926-1932; Signal, smoke, ground, yellow, XM169	240	
		1	
	8140-00-145-0054; Box, wdn		
L366	1370-00-028-6007; Simulator, projectile, air burst, M74 or M74A1 NSN; Box, wdn	80	
		1	
L367	1370-00-085-2601; Cartridge, practice, tank simulator NSN; Box, wdn	240	
		1	
L495	1370-00-752-8060; Flare, surface, trip, M49A1/M49A2	32	
		1	
	NSN; Box, wdn	32	
	1370-00-828-7494; Mounting bracket assembly		
L508	1370-00-096-3135; Fuse, warning, railroad, red, 2- min 8140-00-089-8637; Box, wdn	40	
		1	
	NSN; Striker, cap	40	
	1370-00-752-8126; Simulator, projectile, ground burst, M115A2	100	
		1	
	NSN; Box, wdn, 8799711		

Table J–9
FSC 1370, Pyrotechnics—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
L596	1370-00-935-1969; Simulator, flash, artillery, M110 NSN; Box, wdn, 76- 1-1265	30 1 30 1	
L596	1370-00-028-5118; Simulator, flash, artillery, M110 NSN; Box, wdn, 76- 1-1265	30 1	
L598	1370-00-028-5256; Simulator, booby trap, flash, M117 NSN; Box, wdn, 8799713	150 1	
L599	1370-00-028-5257; Simulator, booby trap, illum, M118 NSN; Box, wdn, 8799717	150 1	
L600	1370-00-028-5255; Simulator, booby trap, whistling, M119 NSN; Box, wdn, 8799717	150 1	
L601	1370-00-752-8124; Simulator, hand grenade, M116A1 NSN; Box, wdn	150 1	
L602	1370-01-128-0418; Simulator, flash, artillery, 50mm, M21 NSN; Box, wdn	162 1	
L605	1370-00-474-0270; Simulator, atomic explosion, M142 NSN; drum, 55 gal, w/lid and lid ring NSN; Cable, electric, 150 ft	1 1 1	

Table J–10
FSC 1375, Demolition Material

DODIC	NSN/Noun	Unit pack	Reconciliation
M023	1375-00-724-7040; Charge, demolition, block, comp C-4 M112 8140-00-089-8599; Box, wdn	30 1	
M024	1375-00-728-5941; CHG, Demo Blk, 2lb PETN		T
M026	1375-00-028-5247; Demolition kit, bangalore torpedo, M1A1 8140-00-857-2975; Box, wdn	1 1	T
M028	1375-00-926-1948; Demolition kit, bangalore torpedo, M1A2 8140-00-857-2975; Box, wdn	1 1	
M030	1375-00-926-9394; Charge, demolition, block 1/4-lb TNT 8140-00-828-2942; Box, wdn	192 1	T
M031	1375-00-028-5140; CHG, Demo Blk, 1/2lb TNT		T
M031	1375-00-926-9316; CHG, Demo Blk, 1/2lb TNT		T
M032	1375-00-028-5142; Charge, demolition, block 1-lb TNT 8140-00-089-8602; Box, wdn	50 1	T
M032	1375-00-935-6139; Charge, demolition, block 1-lb TNT 8140-00-089-8602; Box, wdn	48 1	T
M035	1375-00-028-5133; CHG, Demo Blk,M1, 2.5lb tetrytol		T
M035	1375-00-028-5239; CHG, Demo Blk, M1, 1.25 tetrytol		T
M035	1375-00-028-5240; CHG, Demo Blk, M1, 1.66lb tetrytol		T
M036	1375-00-028-5135; CHG, Demo Blk, M2, 2.5lb Tetranitrate		T
M039	1375-00-028-5145; Charge, demolition, block 40-lb cratering 8140-00-828-2900; Box, wdn	1 1	T
M039	1375-00-028-5146; Charge, demolition, block 40-lb cratering 8140-00-828-2900; Box, wdn	1 1	T

Table J–10
FSC 1375, Demolition Material—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
M060	1375-00-926-4108; CHG Demo roll, M186, 25lb, COMP H-6		T
M127	1375-00-073-5166; CAP, Blast, Electric # 8, 4th Delay		T
M130	1375-00-756-1865; Cap, blasting, electric 8140-00-089-8603; Box, wdn	900 1	T
M131	1375-00-756-1864; Cap, blasting, nonelectric, M7 8140-00-089-8605; Box, wdn	3600 1	T
M131	1375-00-370-3519; Cap, blasting, nonelectric, M7 8140-00-089-8605; Box, wdn	500 1	T
M241	1375-00-028-5171; Destructor, explosive, universal, M10 8140-00-089-8608; Box, wdn	50 1	T
M308	1375; Ctg, Delay 20 sec		T
M327	1375-00-699-5236; Coupling base, firing device, w/primer, M27 NSN; Box, wdn, 8826665	500 1	
M420	1375-00-028-5237; Charge, demolition, shaped, 15-lb, M2A3 8140-00-089-8610; Box, wdn	3 1	T
M421	1375-00-028-5241; Charge, demolition, shaped, 40-lb, M3 8140-00-827-6343; Box, wdn	1 1	T
M421	1375-00-088-6691; Charge, demolition, shaped, 40-lb, M3E2 8140-00-827-6343; Box, wdn	1 1	T
M445	1375-00-752-7745; Demolition kit, projected charge, M1 NSN; Box, wdn, 8797610	1 1	T
M448	1375-00-729-4375; DET, Perc, M2A1 8 sec delay		T
M450	1375-00-729-4378; Detonator, percussion, M1A2 NSN; Box, wdn, 8825213	200 1	T
M456	1375-00-204-0851; Cord, detonating, reinforced, waterproof 8140-00-089-8613; Box, wdn NSN; Spool	3000 1 3	T
M456	1375-00-180-9356; Cord, detonating, reinforced, waterproof NSN; Box, wdn NSN; Spool	3000 1	T
M500	1375; Cutter Reef Line 2 sec	3	T
M540	1375-00-028-5173; DET kit, concussion, M1		T
M591	1375-00-724-9613; Dynamite Military M1		T
M605	1375-00-293-8132; DOC DEST, INCND, M3, 20lb w/ign		T
M605	1375-00-529-8004; DOC DEST, INCND, M3, 19lb w/ign		
M605	1375-00-542-0090; DOC DEST, INCND, M3, 20lb w/o ign		T
M615	1375-00-602-2213; IGN INCND, Doc Dest, M25		T
M619	1375-00-028-5195; FRNG DEV, Demo, M1, 12-32 delay		T
M619	1375-00-813-7154; FRNG DEV, Demo, M1, 12-32 delay		T
M619	1375-00-828-4441; FRNG DEV, Demo, M1, 12-32 delay		T
M626	1375-00-028-5180; Firing device, demolition, M1A1 8140-00-089-8621; Box, wdn NSN; Expended firing device	As req 1 As req	T
M627	1375-00-028-5192; Firing device, demolition, M5 8140-00-089-8618; Box, wdn NSN; Expended firing device	As req 1 As req	T
M629	1375-00-028-5189; Firing device, demolition, M3 8140-00-089-8620; Box, wdn NSN; Expended firing device	As req 1 As req	T

Table J–10
FSC 1375, Demolition Material—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
M630	1375-00-580-1392; Firing device, demolition,	200	T
	pull type, M1	1	
	8140-00-089-8623; Box, wdn	200	
	NSN; Expended firing device		
M670	1375-00-028-5151; Fuze, blasting, time	4000	T
	8140-00-089-8612; Box, wdn	1	
	NSN; Can, mtl	8	
M757	1375-00-926-3985; Charge, assembly, demo-	2	T
	lition	1	
	8140-00-089-8614; Box, wdn	2	
	NSN; Case, carrying M185		
M766	1375-00-691-1671; Igniter, time blasting fuze,	300	T
	M2	1	
	8140-00-827-6262; Box, wdn	300	
	NSN; Expended igniter		
M810	1375-00-028-5202; Primer, percussion, cap	5000	
	8140-00-089-8616; Box, wdn	1	
M842	1375-00-093-0116; FRNG DEV, Demo, M1,		T
	Press-rel		
M965	1375-00-148-7159; CHG, Demo, Cratering,		T
	M180		
ML03	1375-00-040-1526; FRNG DEV, Demo, M142		T

Table J–11
FSC 1390, Fuzes

DODIC	NSN/Noun	Unit pack	Reconciliation
N248	1390-00-993-5691; Fuze, mechanical, time,	16	
	M565	1	
	8140-00-864-3194; Box, wirebound	2	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	1	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support		
N276	1390-00-935-6140; Fuze, mechanical, time	16	
	and superquick, M501A1	1	
	8140-00-864-3194; Box, wirebound	2	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	1	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support		
N278	1390-00-889-2044; Fuze, mechanical, time	16	
	and superquick, M564	1	
	8140-00-864-3194; Box, wirebound	2	
	8140-00-960-1699-ZAAA; Box, mtl, M2A1	1	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support		
N282	1390-00-814-3422; Fuze, MTSQ, M548	16	
	8140-00-864-3194; Box, wirebound	1	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support	1	
N285	1390-00-805-0692; Fuze, MTSQ, M577	16	
	8140-00-864-3194; Box, wirebound	1	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support	1	
N335	1390-00-892-4302; Fuze, MTSQ, M557	16	
	8140-00-864-3194; Box, wirebound	1	
	8140-00-960-1699- ZAAA; Box, mtl,	2	
	M2A1 8140-00-855-5981; Top, support, plas-	1	
	tic	1	
	8140-00-153-7345; Bottom support		
N335	1390-00-187-5392; Fuze, MTSQ, M557	16	
	8140-00-864-3194; Box, wirebound	1	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support	1	

Table J–11
FSC 1390, Fuzes—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
N335	1390-00-965-0824; Fuze, MTSQ, M557	16	
	8140-00-864-3194; Box, wirebound	1	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support	1	
N402	1390-00-964-9124; Fuze, fuze proximity	16	S
	8140-00-864-3194; Box, wirebound	1	
	8140-00-960-1699- ZAAA; Box, mtl, M2A1	2	
	8140-00-855-5981; Top, support, plastic	1	
	8140-00-153-7345; Bottom support	1	
N463	1390-00-182-3132; Fuze, proximity, M728	16	S
	NSN; Box, wirebound	1	
	NSN; Box, mtl, PA 19	2	
N464	1390-01-020-0096; Fuze, proximity, M732	16	S
	NSN; Box, wirebound	1	
	NSN; Box, mtl, PA 19	2	
N423	1390-00-892-4202; Primer, percussion, M82	500	
	NSN; Box, wdn	1	
	NSN; Case ctg, fired brass	500	

Table J–12
FSC 1400 Series, Missiles

DODIC	NSN/Noun	Unit pack	Reconciliation
PA44	1410-00-555-6185; Guided missile intercept, Chaparral	1	
	NSN; Container	1	
PA44	1410-00-930-8358; GM, Chaparral, W/WAR-HEAD, MIM-72A	1	
PA45	1410-00-150-8932; GM, Shillegh, SURF/ATK, MGM-51C	1	
PA46	1410-00-150-8940; GM, Shillegh, SURF/ATK, MTM-51C	1	
PA49	1410-01-087-6343; GM, Patriot, INTER-CEPT, MIM-104	1	
PA66	1410-00-087-1521; GM, TOW, SURF/ATK, BGM-71A	1	
PA75	1410-00-234-3266; GM, Hawk, W/WAR-HEAD, MIM 23B	1	
PA77	1410-01-072-2894; GM, Roland, INTER-CEPT	1	
PA79	1410-01-126-4662; GM, Hellfire, SURF/ATK, AGM-114-A	1	
PB18	1410-00-087-1527; GM TOW, TP, BTM-71A	1	
PB82	GM, AT, AGM-22B (SS-11) (NGB)		T
PB91	1410-01-007-2507; GM, TOW, SURF/ATK, BGM-71A-1	1	
PB94	1410-01-139-1512; GM TOW, SURF/ATK, BGM-71A-2	1	
PB95	1410-01-007-2508; GM, TOW, TP, BTM- 71-A-1	1	
PB96	1410-01-139-9976; GM, TOW, TP, BTM-71A-2	1	
PB97	1410-01-181-6032; GM, TOE, SURF/ATK, BGM-71A-3	1	
PB99	1410-01-180-6791; GM, TOW, TP, BTM-71A-3	1	
PE03	1410-01-257-6493; GM, TOW, SURF/ATK, BGM-71A-2A	1	
PE04	1410-01-257-7584; GM, TOW, SURF/ATK, BGM-71A-3A	1	
PE63	1410-01-257-6494; GM, TOW, TP, BTM-71A-2A	1	
PE64	1410-01-257-7585; GM, TOW, TP, BTM-71A-3A	1	
PJ01	1425-01-078-9259; GM, Redeye, M41	1	T
PJ02	1425-01-024-9982; GM, Stinger, Basic, WPN RND	1	T
PJ03	1425-01-213-3261; GM, Stinger, Post, MSL RND	1	T

Table J–12
FSC 1400 Series, Missiles—Continued

DODIC	NSN/Noun	Unit pack	Reconciliation
PJ04	1425-01-230-8785; GM, Stinger, RMP, MSL RND	1	T
PL22	1427-01-163-8960; GM & LAUNCHER, Dragon, M223 (TP)	1	T
PL23	1427-00-163-8959; GM & LAUNCHER, Dragon, M222, (HEAT)	1	T
PL90	1427-01-024-9927; GM, Stinger, Basic, MSL RND	1	T
PL91	1427-01-212-4998; GM, Stinger, Post, WPN RND	1	T
PL92	1427-01-219-2902; GM, Stinger, Post, PARTIAL	1	T
PL93	1427-01-291-7116; GM, Stinger, Basic, WPN RND, PARTIAL	1	T
PL94	1427-01-230-8783; GM, Stinger, RMP, WPN RND	1	T
Pl95	1427-01-230-8784, GM, Stinger, RMP, PARTIAL	1	T
Z587	1440-01-024-6931; GRIPSTOCK UNITIZED	1	
	1440-01-170-8618; CLAMSHELLn	1	
	1440-01-233-1494; RMP	1	

Appendix K
Salvage/Residue Weights

K–1. Users may weigh expended small arms ammunition cartridges to determine if the ammunition issued to the unit was fired and if the total quantity of ammunition issued, less live ammunition turned-in, equals the amount of residue turned-in. Table K-1 gives the weight for each type of small arms cartridge casing. Casings not listed in table K-1 will be determined locally.

K–2. Use the weights in this appendix to compute the total weight of residue for each small arms DODIC issued.

K–3. To determine brass weight from the quantity of live ammunition issued, multiply the number of live rounds by the weight factor (pounds) given in this appendix. For example:

a. A user that is issued 39,875 rounds of 5.56mm ammunition must return 538.3 pounds of brass (39,875 X .0135 = 538.3 lbs).

b. A user that is issued 39,875 rounds of 5.56mm ammunition and turns-in 19,875 rounds of live 5.56mm ammunition, must return 270 pounds of brass ((39,875 -19,875) X .0135 = 270 lbs).

K–4. To determine the number of rounds from the weight of brass, divide the brass weight by the weight factor (pounds). For example, a user that was issued 39,875 rounds of 5.56mm ammunition turns-in 337.5 lbs of brass; 337.5 divided by .0135 = 25,000 expended rounds. Subtract the expended rounds from the total rounds issued to determine the number of live rounds that the user must turn in (39,875 - 25,000 = 14,875 live rounds that the user must turn in).

Table K–1
Brass Conversion Factors

Case type	Case weight in pounds
.22 caliber, brass, short	.0008
.22 caliber, brass, long	.0014
.30 caliber, brass, carbine	.0101
.30 caliber, steel, carbine	.0081
.30 caliber, brass, all other	.0286
.38 caliber, brass, all	.009
.45 caliber, brass, all	.0124
.45 caliber, steel, all	.012
.50 caliber, brass, all	.121
.50 caliber, steel, all	.111
5.56 millimeter, brass, all	.0135
7.62 millimeter, brass, all	.026
9 millimeter, brass, parabellum	.009
20 millimeter, brass, small	.2

Table K–1
Brass Conversion Factors—Continued

Case type	Case weight in pounds
20 millimeter, brass, large	.25
Shotgun, brass	.036
25 millimeter,steel, all	.48
All other brass	Individual count

Appendix L
Sensitive Item Supply Management

L–1. Purpose

This appendix highlights requirements for the supply management of sensitive items and provides a consolidated reference for implementation of required physical security standards.

L–2. Definitions

a. Sensitive items are those items identified on the AMDF with a Controlled Inventory Item Code (CIIC) of 1 through 9, $, N, P, Q, R, or Y (Night Vision Devices).

b. Sensitive items generally include the following types of equipment and materiel:

(1) Arms, Ammunition and Explosives (AA&E).

(2) Nonnuclear missiles and rockets in either a ready to fire configuration or in instances where components of the missiles and rockets are jointly stored.

(3) Controlled Cryptographic Items (CCI). A CIIC of “9 ” is used to identify CCI.

(4) Precious metals, drugs, and other controlled substances designated as Schedule I, II, III, IV or V items in accordance with the Controlled Structure Act of 1970.

(5) Night Vision Devices.

(6) Items coded with a CIIC of “Q,” requiring limited access storage, and items coded with a CIIC of “R,” requiring storage in a vault or safe.

L–3. Supply management requirements

a. Basic policy and producures. Basic policy and procedures for the requisitioning, accounting, stock control, issue and disposal of property and equipment are outlined in AR 710–2, this pamphlet

and associated supply regulations. Additional controls required for sensitive items are outlined below.

b. Supporting documentation.

(1) *Property Book.* Property book files will include all documents which support entries to the accounting record(s) in the supporting document file, as well as documents for nonexpendable items not supporting entries to the property book. Serial numbers of end items should be written on supporting documents. In addition, to assist in identifying CCI in transit, and upon receipt at storage locations, the remarks block of the turn-in documents will be marked "CCI" IN LARGE BOLD LETTERS.

(2) *Stock Record Account.* Manual hard copy documents with signatures will be kept on file for receipt, issue, turn-in and balance adjustments for sensitive items. Serial and registration numbers of end items will be included. In addition, to assist in identifying CCI in transit and upon receipt at storage locations, the remarks block of the turn-in documents will be marked "CCI" IN LARGE BOLD LETTERS.

c. Inventories.

(1) *Property Books.* Sensitive items will be inventoried quarterly. See AR 710–2, table 2–1, for special instructions concerning USAR, ARNG, and POMCUS. Inventories of weapons and ammunition will not be done by unit armorers nor by the same person 2 months in a row. Inventories of other sensitive items can be conducted by the hand receipt holder.

(2) *Stock Record Account.* Sensitive items will be inventoried quarterly by serial number. Ammunition will be inventoried by type, quantity, lot number and serial number. For sensitive items in bulk storage, The inventory is by type and quantity based on the outside markings on sealed containers. Ammunition and explosive items rigged or preconfigured for rapid deployment will be inventoried monthly and checked in accordance with AR 190–11.

(3) *Causative research.* In all cases, causative research will be conducted to determine the reason for inventory discrepancies.

d. Adjustments and reporting.

(1) Except for designated quantities of small arms ammunition, and the authorized destruction of CCI devices a report of survey or an AR 15–6 investigation will be initiated when a sensitive item is lost,damaged or destroyed. AR 190–11 outlines criteria for small arms ammunition adjustment actions. See AR 735–5, chapters 12 and 13.

(2) AR 190–40 outlines the criteria and suspense for reporting serious incidents involving Government property to HQDA.

(3) Incidents of loss, tampering or unauthorized access involving CCI will be reported as a COMSEC incident report in accordance with DA Pam 25– and DA Pam 380–2.

e. Asset reporting. In addition to reporting under the CBS-X and SIMS-X programs, several of the commodities identified as sensitive items require asset reporting to the AMC central data bases. These programs include the following:

(1) DOD Small Arms Serialization Program (DODSASP). See AR 710–3.

(2) Radiation Testing and Tracking System (RATTS).See AR 710–3.

(3) Controlled Cryptographic Items Serialization Program (CCISP). See AR 710–3.

f. Receipt/issue transaction.

(1) Pseudoreceipt transactions will not be processed on sensitive items.

(2) Discrepancies incident to receipt of materiel shipments will be adjusted/reported under the provisions of AR 735–5, AR 735–11–1 and/or AR 55–38. Additionally, discrepancies incident to shipment of CCI require investigation in accordance with DA Pam 25–380–2.

(3) A signature card will be filed at storage activities for each customer when the responsible officer/PBO has delegated other persons to receive supplies. The authorized signature of the customer representative will be obtained for all issues of sensitive items.

g. Storage operations. Commanders are directly responsible for safeguarding all supplies under their control as denoted below.

(1) Ammunition will be stored and secured in accordance with AR 190-11, DOD 4195–R–1, and TM 9–1300–206 and/or host nation agreements and Public Law(s), whichever is more restrictive.

(2) Unclassified items to include CCI will be stored in accordance with AR 190–51.

(3) For controlled medical substances and other medically sensitive items, see AR 190–51.

(4) The AR 380 series prescribes security of classified items.

(5) For nuclear and chemical items see AR 50–5–1, AR 50–6–1 and AR 190–54.

(6) Weapons and Night Vision Devices will be secured in accordance with AR 190–11 and AR 190–51. Night Vision Devices will be secured using the criteria for Category IV items. When responsibility of custody of keys to an SSA arms storage facility is transferred, the individuals involved will conduct a physical count of the weapons therein. Results of the count will be recorded. This count does not replace the requirement to conduct a quarterly weapons inventory.

(7) For SSAs, a stock location system will be set up at each storage activity. Stock accounting systems will be designed to permit recording of multiple locations by condition of each stocked line. For uniformity, see policies/procedures and methods contained in TM 743–200–2. DS storage operations are contained in FM 38–741. Ammunition storage system procedures and methods are contained in FM 9–38 and DA Pam 710–2–2.

L–4. Physical security considerations

a. The policy and procedures for developing and maintaining a practical, economical and effective security program are outlined in AR 190–13. Because commanders and supply managers are responsible for enforcing physical security standards for a variety of commodities, it is critical that an overall security program be developed for the unit/activity, in coordination with the local security officer, beginning with an assessment of the existing security threat. AR 190–13, chapter 2, outlines policy for conducting an assessment.

b. Physical security standards for the various types ofsensitive items are outlined in the referenced listed in paragraph L–3g above.

Glossary

Section I
Abbreviations

ABL
ammunition basic load

A&E
ammunition and explosives

AAC
acquisition advice code

AAFA
Army aviation flight activities

AAR
administrative adjustment report

AASF
Army aviation support facilities

ACCOR
Army COMSEC Central Office of Record

ACWT
average customer wait time

ADP
automated data processing

ADPE
automated data processing equipment

ALC
Accounting Legend Code

ALW
allowance

AMC
Army Materiel Command

AMDF
Army Master Data File

ANMCS
anticipated not mission capable supply

AR
Army Regulation

ARC
accounting requirements code

ARI
automatic return item

ARNG
Army National Guard

ASIOE
Associated Support Items of Equipment

ASL
authorized stockage list

ASP
ammunition supply point

AUTODIN
Automatic Digital Network

AUTOSEVOCOM
Automatic Secure Voice Communications Network

AUTOVON
Automatic Voice Network

AV
aviation

AVCRAD
aviation classification repair activity depots

AVFUEL
aviation fuel

AVGAS
aviation gasoline

AVIM
aviation intermediate maintenance

AVUM
aviation unit maintenance

AVOIL
aviation oil

AWOL
absent without leave

BII
basic issue item

BOI
basis of issue

BUR
bottoms-up reconciliation

CAGE
Commercial and Government Entity Code

CAM
chemical agent monitor

CBS-X
Continuing Balance System-Expanded

CCA
Central Collection Agency

CCE
commercial construction equipment

CCI
controlled cryptographic item

CCISP
controlled cryptographic item serialization program

CEAS
commissary equipment authorization schedule

CG
Commanding General

CIF
central issue facility

CIIC
controlled inventory item code

CLSF
COMSEC logistic support facilities

CMCS
COMSEC Materiel Control System

CMDSA
COMSEC Materiel Direct Support Activity

CNGB
Chief, National Guard Bureau

COEI
components of end items

COMSEC
communication security

CONUS
continental United States

COPARS
contractor operated parts store

COSCOM
Corps Support Command

CDSP
Command Supply Discipline Program

CRP
central receiving point

CS
combat stockage

CTA
common table of allowances

CXL
canceled

DA
Department of the Army

DAMPL
Department of the Army Materiel Priority List

DAO
division ammunition officer

DFSC
Defense Fuel Support Center

DFSP
Defense Fuel Support Point

DGSC
Defense General Supply Center

DIC
document identifier code

DISCOM
division support command

DLA
Defense Logistics Agency

DLOGS
Division Logistics

DMSO
Division Medical Supply Officer

DOD
Department of Defense

DODAAC
Department of Defense Activity Address Code

DODIC
Department of Defense Small Arms Serialization Program

DOL
director of logistics

DRMO
Defense Reutilization and Marketing Office

DS
direct support

EC
essentiality code

ECS
equipment concentration site

EDD
estimated delivery date

EIC
end item code

EIR
equipment improvement recommendation

EOD
explosive ordnance disposal

EPA
Environmental Protection Agency

ERC
equipment readiness code

ERPSL
essential repair parts stockage list

ESR
equipment status report

FAD
Force/Activity Designator

FAO
finance and accounting office

FAR
Federal Acquisition Regulation

FMS
foreign military sales

FOB
free on board

FSC
Federal supply class

FSG
Federal supply group

FTX
field training exercise

FWT
fair wear and tear

FY
fiscal year

GBL
government bill of lading

GOCO
Government-owned, contractor-operated

GS
general support

GSA
General Services Administration
Headquarters, Department of the Army

HRH
hand receipt holder

IAR
Inventory Adjustment Report

ICP
Inventory Control Point

IDS
intermediate direct support

IFMS
interagency fleet management system

IGS
intermediate general support

IMPE
information management processing equipment

IMPL
initial mandatory parts list

INSCOM
U.S. Army Intelligence and Security Command

IPD
issue priority designator

LBAD
Lexington-Blue Grass Army Depot

ISD
installation supply division

JTA
Joint Table of Allowances

JTX
joint training exercise

LCA
logistic control activity

LIF
Logistics Intelligence File

LIN
line item number

LTC
Lieutenant Colonel

MACOM
Major Army Command

MAL
master authorization list

MATCAT
materiel category

MATES
mobilization and training equipment sites

MBPAS
Monthly Bulk Petroleum Accounting Summary

MCN
management control number

MDC
magazine data card

MDS
model/design/series

MHE
material handling equipment

MILSTRIP
Military Standard Requisitioning and Issue Procedures

MOA
memorandum of agreement

MOGAS
motor gasoline

MOS
military occupational specialty

MOU
memorandum of understanding

MPL
mandatory parts list

MPN
manufacturer's part number

MS
minimum stockage

MSC
Military Sealift Command, Major Subordinate Command

MSE
Mobile Subscriber Equipment

MTOE
modification table of organization and equipment

MUC
maintenance use code

MWO
modification work order

NCO
noncommissioned officer

NDCC
National Defense Cadet Corps

NGB
National Guard Bureau

NGR
National Guard Regulation

NICP
National Inventory Control Point (also see ICP)

NIIN
national item identification number

NLT
not later than

NMCS
not mission capable supply

NSN
national stock number

NTV
non-tactical vehicle

OCIE
organizational clothing and individual equipment

OCONUS
Outstide Continental United States

OIC
officer in charge

OL
operating level

OMA
Operation Maintenance, Army

ORF
operational readiness float

OSHA
Occupational Safety Health Agency

PBO
Property Book Officer

PCS
permanent change of station

PD
priority designator

PHRH
primary hand receipt holder

PLL
prescribed load list

POL
petroleum oils and lubricants

POM
preparation for overseas movement

QASAS
Quality Assurance Specialist Ammunition Surveillance

QDR
quality deficiency report

QPBS
Quantity possessed by soldiers

QSL
quality status listing

QSS
quick supply store

RATTS
Radio Active Testing and Tracking System

RC
Reserve Component; recoverability code

RDD
required delivery date

REQ-VAL
requisition validation

RICC
reportable item control code

ROD
report of discrepancy

ROTC
Reserve Officer's Training Corps

RPSTL
repair parts special tools list

RX
repairable exchange

SA
stockage allowance

SAILS
Standard Army Intermediate Level Supply System

SASSO
small arms serialization surety officer

SAVAR
Standard Army Validation and Reconciliation System

SC
supply catalog

SDD
standard delivery date

SER
serial number

SF
standard form

SFC
sergeant first class

SIMS-X
Selected Item Management System-Expanded

SINCGARS
Single Channel Ground Airborne Radio system

SKO
sets, kits, and outfits

SLAC
support list allowance card

SMC
State Marksmanship Coordinator

SN
serial number

SOP
standard operating procedure

SOS
source of supply

SPBS
Standard Property Book System

SPBS-R
Standard Property Book System-Redesigned

SPBS-R-I-TDA
Standard Property Book System-Redesigned - Installation- TDA

SSA
supply support activity

SSG
staff sergeant

SSSC
self-service supply center

STAMIS
Standard Army Management Information System

STARC
State Army Reserve Command

TAAC
Training Ammunition Authorization Committee

TAACOM
Theater Army Command

TAFR
Training Ammunition Forecast Report

TAG
The Adjutant General

TAMIS
Training Ammunition Management Information System

TAMS
Training Ammunition Management System

TASA
total authorized stockage allowance

TAT
to accompany troops

TB
technical bulletin

TDA
table of distribution and allowances

TDY
temporary duty

TM
technical manual

TMDE
Test, Measurement, and Diagnostic Equipment

TOE
table of organization and equipment

TP
total package

TPF
total package fielding

TRC
type requirement code

TRADOC
U.S. Army Training and Doctrine Command

TTP
trailer transfer point

TSA
Troop Support Activity

UI
unit of issue

UIC
unit identification code

ULLS
Unit Level Logistics System

UMMIPS
Uniform Materiel Movement and Issue Priority System

UND
urgency of need designator

USACIDC
U.S. Army Criminal Investigation Command

USACSLA
U.S. Army Communications Security Logistics Activity

USAISC
U.S. Army Information Systems Command

USAMMA
U.S. Army Medical Materiel Agency

USAOMMCS
U.S. Army Ordnance, Missile, and Munitions Center and School

USAPC
U.S. Army Petroleum Center
U.S. Army Reserve

USARC
U.S. Army Reserve Component

USPFO
U.S. Property and Fiscal Office

VTAADS
Vertical- The Army Authorization Document System

WARS
Worldwide Ammunition Reporting System

W/ESDC
weapon/equipment system designator code

WO1
Warrant Officer One

WPE
word processing equipment

Section II
Terms

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.

Accountable officer
Person officially appointed in writing to maintain a formal set of accounting records of property or funds. This person may or may not have physical possession of the property or funds. There are three types of supply accountable officers as defined below.

a. Transportation officer Accountable for property entrusted to him or her for shipment.

b. Stock record officer Accountable for supplies being held for issue from time of receipt until issued, shipped, or dropped from accountability.

c. Property book officer. Accountable for property upon receipt and until subsequently turned in, used (consumed) for authorized purposes, or dropped from accountability. (Hand receipt holders are not considered accountable officers.)

Average customer wait time
Average time in days, developed at a supply support activity, required to satisfy customer demands, regardless of whether the demand was for a stocked or unstocked item, or whether or not the demand was satisfied from stock on hand at the supply support activity.

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.

Bill of lading
Includes Government bills of lading issued by the Army (as defined in AR 55-355) and commercial bills of lading for transportation services administered by the Army. (For exception of “FOB origin shipments”, see para 19.)

Components

a. Components of end items.

b. Components of assemblages. Items identified in a supply catalog component listing (SC/CL) as a part of an sets, kits, and outfits (SKO), or other assemblage.

Controlled cryptographic items
CCIs are described as secure telecommunications or information handling equipment, associated cryptographic components,-or other hardware items which perform a critical COMSEC function. Items so designated are unclassified but controlled and will bear the designation "controlled cryptographic item" or "CCI."

Controlled inventory items
Items with characteristics requiring special identification accounting, security, or handling to ensure their safeguard. These items, in order of degree of control normally exercised, are as follows:

a. Classified item.

b. Sensitive item. Materiel requiring a high degree of protection and control because of statutory requirements or regulations; high value, highly technical, or hazardous items; and small arms, ammunition, explosives, and demolition materiel. (See controlled inventory item codes (CIIC) 1-6, 7, 8, 9, $, N, P, Q, R, and Y (night vision devices) in the AMDF as explained by AR 708-1.)

c. Pilferable item. Materiel having ready resale value or civilian application to personal possession and, therefore, especially subject to theft. Examples are binoculars, projectors, cigarettes, pagers, handheld two-

way radios, cameras, tapes, or recorders. (See CIIC codes in the AMDF as explained by AR 708-1)

Durable item
An item of Army property coded with an ARC of "D" in the AMDF. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D" in the AMDF are considered durable items. Note: This category consists of selected hand tools with a unit price greater than $5. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, AR 735-5).

Emergency requirement
An unexpected, serious occurrence or situation urgently requiring prompt action and immediate remedy.

Note. To qualify for an emergency requirement the situation must support one of the following:

a. To save human lives or to relieve human sufferings.

b. To repair emergency equipment.

c. To support contingency operations when the operation is imminent (i.e., declared simple alert) or is in progress.

Expendable items
An item of Army property coded with an ARC of "X" in the AMDF. Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded "X" in the AMDF are considered expendable items.

Note. This category consists of items which are consumed during normal usage such as paint, rations, gasoline, office supplies, or are merged into another entity when used for their intended purpose, such as nuts and bolts, construction materiel, repair parts, components and assemblies, and so on. This includes all class 1, 3, 5 (except 5L), and 9 items, and those class 2, 4, and 10 items which are not end items or have a unit price of less than a $100. Also included is office furniture in FSC 7110, 7125 and 7195 with a unit cost of less than $300. OCIE authorized by CTA 50-900 will be accounted for in the same manner as nonexpendable property regardless of the ARC reflected in the AMDF.

Hand receipt
A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.

Handtools
Any hand-held devices either manually operated or power driven that are portable, light, weight and small enough to be used by a craftsman in accomplishing his trade. They include such items as wrenches, screwdrivers, hammers, chisels, pliers, saws, impact wrenches and such other small devices that are normally held in a tool box.

Ink entry
A legible entry made in indelible ink using a ballpoint, felt tip, or fountain pen.

Major Army command
A command directly subordinate to, established by authority of, and specifically designated by Headquarters, Department of the Army. Army component commands of unified and specified commands are major Army commands.

Nonexpendable items
An item of Army property coded with an ARC of "N" in the AMDP. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items, similar to items coded "N" in the AMDF are considered nonexpendable items. Note: This category consists of end items of equipment which are separately identified. It includes all class 7, all items assigned a LIN in SB 700-20 other than officer furniture in FSC 7110, 7125 and 7195 with a unit cost of less than $300, and other selected class 2,4, and 10 end items. OCIE authorized by CTA 50-900 will be accounted for in the same manner as nonexpendable supplies regardless of the ARC reflected in AMDF.

Nonrecurring demand
Request made for a requirement known to be a one-time occurrence will be coded nonrecurring when demand is not to be considered in requisitioning objective computations.

Operational load
A quantity of supplies (in a given supply class) kept by using units for use in peacetime operations, based on various authorizations.

Order ship time level
The quantity of stock intended to sustain normal operations during the interval between submission of replenishment requisition until stock receipt is posted to the account.

Organizational property
Property authorized to a unit or organization under an MTOE or deployable TDA authorization document and all CTA property which deploys with the unit.

Organizational property book
Record of property issued under an MTOE or deployable TDA authorization document. CTA items of equipment that are mission-related to all TOE units Army-wide are considered organizational property. Examples of this type of equipment can be found in AR 71-13.

Parent Organization
May be either a TOE or TDA organization. For TOE, a numbered organization of battalion or equivalent level; or company, battery, troop, platoon, detachment, or team not an organic element of a battalion or other parent organization. For TDA, any TDA organization assigned a unique TDA number.

Parent unit identification code
The UIC specifically associated with a parent organization and from which other UICs may be derived. Designator of a parent UIC is AA; in the case of TDA augmentations to TOE organizations, 90 through 99.

Prescribed load list
A list of unit maintenance repair parts that are demand supported, non-demand supported, and specified initial stockage repair parts for newly introduced end items.

Primary hand receipt
Hand receipt between an accountable officer and the person receiving the property and assuming direct responsibility for it.

Primary hand receipt holder
A person who is hand-receipted property directly from the accountable officer.

Property
The terms: Government property, Army property, and property include all property under DA control except property accounted for as owned by an NAF activity. References to property of other U.S. Government agencies or of foreign governments clearly will be identified as such; for example, Air Force, State Department, or Republic of Korea property. All property issued by the United States to the ARNG remains the property of the United States, under section 710(A), title 32, United States Code.

Property book
A formally designated set of property records maintained under AR 712 to account for organizational and installation property in a using unit.

Property records and property account
General terms referring to any record of property. This includes not only formal SRAs maintained in item or monetary terms by accountable officers, but also organizational property books, installation property books, and individual clothing and equipment records, or any other organized files of property records.

Recurring demand
A request made periodically or anticipated to be repetitive for materiel to be used immediately or for stock replenishment. Most demands are recurring. A demand is, therefore, considered recurring when doubt exists as to its nature.

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 safety level, order ship time (OST), and (if applicable) the repair cycle level.

Repair cycle level
Quantity of reparable type items required for stockage, based on average monthly repair rate and repair cycle time.

Repair cycle time
A parameter, expressed as an average, used in calculation of repair cycle level of stock. The cycle begins on acceptance of a job by maintenance and ends when the formerly unserviceable asset is returned to stock in a serviceable condition.

Reparable Exchange Activity
An element of a supply support activity providing exchange service for reparable components. Exchange of an unserviceable reparable for a serviceable like item is made on a request for issue or turn-in document.

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.

Selected Item Management System--Expanded
System of centralized asset knowledge and control (vertical materiel management) of selected secondary items. The goal of SIMS-X is to improve the utilization of assets already in the supply system. The wholesale item manager is provided data of on-hand quantities and RO by all owning stock record accounts.

Small arms
Handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine-gun; multibarrel machine-guns 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; flame-throwers, 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.

Stock number
A number used to identify an item of supply. Types of numbers used are listed below.

a. NSN or NATO stock number.

b. Commercial and Government Entity Code.

c. Management control number.

d. DODAC.

e. Army commercial vehicle code.

f. Any other identifying number when one of the types in (I) through (5) above has not been assigned.

Subhand receipt
A hand receipt for property from a primary hand receipt holder or a subhand receipt holder to a person subsequently given the property for care, use, safekeeping or further issue. It does not transfer direct responsibility for the property to the subhand receipt holder, but does transfer personal responsibility.

System Furniture
An arrangement of modular components utilizing vertical space which meets prescribed functional work station requirements. The components consist of work surfaces, storage units, power and communications outlets and privacy panels which interconnect and are assembled into work stations of various sizes, configurations, and complexity. This does not include conventional office furniture; that is, freestanding units and partitions available from the Federal supply system. Systems furniture, as defined, is authorized by Chapter 14, CTA 50-909.

Section III
Special Abbreviations and Terms
This section contains no entries.

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PRESCRIBED LOAD LIST

For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.

1. DATE

2. UNIT/ORGANIZATION

3. UNIT IDENTIFICATION CODE

4. ITEM OF EQUIPMENT

5. PUBLICATION DATA

STOCK NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE	AUTHORIZED QUANTITY		REMARKS
			BASIC	OPERATIONAL	

DA FORM 2063-R, JAN 82

EDITION OF APR 68 IS OBSOLETE.

NOTE: Blocks 4 and 5 will not be used on Consolidated Prescribed Load List.

1. DODIC	2. NSN	3. LOT NO.	4. LOCATION	B.	D.
5. DESCRIPTION			A.	C.	E.

6. DATE	7. DOCUMENT NO.	8. ACTION/PURPOSE	9. QUANTITY		10. BALANCE	11. PRINTED NAME
			A. GAIN	B. LOSS		

DA FORM 3020-R, AUG 89 **MAGAZINE DATA CARD** ***Continued on Reverse***

For use of this form, see AR 710-2; the proponent agency is DCSLOG PREVIOUS EDITION IS OBSOLETE

1. DODIC	2. NSN	3. LOT NO.	4. LOCATION	B.	D.
5. DESCRIPTION			A.	C.	E.

6. DATE	7. DOCUMENT NO.	8. ACTION/PURPOSE	9. QUANTITY		10. BALANCE	11. PRINTED NAME
			A. GAIN	B. LOSS		

REVERSE, DA FORM 3020-R, AUG 89 **MAGAZINE DATA CARD** ***Use Other Side First***

REQUEST FOR AVFUELS IDENTAPLATES

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

☐ JET FUEL *(DD FORM 1896)* ☐ AVGAS *(DD FORM 1897)*

LINE NO.	IDENTIFICATION																
1	U	S	A	PRE-PRINTED CONTROL NO.								APC					
2																	
3	BILLING DODAAC						SIG. CODE	FUND CODE		*(Blank)*							
4																	
5	TYPE AIRCRAFT				AIRCRAFT TAIL/SERIAL NO.							USER'S DODAAC					

DA FORM 4701-R, APR 85 EDITION OF SEP 78 IS OBSOLETE.

M TAB TAB

MONTHLY BULK PETROLEUM ACCOUNTING SUMMARY

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

POST, CAMP OR STATION

PROPERTY ACCOUNT NUMBER

PERIOD OF REPORT

FROM: _____ TO: _____

PRODUCTS	Stock Number							
	Nomenclature							
OPENING INVENTORY								
RECEIPTS								
ISSUES								
CLOSING BOOK BALANCE *(Lines a + b - c)*								
PHYSICAL CLOSING INVENTORY								
MONTHLY GAIN/LOSS *(Lines d-e)*								
MAXIMUM ALLOWABLE GAIN/LOSS	GASOLINE & JP-4 *(a + b x .01)*							
	OTHER FUELS *(a + b x .005)*							

REMARKS

NAME & GRADE OF ACCOUNTABLE OFFICER SIGNATURE DATE

NAME & GRADE OF ACCOUNTABLE OFFICER SIGNATURE DATE

TAMIS TRAINING AMMUNITION FORECAST REPORT

FOR USE OF THIS FORM, SEE DA PAM 710-2-1; THE PROPONENT AGENCY IS DCSLOG.

RCS: CSGLD-1941

CREATION DATE:

UIC:

LOCATION:

THRU:
SIGNATURE

THRU:
SIGNATURE

TO:

DODIC	AUTH QTY	REMAIN QTY	ASP	1st MON *a*	2nd MON *b*	3rd MON *c*	4th MON *d*	5th MON *e*	6th MON *f*	7th MON *g*	8th MON *h*	9th MON *i*	10th MON *j*	11th MON *k*	12th MON *l*
m	*n*	*o*	*P1*												
			P2												
			P3												
			P4												
			P5												
m	*n*	*o*	*P1*												
			P2												
			P3												
			P4												
			P5												
m	*n*	*o*	*P1*												
			P2												
			P3												
			P4												
			P5												
m	*n*	*o*	*P1*												
			P2												
			P3												
			P4												
			P5												

DA FORM 5514-R, APR 86

TOOL SIGN OUT LOG/REGISTER

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

DATE

NOMENCLATURE	QTY	STOCK NUMBER	DATE/TIME		ISSUED TO		ISSUED BY INITIALS	RTND BY INITIALS	CHECKED IN BY SIGNATURE
			OUT	IN	PRINTED NAME	SIGNATURE			

DA FORM 5519-R, APR 86

AMMUNITION CONSUMPTION CERTIFICATE

For use of this form, see AR 710-2, the proponent agency is DCSLOG

UNIT		RANGE AND LOCATION
DOCUMENT NO.	DATE	

ITEM	DODIC	NOMENCLATURE	LOT NUMBER	QUANTITY CONSUMED

CERTIFYING OFFICIAL

I certify that I saw the above items consumed during training on *(indicate date)* → DATE

NAME *(Typed or Printed)*	SIGNATURE
UNIT	POSITION

DA FORM 5692-R, MAY 88

☆U.S. G.P.O. 1988-201-420:82016

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS

For use of this form, see AR 710-2; the proponent agency is DCSLOG

PART I - CERTIFICATION

I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.

1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS *(Check)*		5. DAMAGED BY NEGLIGENCE? *(Check)*	
			a. LOST	b. DAMAGED	a. YES	b. NO

6. CIRCUMSTANCES OF LOSS OR DAMAGE

7a. SIGNATURE	7b. DATE

PART II - ACTION

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree ☐ do not agree ☐ that the loss or damage to the class 5 item(s) was ☐ was not ☐ due to negligence, willful misconduct, or deliberate unauthorized use. The following action shall be taken.

	CHECK ALL THAT APPLY
9. No further action is required. →	
10. An administrative adjustment shall be made in the property book for the class 5 item(s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.	
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report of Survey that will be initiated immediately by the responsible property officer.	

13a. SIGNATURE	13b. TITLE	13c. DATE

POL CREDIT CARD/AV FUEL IDENTAPLATE CONTROL LOG

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

CARD SERIAL NO. 1	VEHICLE/AIRCRAT NO. USA REGISTRATION NO. 2	3 ISSUED TO		ISSUED BY 4	5. OUT		6. IN		RECEIVED BY 7	REMARKS 8
		a. RANK	b. SIGNATURE		a. DATE	b. TIME	a. DATE	b. TIME		

DA FORM 5830-R, AUG 89

PETROLEUM PRODUCT INVENTORY CONTROL SHEET

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

1. POL PRODUCT	2. MONTH/YEAR	3. ORGANIZATION	4. TANK CAPACITY

5. BOOK BALANCE								6. PHYSICAL INVENTORY				
DATE	PRIOR BALANCE a	QTY. REC'D. b	ISSUED c	BALANCE d	METER START e	METER CLOSING f	METER CHECK *(5c + 5e)* g	INNAGE GAUGE a	WATER VOL. b	CLOSING BALANCE *(6a - 6b)* c	DIFF. + /- *(6c - 5d)* d	INITIALS RES. INDIV. e

DA FORM 5831-R, AUG 89

PACKAGED PETROLEUM, OILS, AND LUBRICANTS SUBMISSION LOG

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

NOMENCLATURE 1	NSN 2	DLA CONTRACT NO. 3	BATCH/LOT NO. 4	NEW TEST DATE 5	QUANTITY ON HAND 6	REMARKS 7

DA FORM 5832-R, AUG 89

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