

CHAPTER 7

SUPPLYA. GENERAL SUPPLY POLICIES AND GUIDELINES1. Supply Policies for SMCA Assigned and **Non-SMCA** Conventional Ammunition

a. This chapter shall be reviewed and staffed jointly by the Military Services' representatives at least biannually, or more often **when** requested by a principal member or directed by the **JOCG-CG**. The adequacy of this chapter shall be determined after it has been reviewed and **comments** have been analyzed.

b. **AMCCOM** shall maintain the custodial accountable records for all SMCA items in the wholesale inventory as depicted in definition 25 of this manual.

c. The owning Military Service shall maintain accountable and financial records for SMCA items and **non-SMCA** items.

d. The owning Military Service may communicate directly with the storage activity to accomplish receipt and issue of **non-SMCA** stocks.

e. Ownership will not be identified in the storage location but shall be recorded in the custodial record and the location record maintained by the storage activity.

f. All inter-Service transactions shall be according to **existing** DoD and Military Service directives and instructions, and as **supplemented** by this chapter.

g. Conflicts in work load priority, receiving, issuing, **storing**, and handling shall be resolved by applying the guidelines in this chapter.

h. Supplementary agreements are not to be negotiated at the wholesale level for the commodities and functions covered in this chapter.

i. Technical assistance for the functional areas covered in this chapter shall be negotiated by the parties concerned on a **case-by-case** basis.

j. The specific logistic functions of conventional ammunition supply operations are covered in succeeding sections of this chapter.

2. Conventional Ammunition Supply Concepts

- a. Supply policies and procedures shall represent the complementary management of wholesale and retail inventories.
- b. Since **non-SMCA** items are stored in Army storage facilities, ammunition supply policies and procedures shall address those items.
- c. **When** the **ammunition** supply policies and procedures apply to **SMCA and non-SMCA** items, statements to this effect are included in the text.

3. Conventional Ammunition Storage Policy

- a. This policy addresses the distribution/storage management of **conventional ammunition** items managed by the SMCA. The primary purpose of this policy is to most favorably position conventional ammunition items in storage sites for rapid, efficient movement to combat theaters in wartime and to training and propositioning sites in peacetime.
- b. Relatively inactive stocks, war reserve and contingency assets shall be stored at activities that have maintenance/demilitarization capabilities and have the capability to outload in the event of mobilization.
- c. Ammunition production not scheduled for early-delivery to a customer (12 months) shall be sent to a CONUS depot. Stocks with an early delivery date shall also be sent to a depot if the Army Ammunition Plant (**AAP**) storage facilities are inadequate due to security regulations or if storage of an item would cause the AAP to make frequent small quantity shipments for CONUS training. The following production installations are an exception to this policy because they have adequate depot facilities: Crane Army Ammunition Activity (**CAAA**), **McAlester AAP**, Hawthorne AAP, Milan AAP, and Pine Bluff Arsenal.
- d. All storage sites must be capable of affording complete physical security for stored items.
- e. Aging assets in storage shall be issued before new production receipts in those instances where **immediate** issue and use is indicated to preclude maintenance (example: use of condition code E assets in support of training).
- f. The SMCA shall manage all conventional ammunition assets in accordance with this policy. Specific storage and distribution issues may be addressed at the semiannual AMCCOM Class V Materiel Distribution Panel meetings.

4. supply Pots. To ensure properly routed communications, the following points of contact shall be used:

a. Army

(1) For ammunition stock control and **AMCCOM** storage and warehousing operations:

Commander
U. S. Army Armament, Munitions
and Chemical Command
ATTN : **AMSMC-DS**
Rock Island, IL 61299-6000

(2) For **DESCOM** ammunition storage and warehousing operations:

Commander
U. S. Army Depot System Command
ATTN : **AMSDS-SM-S**
Chambersburg, PA 17201-4170

(3) For ammunition maintenance and demilitarization:

Commander
U. S. Army Armament, Munitions
and Chemical Command
ATTN : **AMSMC-DSM**
Rock Island, IL 61299-6000

(4) For ammunition surveillance functions:

Commander
U. S. Army Armament, Munitions
and Chemical Command
ATTN : **AMSMC-QA**
Rock Island, IL 61299-6000

b. Navy

(1) For **ammunition** work load forecasts:

Commanding Officer
Naval Weapons Support Center
ATTN : Code 5021
Crane, IN 47522-5099

(2) For **ammunition** demilitarization and disposal:

Commander
Naval Sea Systems **Command** Headquarters
ATTN : **SEA-06G1**
Washington, DC 20362-5101

(3) SMCA item ammunition inventory and maintenance:

Commanding Officer
Navy Ships Parts Control Center
ATTN : Code 85
P.O. Box 2020
Mechanicsburg, PA 17055-0788

(4) **Non-SMCA** ammunition inventory and maintenance:

(a) Air Launched missiles except BULLPUP (includes HARPOON and SEASPARROW):

Commander
Naval Air Systems **Command** Headquarters
ATTN : AIR-418
Washington, DC 20361-0001

(b) Surface Launched missiles:

Commander
Naval Sea Systems **Command** Headquarters
ATTN : SEA-06
Washington, DC 20362-5101

(c) Underwater torpedoes and mines (marks 25/36/52/55/56/57) :

Commanding Officer
Navy Ships Parts Control Center (**SPCC**)
ATTN : Code 85
P.O. Box 2020
Mechanicsburg, PA 17055-0788

(d) Underwater mines marks not managed at **SPCC**:

Officer In Charge
Naval Mine Warfare Engineering Activity
Yorktown, VA 23691-5076

c. Air Force

Complete missiles and associated equipment:

(1) All air-to-air and air-to-ground guided missiles except AGM-69, Short Range Attach Missile (SRAM), AGM-65 (Maverick), and associated equipment:

Commander Warner Robins Air Logistics Center
ATTN: **MMIM**
Warner Robins Air Force Base, GA 31093

(2) Guided missiles **AGM-69 (SRAM)** and associated equipment:

Commander
Oklahoma City Air Logistics Center
ATTN: **MM**
Tinker Air Force Base, OK 73145

(3) All **ammunition** items and guided missile AGM-65 (Maverick) and associated equipment:

Commander
Ogden Air Logistics Center
ATTN: **MMW**
Hill Air Force Base, UT 84056-5609

(4) Marine Corps (all matters)

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
ATTN: Code LMG
Washington, DC 20380-0001

B. CATALOG DATA AND INFORMATION EXCHANGES

This section discusses the introduction of SMCA ammunition items into the system and the exchange of advance management data on non-SMCA ammunition items between the Military Services.

1. Storage Item Data Correction (SIDC) Card

a. The Military Service that develops and introduces an item shall **manage** it until it is transitioned to the SMCA.

b. The SIDC card and **DIC** DZB, provides inter-Service management data notification for non-SMCA items. The SIDC is prepared in accordance with DoD 4140.22-M.

c. The SIDC card for **non-SMCA** items shall be prepared by the owning Military Service.

d. The SIDC decks for **non-SMCA** items shall include only items currently on hand or due-in at the storage activity receiving the cards.

e. The AUTODIN facilities shall be used as the primary method to transmit the SIDC transaction.

2. Responsibilities for Cataloging

a. Potential SMCA Items. The Military Service that introduces the item shall:

(1) Obtain an NSN from the DLSC and record the "introducing Service" as the Primary Inventory Control Activity (PICA).

(2) Describe the item in the DLSC file using the fully descriptive method (type 1, K, or L as applicable, whenever possible).

(3) Provide the following data to HQ, **AMCCOM**, when an NSN is to be transferred:

(a) Item name.

(b) End item application.

(c) Reference number.

(d) Major organizational entity (MOE) rule.

(4) HQ, **AMCCOM** shall take the necessary cataloging action to record HQ, **AMCCOM** (Army), as the PICA and the introducing Service as the **SICA** when the item is transferred.

b. SMCA Items

(1) Federal cataloging maintenance transactions proposed by an **SICA**, excluding adoption and withdrawal actions, shall be forwarded to **AMCCOM**-using DD Form 1685, "Data Exchange and/or Proposed Revision of Catalog Data," with attached technical data and Federal Item Identification Guide (**FIIG**) worksheets, as applicable.

(2) Services desiring adoption or deletion of a currently managed SMCA item shall submit their **DIDS** cataloging transactions prepared in accordance with **DIDS** Procedures Manual, DoD 4100.39-M, via AUTODIN to AMCCOM, **ATTN: AMSMC-DSC-L**.

(3) The PICA shall review and coordinate proposed cataloging actions with other recorded users as required before sending the transactions to **DLSC**.

c. Non-SMCA Items

(1) The PICA shall:

when: (a) Prepare the SIDC in accordance with DoD 4140.22-M

1 Establishing a new item.

2 Establishing a change.

3 Transferring management responsibility.

4 Reinstating an item.

5 Deleting an item.

(b) Transmit **SIDC** transactions to the storage activity to arrive no later than 15 days:

1 Before the effective date of management data changes.

2 Before the delivery date of items due-in.

(c) Designate a central point of contact at the owning Service's accountable activity for the coordination of SIDC inquiries from storage activities.

(2) Storing activities that receive SIDC transactions shall:

(a) Resolve differences with the owning Service as required.

(b) Ensure timely processing of the **SIDC** transaction as indicated by the effective date.

- (3) Depending on the SIDC routing identifier code (From), the following POCs **shall** be used to ensure the proper channeling of advance management data:

(a) **Army**

Commander
U. S. Army Armament, Munitions
and Chemical Command
ATTN: AMSMC-DSC-CR
Rock Island, IL 61299-6000
AUTOVON 793-3254/3645
Commercial (309) 782-3254/3545

(b) Navy

Commanding Officer
Navy Ships Parts Control Center
ATTN : Code 853
P.O. Box 2020
Mechanicsburg, PA 17055-5105
AUTOVON 430-2120/2729
Commercial (717) 790-2120/2279

(c) Marine Corps

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
ATTN: Code LMG
Washington, DC 20380-0001
AUTOVON 225-1191
Commercial (202) "695-1191

(d) Air Force

Commander
Ogden Air Logistics Center
ATTN: **MMWDS**
Hill Air Force Base, UT 84056-5609
AUTOVON 458-5510
Commercial (801) 777-5510

d. Return to Service Management

(1) The criteria for item assignments in DoD Directive 5160.65 will be retained; however, exclusions will be permitted when justified in writing and formally agreed to by both parties.

" (2) Services desiring a return to Service management of a currently managed SMCA item shall provide the following information in writing, to HQ, **AMCCOM**, ATTN: **AMSMC-DSC-L**.

(a) Justification for exception to DoD Directive 5160.65 item assignment criteria.

(b) The proposed effective date of logistic reassignment.

(3) The HQ, AMCCOM, response shall provide:

(a) Concurrence in proposed effective date, or an alternate date, and the appropriate SICA MOE rule(s) to be recorded, if applicable, or

(b) Rationale for nonconcurrency in return to Service management.

(4) If a return to Service management is to be effected, the SIDC **will** be prepared and transmitted by the gaining Service as stated in paragraph B.2.c., above.

c. FINANCIAL MANAGEMENT OF SUPPLY

This section describes the financial side of ammunition supply management at the wholesale level. It includes the planning, **programming**, budgeting, and execution phases of financing supply support. It addresses both **SMCA** and **non-SMCA** ammunition assets stored at **SMCA facilities**. Comptrollers of the affected Military Service **commands** are the points of contact for all financial matters. The policies and procedures in DoD Directive 4000.19 and DoD Directive 4145.19 for **inter-Service** logistics support apply to this section.

1. How Supply Activities Are Funded. The two basic categories of supply activities are based on the sources of funds to pay for the services. Common servicing includes functions performed by one Military Service in support of another Military Service for which reimbursement is not required. Cross-servicing, on the other hand, includes functions performed by one Military Service in support of another for which reimbursement is required from the Military Service receiving support.

a. Common Servicing Functions

(1) Storing and warehousing include receiving, physical inventory, preservation in storing, packaging, **palletizing**, packing, marking of materiel, and minor maintenance.

(2) Cataloging and supply standardization actions required for warehousing support of **ammunition**.

(3) Demilitarization and disposal.

(4) Surveillance, inspection, and test, including at least the following activities normally done by the agent.

(a) **Initial** receipt inspections, periodic inspections and test, and **preissue** inspections done according to Military Service criteria.

(b) Inspections to ensure proper storing and handling methods and safety procedures are followed in receiving, storing, issuing, and **intra-station** transporting of **ammunition**.

(c) Inspections to maintain proper storage **facilities**. These include inspecting magazines and barricades to ensure

proper grounding and that no fire hazards exist, recording magazine temperatures, and inspecting to ensure proper security of sensitive materials (security locking devices and the like).

(d) Developing of inspection and quality standards when those standards are not provided by the owning Military Services.

(5) Preparing storage and **outloading** drawings.

(6) Treating for insect or other infestation before storage or shipment.

(7) Providing such special storage services as safety, security, and environmental control actions on peculiar items of the principal, as well as modifications and alterations by the agent to meet specific storage criteria of the principal. As soon during development when these special storage requirements are recognized, the developing Military Service should notify and coordinate with the **agent** to allow sufficient time for preparation.

b. Cross-Servicing Functions

(1) Maintenance support according to Chapter 8 and applicable **DMISA**.

(2) Fabricating ammunition peculiar equipment to meet the retail requirements of the principal.

(3) Transportation support according to Chapter 9.

(4) Special inspections and tests beyond those specified by the developing Military Service and not within the normal capability of the storing Military Service. These shall be negotiated. They include engineering or technical inspections and tests requested by the principal to determine such factors as **ammunition** or component reliability, quality, or service life. Inspections and tests of this nature are normally done as part of the engineering or technical (quality) evaluation field programs.

(5) Special salvage according to Chapter 13.

(6) Special training and technical assistance needed because of the peculiarities of the stored item. When the item being stored is not **common** to the agent's inventory, the principal shall arrange for this training and assistance at no cost to the agent.

(7) The purchase of equipment and material to meet special requirements of the principal for **non-SMCA** items.

2. Funding Policy for Production Materials. Production materials in the custody of loading plants or civilian contractors are considered industrial stocks, not **depot** stocks. The costs of storing and handling industrial stocks are applied to production funding.

3. Advance Financial Planning

a. Each Military Service shall provide advance planning data for ammunition supply services to be performed by other DoD components early enough to include them in the DoD planning, programing, and budgeting cycle.

b. Under both common and cross-service arrangements, the principal shall provide:

(1) Work load forecasting data according to section G., below.

(2) Additional data needed to support the agent's budget submission.

c. The agent shall:

(1) Translate common and cross-servicing data into prescribed Military Service appropriation budget formats.

(2) Provide budget data feedback to support the principal's budget.

(3) Accurately forecast and price reimbursable costs so that the owning Military Service may accurately budget for **cross-servicing** funds.

(4) Supply timely funding requirements to each Military Service **for** use in the budget plan.

(5) Provide data to each Military Service on the actual work accomplished.

4. Budget Submission and Execution

a. The principal shall:

(1) Plan, program, budget for, and provide funds to the agent for cross-servicing performed by the agent.

(2) Update budget estimates when required and provide these updates and other needed data to the agent. Updates should include the basis for budget estimates for both the program year (current year plus two) and the budget year (current year plus one) as required by each

Military Service. (The current year is the FY in which operations are being performed.) If tonnage is not a work load factor in the work to be performed, the principal should provide estimated manpower and other quantitative expressions of work load requirements.

(3) Accurately forecast and price reimbursable costs so that the owning Military Service may accurately budget for **cross-**servicing funds.

(4) Supply timely funding requirements to each Military Service for use in the budget plan.

(5) Provide data to each Military Service on the actual work accomplished.

b. The agent shall:

(1) Update budget estimates.

(2) Furnish appropriate dollar and manpower resources according to total direct and reimbursable budgets.

c. **Program** elements for **storage** and maintenance activities are identified in DoD Directive 4145.19, **as** well as in DoD Instruction 7220.29.

5. Billing and Collection Procedures. The following billing and collection procedures apply to cross-servicing transactions within the Department of Defense.

a. Billing Frequency. Monthly billings shall be accomplished **using the SF 1080.** **Progress** billings may be more frequent than monthly, **according** to the Department of **Defense.**

b. Billing Preparation. The agent shall:

(1) Prepare billings for industrial fund activities on a constructive receipt or progress payment basis, using the "no check drawn" procedures unless deviations to this have been authorized. (See DoD Directive 7410.4.)

(2) Prepare billings for nonindustrial fund activities and submit them to the office designated by the principal. This office is specified in the billing instruction contained in the MIPR or other ordering document. Billings and collections for nonindustrial fund activities are processed on a "check issue" basis.

(3) Identify specific MIPRs on the SF 1080 or the **detailed** attachment for the SF 1.080.

(4) Furnish detailed actual costs each month following the month the service was performed.

c. When Payments are Due. Both industrial and nonindustrial fund **activities** payments of billings are due within 30 days of receipt.

6. Certification of Work Performance. The agent's certification on the SF 1080 that work was performed is sufficient evidence for receiving payment by the principal.

D. STOCK CONTROL AND ACCOUNTABILITY

This section provides procedures to fulfill the owning Military Services' inventory requirements and how to process supply transactions among the Military Services. It also explains how to transfer items that qualify for SMCA assignment to the SMCA after they have been released for full scale production. It applies to both of the Military Services owning munitions stored by another Military Service or to Military Services that store munitions owned by another Military Service.

1. Objectives of Stock Control and Accountability Procedures

a. Provide the owning Military Service accurate and timely information on assets stored in another Military Service's storage facility.

b. Maintain an efficient flow of management information so that owning Military Services and the SMCA can respond rapidly and effectively to their own and DoD's requirements.

c. Establish simple and standard codes, documentation, and formats to be used among the owning and storing Military Services.

2. General Policies for Stock Control and Accountability

a. Required Formats. All stock control and accountability **documents shall** be prepared in standard DoD (**MILSTRIP** and **MILSTRAP**) format.

b. Sending Transactions Promptly. Transactions shall be sent by the quickest possible method. AUTODIN shall be used as much as possible.

c. Accountable Records. Two kinds of accountable records are required: custodial and financial. Responsibility for maintaining these records depends on whether the items in the wholesale inventory are SMCA items or **non-SMCA** items.

(1) Custodial **accountability** records for SMCA items in the wholesale inventory are maintained by HQ, **AMCCOM**. These records shall include:

- (a) **NSN/DoDIC**.
- (b) Ownership code.
- (c) Condition code.
- (d) Storage Location code.
- (e) Receipts, issues, and balances.

(f) Other quantitative and financial data determined by the SMCA and the owning Military Service as essential for proper control and management of Military Services-owned stocks co-mingled in storage.

(2) Financial accountability records for SMCA items in the wholesale inventory are maintained by the owning Military Service.

(3) Both custodial and financial **accountability** records for **non-SMCA** items in another Military Service's storage activity are maintained by the owning Military Service.

d. Transaction Reporting. The formats for MILSTRAP transactions shall be prepared in accordance with DoD 4140.22-M and provided to the Military Service ICP by the **SMCA**. Responsibility for the routing of transaction reports depends on whether the items in the wholesale inventory are SMCA items or **non-SMCA** items.

(1) For SMCA items, the SMCA provides transaction reporting to the owning Military Service.

(2) For **non-SMCA** items, the storing activity provides transaction reporting to the owning Military Service.

e. Transaction Error Rejections. Transactions having error conditions shall be returned to the initiators using the format in DoD 4140.22-M.

f. Management Code Limitations. Management codes provide supplemental data not indicated through the transaction coding structure. Inter-Service transactions shall contain only those management codes the Department of Defense has assigned for use.

g. Project Codes. Project codes shall be perpetuated in all documents even when unique to the Military Services.

h. The "M" Modifier. The "M" modifier (denoting thousands) shall be used between the accountable and storing activities as agreed to among the Military Services.

3. Transaction Procedures for Materiel Receipts. Two basic kinds of transactions are associated with materiel receipts: Advance notification and receipt processing. For these purposes, the Preposition Materiel Receipt Cards and Notification and Receipt Document are prepared according to DoD 4140.22-M, Chapter 4, and the following:

a. Advance Notification. Early notification of expected materiel receipts helps storing activities to prepare for their arrival. This preparation **includes** timely setup of due-in records and advanced planning on space allocation. Services directing materiel into Army or single managed (**SM**) storage locations shall provide a **prepositioned** materiel receipt document (**PMRD**) as follows:

(1) When the materiel is SM, a **DIC** DFB shall be sent to the **SM (B14)**. This entry into the commodity command standard system will establish a due-in and concurrently transmit a PMRD to the recipient storage location. This is important if the transaction loop is to be closed. The PMRD provides the depot the **ability to** establish a record header that in turn will reflect the D6B receipt to the Services' records. When there is no PMRD and when the storage location does not have the applicable header, the receipt document will cause an abbreviated header to be built and an inquiry to be sent to DLSC. The DLSC reply provides cataloging data and when entered as an **SM** item (**RIC B14**), the Services will see a transaction DBZ in lieu of a D6B.

(2) When the material is **non-SMCA**, then a **DIC DW_/DU_** should be sent directly to the storage location.

(3) If change in shipping plans or quantity occurs, the owning Military Service must notify the storing Military Service. The storing Military Service documents the change. The document used for the cancellation is prepared with the identical data elements used on the **original** PMRD card. **except** that an "X" over the **punch** is entered in card **column** 25. If the change is one of quantity, the storing Military Service shows the new total quantity on the new PMRD card.

b. Processing Procurement Receipt Actions. All storage activities shall use the **DD** Form 1486 "DoD Materiel Receipt Document," MILSTRAP format, to report receipt of procured materiel. 'On receipt of the materiel, storage activities prepare and send materiel receipt documents, (**D4_**), perpetuating the data previously furnished in the PMRD card.

(1) Acceptance and Receipt at Destination. When **materiel** is received and accepted at the destination, the acceptance and tallying-in operations are accomplished concurrently. Based on the

acceptance inspection, the storage activity prepares separate materiel receipt cards showing the actual condition code of the materiel received. This process does not apply, however, to shipments made directly from production to customer, by-passing depot storage.

(2) Acceptance at Source, but Receipt at Destination. If a shipment is accepted at the procurement or production source, the storage activity prepares the materiel receipt card, entering in the quantity received and verifying the condition code shown on the PMRD card.

(3) Accounting for Partial Shipments. Large shipments involving carload or truckload receipt documentation may require additional identification. As agreed between the owning and storing Military Services, multiple use fields in the DD Form 1486 shall be used to show receipt of multiple partial shipments receipted on the same day.

c. Receipts From Other Than the Procurement or Production Source. Storing activities use the DD Form 1486 to report these receipts. On receipt of the materiel, a materiel receipt card (D6_) is filled out as in paragraph D.3.b., above. If a PMRD card is not available, the required data are extracted from the hard copy documents attached to the materiel.

d. Field Returns. A field activity is sometimes granted authority or directed to return conventional ammunition to a storage activity of another Military Service. All such returns must be accompanied by a properly completed DD Form 1348-1, "DoD Single Line Item Release/Receipt Document." Upon receipt of the materiel, the storing activity prepares a materiel receipt card (DIC D6_) in the prescribed MILSTRIP format and transmits it to AMCCOM (for SMCA items) or to the owning Military Service (for non-SMCA items). In the former case, AMCCOM retransmits receipt transactions on SMCA items to the owning Military Services.

e. Discrepancies

(1) In addition to preparing and transmitting the prescribed materiel receipt card, the storing activity shall report all discrepancies of lost, damaged, or destroyed property, or overages and shortages incident to the shipment using guidance and forms prescribed by Joint Services and Joint Service Regulation AR 735-11-2, AFR 400-54, MCO 4430.3H, DLAR 4140.55, and OPNAVINST 4355.4.

(2) If there is a discrepancy between the quantity shown on the PMRD card and the quantity received, the storing activity shall report the quantity actually received according to DoD 4140.22-M, Appendix C9. The storing activity shall not try to eliminate the discrepancy.

(3) If materiel is received without proper documentation, the storing activity shall use one of the following data sources to develop the materiel receipt card(s):

(a) Authorized procurement delivery documents (DD Form 250, "Material Inspection and Receiving Report") and the vendor's packing lists.

(b) Transportation documents.

(c) Container markings.

(d) Data provided by the custodial ICP at the storage activity's request if receipt documentation cannot be otherwise obtained.

(e) D0 Form 1348-1.

f. Time Limits for Processing Receipts

(1) Receipts from new procurement or production and redistribution shall be processed within 7 calendar days.

(2) Other receipts (field returns, excess, and rollback stocks) shall be processed within 10 calendar days.

g. Distribution of New Procurement Information. The storing activity shall provide the Military Service ICP one copy of each shipping document for materiel received from new procurement.

4. Transaction Procedures for Issues of SMCA Items

a. The Requisitioning and Shipping Process. The AMCCOM Defense Ammunition Directorate controls the issue of SMCA items from the wholesale inventory. The Military Service ICPS send requisitions that are to be filled from Military Service-owned stock in the wholesale inventory to AMCCOM (RIC B14) by means of a referral order (DIC A4_). The AMCCOM Defense Ammunition Directorate, in coordination with the Transportation and Traffic Management Directorate, selects the source and directs the shipment by issuing a MRO (DIC A5_). The Military Services are advised of the source selection by means of an issue (D7_) transaction according to DoD 4140.22-M. To cancel a passing order, the owning Military Service shall submit a MILSTRIP cancellation (AC3).

b. Routing SMCA Requisitions. Requisitions (DIC AO_) are not directly accepted by the SMCA from Air Force, Navy, Coast Guard, or Marine Corps retail customers in the field, but the SMCA passes AO requisitions receipted to the appropriate Military Service ICP. Requisitions received from the Service ICPS with document numbers reflecting the activity address codes of the Military Service ICPS are accepted for processing.

c. Inter-Service Transfer of Assets on the Standing Approval List. To achieve transportation economies and reduce cross hauling of **items** on the Standing Approval List, the SMCA may substitute one Military Service's assets for another. This authority excludes FSG 1370, Pyrotechnics, and may only be used when substitute assets can be simultaneously replaced through a record repayment at another SMCA storage activity. The payback assets must be the same item by NSN (not **DoDIC**), the same quantity, of equal or better condition code, and from on-hand assets, and of equal or greater remaining shelf life (when applicable). For items not on the SAL, the SMCA must get approval from the owning Military Service before making an inter-Service transfer of assets.

d. Documenting Inter-Service Transfers. When an inter-Service transfer of assets on the SAL is initiated, the SMCA provides an ownership gain/loss transaction (**DIC D8S/D9S**) affecting their ownership to the involved Military Services. A simultaneous adjustment is made to the depot lot record reflecting changes in ownership due to inter-Service transfers. The SMCA must notify the affected Military Services within 5 days.

e. Step-by-Step Procedures for Inter-Service Transfers

(1) The SMCA issues the MRO to the storage activity. The **MRO** directs shipment from available assets owned by a Military Service other than the one identified in the document number filed. Upon shipment, the storage activity provides the SMCA with the MRC.

(2) The SMCA provides the initiator of the referral order an inventory adjustment increase transaction (**D8S**) and an issue transaction (**D7_**). These documents reflect a receipt in the initiating Military Services' ownership account at another selected storage site and the issue of the material from that site. These adjustments and issue transactions must reflect the same document number appearing in the referral order. A second transaction (**D7_**) cites this same document number and shows the site from which the assets are being shipped.

(3) Simultaneously with the above, the SMCA initiates an "inter-Service transfer" MRO directing a transfer in ownership at another storage location. This MRO displays an AMCCOM document number, the ownership code of the Military Service that must "pay back" the ammunition, and identifies the gaining Military Service in the supplementary address field by the entry "Y," followed by the appropriate ownership code. An inventory adjustment decrease transaction (**D9S**) is provided to the Military Service whose assets are being transferred. On receiving the MRO, the storage activity **initiates** the change in ownership and provides the SMCA an MRC and receipt transaction. After the SMCA receives the MRC and receipt transaction, the SMCA provides an inventory adjustment increase transaction (**DIC D8S**) to the gaining

Military Service, and the transaction is completed. These receipt and issue transactions must show the same **AMCCOM** document number used in the MRO.

f. Mobilization Deployment Reserves. The Military Service ICPS shall keep the **SMCA** informed of items of materiel (by NSN, quantity, purpose code(s), and storage location) held in reserve for early mobilization deployment. The SMCA shall, in turn, prevent unauthorized releases of these items to routine supply actions. These assets are not available for issue in the source selection process.

5. Issue of Non-SMCA Items

a. The owning Military Service ICP shall prepare the MRO in **MILSTRIP** format and send it directly to the storing activity. The MRO quantities should be by the nearest unit pack quantity whenever practical.

b. Each Military Service shall annually identify to other Military Service storage activities those persons authorized to send telephonic MROS.

6. Processing the MRO. In addition to the instructions in DoD 4140.17-M, Chapter 3, the following procedures apply to processing MROS on items stored in the wholesale inventory:

a. Issue of Requested Quantity and Condition Code

(1) If the MRO has an advice code of 20, the storing activity shall issue items in the exact quantity and condition code requested for the NSN. If issues of exact quantities will create tag-end lots or cause cumbersome repackaging work loads, the storing activity should contact the accountable custodial activity (see paragraph **A.4.a** through **A.4.d.**, above) for clarification or resolution.

(2) If the MRO does not have a **20** advice code and it is necessary to overship or undership, the following procedures apply:

(a) When the quantity shipped is greater than that on the MRO due to unit pack adjustment, the storing activity shall use a DIC of **ARA**.

(b) When the quantity shipped is less than the MRO quantity, the storing activity shall use a DIC of **ARB**.

(c) The storing activity may not substitute items or issue materiel in a lower condition code than specified on the MRO.

(3) The MRO containing condition code **E** and management code **B** will cause storage locations to upgrade materiel to condition code **A** prior to shipment.

b. Consolidation of Shipments. When an MRO is received, the storing activity should try to avoid uneconomical shipment sizes, when **possible**, by consolidating the directed quantity with other shipments. In no case, however, may such consolidated shipments jeopardize meeting the required delivery date (**RDD**).

c. Uniform Materiel Movement and Issue Priority System (UMMIPS). The **UMMIPS** processing standards apply to all activities covered in this section. The **UMMIPS** is amplified by time standards instructions for conventional ammunition in appendix D of this manual. Activities shall process MROS within the **UMMIPS** time frames according to the priority designator in card columns 60-61 of the MRO or the RDD in card columns 62-64.

d. Material Release Confirmation (MRC). The storing activity shall notify the requiring activity of positive supply action by means of an MRC prepared in **MILSTRIP** format. Before sending the MRC, a TCN, **GBL/registered** ensured Parcel Post number, or the FMS notice of availability number must be assigned in card columns 62-67. Within 24 hours after these numbers are assigned, **the** MRC must be sent to the activity issuing the MRO. For partial shipments, the MRC must indicate only the quantity shipped.

e. Shipment Status Notification. In addition to the MRC, the storing activity shall prepare a shipment status. The shipment status shall be sent to the Military Service activity designated as the requisitioner (card columns 30-35) and to the Military Service activity designated as the supply addressee when identified by a valid **DDAAC** (card columns 45-50) and the distribution code (card column 54), when applicable, within 24 hours after shipment.

f. MRD. The storing activity shall prepare an MRD in **MILSTRIP** format for any portion of the total MRO quantity that cannot be shipped. These transactions are sent to the custodial ICP (see subsection **D.2.**, above) that originated the MRO. When AMCCOM is the custodial ICP, it **will not** be the **owning Military Service ICP** using the **MILSTRIP** format. The **following** additional requirements apply to **MRDs**:

(1) In all cases, the reason for MRD shall be **identified**.

(2) An MRO reversal action may not be used in place of an MRD when the total quantity cannot be released.

(3) The applicable management code must be entered in card column 72 of the denial document.

(4) Inventories of assets in storage required as a result of denial actions shall be accomplished as outlined in section F., below.

g. MRO Followups

(1) Only the custodial ICP that placed the MRO may submit **followup** action to a storing activity. For **SMCA** items, the owning Military Service **ICP** shall address **followup** actions to **AMCCOM**.

(2) Time limits for replying **followup** requests are as follows:

a. Priorities 1 through 8: Within 24 hours after receipt of the **followup**.

b. Priorities 9 through 15: Within 2 work days after receipt of the **followup**.

h. MRO Modifications

(1) Only the custodial ICP that placed the MRO may modify it. For **SMCA** items, the owning Military Service ICP shall submit changes to **AMCCOM**. If a field customer needs to change the media and status distribution code or upgrade the priority or RDD, he or she shall transmit a **MILSTRAP** document (DIC AM_) to the owning Military Service ICP. Next the Military Service shall **coordinate** such changes directly with the storage activity processing the MRO.

(2) The storage activity (including transportation elements) shall make every effort to comply with the modification request. The storage activity shall immediately notify the custodial **ICP** if a modification request cannot be complied with. For **SMCA** items, **AMCCOM** shall notify the owning Military Service ICP for resolution of problems encountered on modification requests.

i. Canceling MROS

(1) Only the custodial ICP may initiate the cancellation of MROS. For **SMCA** items, the requisitioning Military Service ICP shall send cancellation requests to **AMCCOM**. Cancellation actions shall not be initiated after the shipment status indicating the **full** MRO quantity requested and shipped has been received from a storing activity.

(2) The storage activity shall 1 number copies of the **DD** Form 1348-1 and distribute them as follows:

(a) Copy 1: Retain at the storage activity.

(b) Copies 2 and 3: Send to the consignees with the materiel, using the following procedures:

1 For single line item shipments, attach these copies to the number 1 shipping container.

2 For consolidated shipments, attach these copies to the shipment pack that applies to each requisition inside the shipping container(s). If the storage container is used as the shipping container, do not open it for the sole purpose of inserting the consignee copies. In this case, place the copies inside the packing list envelope attached to the outside of the number 1 container.

(c) copy 4: Send to the consignee attached to the outside of the number 1 shipping container after use for picking, packing, and item identification.

(d) **Copy 5:** Send to the consignee according to the following:

1 For CONUS shipments, send this copy with the advance copy of the bill of lading.

2 For overseas shipments, mail to the ultimate overseas consignee as shown by the MRO "ship to" address or as otherwise specified by the owning Military Service.

3 For ILP shipments, mail this copy to the Military Assistance Advisory Group (**MAAG**), Office of Defense Cooperation (**ODC**), or equivalent U.S. mission office in the recipient country.

4 If shipment is by a method not requiring this backup documentation (such as Government truck or LOGAIR), destroy this copy.

(e) Copy 6: Provide to the transportation element of the storing activity. However, if the storing activity accumulates the DD Form 1348-1 data by punch card accounting machine (**PCAM**) or ADPE and does not need this copy for audit purposes, it should be destroyed after the data has been posted.

7. Adjustment Transactions

a. General Information

(1) This subparagraph sets up procedures for the following kinds of adjustment actions:

(a) **Changes** in the condition of materiel due to damage, deterioration, **reclassification**, or other causes.

(b) **Reidentification** of improperly **identified** materiel.

(c) On hand inventory changes.

(d) Relief from property accountability and responsibility and reports of survey.

(2) The DD Form 1487, "DoD Materiel Adjustment Document," may be used for either single or dual transactions. The document identifier used distinguishes which technique is applied.

(a) Single transactions. This is a single increase or decrease adjustment transaction (DIC D8_ or D9_) against the inventory control records; examples are losses due to fire, theft, deterioration, and concealed discrepancies.

(b) Dual transaction. This is a transaction to record changes in condition or ownership using the "FROM" and "TO" data fields in the single input card (DIC, DAC, DAD, and DAS).

(3) For non-SMCA items, if a Military Service or agency uses single transactions in the D8_ and D9_ series internally for condition or purpose changes, the storing activity shall provide equivalent Department of Army series documents to the owning Military Service or agency.

(4) Materiel adjustment cards shall not be used to record changes in ownership.

b. Changes in Condition. See Appendix G, below, for an explanation of ammunition condition codes.

(1) If inspection of stocks on hand shows a change in condition of the materiel, storage activities shall use the DD Form 1487 to report such variances to the custodial ICP. For SMCA items, AMCCOM shall retransmit the data to the owning Military Service ICP. DIC DAC is used, and both the "FROM" and "TO" condition code fields are completed;

(2) Materiel previously reported as a receipt/return suspended to condition code K for condition determination must be classified within 45 calendar days after such suspension. In these cases, the DD Form 1487 shall indicate the same document number as shown on the original receipt transaction.

c. Reidentification of Stock

(1) When inspection shows an item in stock has been incorrectly identified, the storage activity shall transmit two or more DD Form 1487, prepared as outlined in MILSTRAP. The first card shall contain the incorrect stock number, the quantity, and DIC D9J. The other card(s) shall contain the correct stock number(s), quantity(s), and DIC D8J.

(2) The adjustment cards (DD Forms 1487) must contain the same document number. The ICP shall enter suffix codes "A" through "Z" (except "I" or "O") and "2" through "9" to distinguish between cards having the same document number.

d. Stock Number and Unit of Issue Changes. When one of these changes occurs, the owning Military Service **ICP shall** generate and process two DD Forms 1487. The first card shall contain the replaced stock number, DIC D9K (decrease catalog change), and suffix code "A." The second card shall contain the same document number as the first card, the replacing stock number, the replacing unit of issue, the same quantity as the first card, DIC D8K (increase catalog data change), and suffix code "B."

e. Lot and Serial Number Control

(1) The storing activity **shall** maintain records on the quantity stored by ownership code, lot and serial number, and condition.

(2) When the custodial accountable activity directs a release order for a specific lot or serial number, it shall annotate that data in the remarks of the MRO.

8. Relief From Property Accountability and Responsibility and Reports of Survey

a. For non-SMCA items, each Military Service has its own directive governing property accountability and responsibility requiring certification by an accountable or responsible officer. The following outlines cross-Service procedures to determine if there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use of Government property and to provide for authoritative certification for relief from pecuniary liability and property responsibility.

(1) For non-SMCA items, the reports of survey may be prepared by the owning Military Service immediately upon discovery of unexplained losses, destruction, or missing property.

(2) Errors between the accountable balance and the physical inventory can be computer-generated. Because of this, a Government Property Lost or Damaged (**GPLD**) Certification (figure 7-1) **shall** be mailed to storage activities in advance of a request for a report of survey for unexplained losses. A reply to the certificate is required within 15 work days to ensure a report of survey is begun as soon as possible after the reported loss.

(3) As required by the circumstances, the DD Form Z00, "Report of Survey," shall **be** initiated as follows:

PROPERTY LOST OR DAMAGED

C E R T I F I C A T E

Part I (To be completed by responsible officer)

I certify that the item(s) described below was lost/damaged (strike out one), and the cause for such loss or damage was not by gross negligence. Willful circumstances of the loss or damage are properly described in the attached investigative report and/or shown below.

<u>Stock Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Total Cost</u>
---------------------	--------------------	-----------------	-------------------

Circumstances of loss of damage:

Signature

Part II (To be completed by appointing authority)

No. _____

I have reviewed the evidence pertaining to the loss or damage and agree/do not agree (strike out one) that the loss or damage to the property was not due to gross negligence, willful misconduct, or deliberate unauthorized use. The following action shall be taken.

_____ An inventory adjustment shall be made in the property book for the property that was not lost through gross negligence, willful misconduct, or deliberate unauthorized use.

_____ The damaged property shall be repaired and charged to **O&M** funds as fair wear and tear as the damage was not caused by gross negligence, willful misconduct, or deliberate unauthorized use.

_____ 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.

Date

Signature

Figure 7-1. Sample Property Lost or Damaged Certificate.

(a) Complete blocks 1 through 13. Block 4 should state, "The accountable activity and stock record account number (fill in)."

(b) Block 11 - In addition to the description, extenuating circumstances regarding the losses identified by the accountable activity must include all known details involved in the loss. If additional space is required, state, "See **attached** exhibits." Provide backup data and references to validate the loss. Attach copies of research documents that support the inability to explain the loss. These may include, for example, computer products, research registers, letters prior to the report of survey, inventory vouchers, and other documents.

(c) Block 12 - The affidavit shall be completed by the responsible officer at the custodial storing activity and notarized regarding the **comments** in block 14.

(d) Block 15 - Certification shall remain blank for all owning Military Service accounts stored at the other storage activities. The owning Military Service accountable officer or responsible officer shall sign the certification and final acceptance of the findings in the report of survey. The owning Military Service shall return unacceptable findings to the storage activity for additional research/assistance required.

(e) Blocks 12 through 25 are completed as appropriate by the organization responsible for accomplishing the report of survey.

(f) In addition to the survey board's findings, the appointing authority shall require a **legal** opinion by the Staff Judge Advocate General's Office on the Survey Board's action. When this is done, the appointing authority completes block 37, showing approval of the Survey Board's statement of findings in blocks 26 and 33.

b. When the report of survey on property under an owning Military Service's accountability is used as evidence in other Military Service's investigative reports or special investigations, a copy of the signed affidavit (DD Form 200) shall be returned to the owning Military Service. This **should be** accompanied by a **cover letter** explaining that a copy of the report of survey is being used as supporting evidence for further investigation.

c. Concealed shortages, damage, and latent defects are **generally** discovered by the custodial activity. These may be found after the receiving officer's inspection. Such disclosures shall be processed on reports of survey or GPLD certifications unless the preliminary investigation shows beyond reasonable doubt that the loss or damage is the carrier's fault. In the latter case, process a freight

Loss and damage claim according to prescribed procedures, except on sensitive items, regardless of cost. Concealed discrepancies in articles packed in containers received from an owning Military Service's activity, other Military Services, and DoD agencies, and valued at less than \$500, may be cleared by using GPLD certificate, unless administrative judgment dictates otherwise. In making this decision, the custodial activity must consider the consignor from where the materiel was shipped, and pay particular attention to the type of production facility involved (GOGO, **GOCO**, or **COCO**). GOGO facilities shall use the report of survey, except as specified otherwise above.

d. Collections from report of survey litigation and provisions for reciprocal agreements between the Military Services are handled as follows:

(1) Personnel of one **Military Service** are sometimes held liable for property owned by another Military Service. In such cases, the action on and routing of reports of survey outlined in paragraph **D.8.a.**, above, are governed by the regulations of the owning Military Service regardless for the Military Service assignment of the person held liable.

(2) If an owning **Military Service** report of survey holds a storing Military Service member pecuniarily liable, **administrative** action shall not be taken until the report has been approved by the owning Military Service secretary. This applies to civilian, enlisted, and commissioned officer personnel. After secretariat approval, the major **command** concerned shall notify the equivalent Military Service **commander** of the charge and request collection. All Military Services agree to the finality of the other Military Service's approval of pecuniary charges against their personnel. Therefore, collection action shall be taken on receipt of the request from another Military Service's **commander** authorized by the particular Military Service's regulations to take final action.

9. Materiel Expended in Destructive Tests. Unless otherwise directed by the accountable activity, destructive tests are conducted under the procedures established by the storing activity and concurred in by the the owning Military Service. When items are consumed in destructive tests, the storing activity shall prepare a D9_ inventory adjustment, and send it to the owning Military Service. For SMCA items, the storing activity shall convert the **D9_ to** an issue transaction (DIC D7G) and provide it to the owning Military Service.

10. Redistribution of Assets from Retail to Wholesale

a. Shipments of More Than One Ton. All movements of ammunition that exceed one ton from retail activities to SMCA storage require prior coordination with the **AMCCOM** Defense Ammunition Directorate. The SMCA shall designate the wholesale storage location to which the ammunition

will be shipped. Requests for redistribution of assets must include exception data if the owning Military Service requires **ammunition** to be located at a specific site to support mobilization stock reservation levels, Military Service-oriented contingency plans, predetermined maintenance depots, or readiness requirements.

b. Shipments of Less Than One Ton. The owning Military Service ICPS shall provide shipping instructions to their **field** customers without prior approval from the **SMCA**.

11. Processing Assignment of Conventional Ammunition to the SMCA

a. Creating the Record. On the effective date of assignment, the storing depots, as part of their cataloging update, shall generate Physical Inventory Count Cards (**DIC DKA**). These are completed for **all** on hand stocks according to DoD 4140.22-M.

b. Where to Send DKA Cards. The storing activity shall transmit the DKA as follows.

(1) To the SMCA for assumption of custodial **accountability**.

(2) To the owning Military Service **ICP**, who shall ensure the DKA card furnished to the SMCA agrees with ICP records as to the quantity on hand.

c. Discrepancies in DKA Cards. If a Military Service ICP finds a discrepancy in a DKA card, an attempt should be made to resolve it by a transaction reconciliation with the storing activity. If the discrepancy cannot be resolved in this way, the Military Service ICP may request a special inventory by the **SMCA**.

d. Posting Inventory Results

- (1) **If** a physical inventory shows the DKA card balance (custodial record balance) is in error, the SMCA record **shall** be adjusted accordingly.

(2) **If** the physical inventory shows the DKA card balance is correct, the Military Service ICP shall make the appropriate adjustment to its record.

E. DEPOT SUPPLY OPERATIONS

This section gives general guidance and uniform policies and procedures for depot supply operations. It applies to both inter-Service and **intra-Service** support SMCA and non-SMCA materiel.

1. General Policies for Depot Supply Operations

a. Ownership Identification

(1) Ownership shall be **maintained** in the custodial accountable record, rather than in the storage location.

(2) An ammunition lot **having** multiple owners shall not be separated by owner in storage.

(3) Storing activities shall maintain magazine data cards on all materiel in storage. Ownership and condition codes **shall** not be shown on the magazine data card.

b. Authorized Contacts Between Storing Activities and Owing Military Services. Depots and depot activities may make direct contact with the owning Military Services to resolve day-to-day technical problems. On matters of policy, however, such direct contact are not authorized.

c. Explosive Ordnance Disposal (EOD) Requirements. If the materiel to be stored is not common to the storing activity, the owning Military Service must ensure appropriate EOD publications and pertinent technical data are available at the nearest EOD team, group, or unit location before the materiel arrives. All EOD publications for U.S. and foreign ordnance are available through the Commanding Officer, Naval Explosives Ordnance Disposal Technology Center, Indian Head, MD 20640.

d. Use of Open Storage. Ammunition end items and components shall not be placed in open storage without prior joint approval from the **SMCA**, the owning Military Service, and (when **DESCOM** depots are involved) **DESCOM**. Such approval must be documented by a formal waiver in accordance with appropriate safety regulations.

e. Inability of a Storing Activity to Perform All Required Functions. If operational conflicts imposed by an owning Military Service prevent a depot from performing all functions effectively and efficiently, the following applies.

(1) On **SMCA** materiel, **DESCOM** depots and depot activities shall report all such conflicts to both **AMCCOM** and **DESCOM**.

(2) The **AMCCOM** depots, plants, and arsenals shall report all such conflicts to **AMCCOM**.

f. Storage and Outloading Drawings. Storage and **outloading** of all **SMCA** and **non-SMCA** ammunition end items and components shall be according to approved storage and **outloading** drawings. Principles and practices prescribed by other drawings shall be adapted when a drawing is not available for the specific item being stored. Army storage activities shall advise the Director, Defense Ammunition Center and School, ATTN: **SMCAC-DEO**, Savanna, IL 61074-9639, of requirements for drawings. Telephone contacts may be used if necessary.

g. Condition Coding. Condition coding of ammunition end items and components shall be in accordance with Appendix F, below, of this manual.

h. Owning Military Service Inspection Rights. The owning Military Service may inspect its ammunition in storage as to physical count and condition. Scheduled visits to storage activities must be coordinated **with the** appropriate office of primary responsibility, **who** in turn shall coordinate the visit through Military Service **command** channels.

2. Technical Procedures for Depot Supply Operations

a. Providing Required Technical Data and Publications. If the materiel to be stored is not common to the **storing** Military Service, the owning Military Service shall ensure that all **requirements;** plus special handling and shipping requirements are provided to the storage activity before receiving the materiel. The owning Military Service shall also furnish special surveillance requirements to the **AMCCOM** Product Assurance Directorate for dissemination to Army storage activities.

b. Reporting Changes in Technical Data. Changes in technical data on materiel held in stock are transmitted to the owning Military Service according to section B., above. Additional data not provided for in the SIDC card shall be sent in hard copy.

c. Storage and Shipping Procedures for Common Items. Unless specifically requested otherwise by the owning Military Service, the procedures of the storing Military Service shall be used for common items to ensure standardization of methods.

d. Providing Special Inspection, Test, and Handling Equipment. When required by the storing activity, equipment of this nature **shall** be provided by the owning Military Service and shall be negotiated on a case-by-case basis.

3. Depot Operational Functions

a. Origins of Receipts. Materiel is received at a depot from procurement or production sources, field returns (ports, bases, posts, camps, or stations), other customers, interdepot shipments, returns from maintenance, property disposal office (**PDO**) accounts, and surveillance accounts.

b. Storage Procedures. The following procedures apply to the use of **DARCOM** Form 1385, "Magazine Data Card":

(1) The storing activity shall prepare and affix a magazine data card to each **lot** of ammunition in storage or each portion of a lot if more than one location exists for the same lot within a storage structure, such as a magazine or warehouse.

(2) When the same lot in a location has more than one owner, separate magazine data cards shall not be maintained for each owner.

(3) Ownership transfers that do not **result** in a change on the quantity (balance) shown on the magazine data card are not recorded on the card.

(4) When **more** than four lots are on one pallet **lot**, a multi lot pallet magazine data card is used instead of the basic magazine data card.

(5) Serial **ly** numbered items need only one magazine data card for each storage structure.

c. Issue (Shipping) Procedures

(1) Lot Number Notification. The consignor shall notify the consignee of the total quantity of each lot number to be shipped against a document number. To **do** this, the consignor uses the **DD** Form 1348-1 and the Report of Shipment (REPSHIP) message called for in DoD 4500.32-R, Volume I, Chapter 4 (**MILSTAMP**). This notification must be early enough to permit proper storage planning before the materiel is received.

(2) Lot Selection. The owning Military Service shall not normally designate a specific lot or serial number to be shipped. Due to special owning Military Service requirements, however, this may sometimes occur. When feasible, storage activities shall ship multiple lots to meet Marine Corps (**PWR/TRAINING**) and Navy training requirements. Shipments shall always consist of at least two lots any time the quantity shipped exceeds one unit pack.

(3) Preparation for Shipment

(a) Preshipment inspections are done according to **applicable storing** Military Service directives, as well as any special additional **requirements** of the owning Military Service.

(b) Explosives, explosive loaded items, and other dangerous materiel are prepared, loaded, and secured for shipment according to current regulations governing their movement, as well as any special requirements imposed by the owning Military Service.

(c) Procedures for and special requirements and regulations on **transporting** explosives and other dangerous materials are

discussed in Chapter 9. Chapter 9 also specifies procedures for obtaining DoT exemptions, permits, Military Service certifications, and waivers.

d. Preservation and Packaging

(1) Preservation and packaging operations are done to upgrade materiel in storage and correct nonfunctional defects. They involve derusting, cleaning, painting, and repackaging materiel normally found in condition code E. This work is programmed and funded by the storing agent (see Chapter 8).

(2) Preservation and packaging operations may result from surveillance inspections by depot personnel or from management decisions by the owning Military Service.

(a) The storage activity shall report to the owning Military Service through the storing agent (**AMCCOM**) each case in which surveillance inspections show a need for preservation and packaging. The report must identify the item, the extent of inspection, the findings, the quantity affected, recommended corrective action, estimated cost, and proposed schedule. Any special packaging or other materiel needed to take corrective action, and which is to be supplied by the **owning** Military Service, must also be identified.

(b) For **non-SMCA** items, the owning Military Service shall advise the storing activity of the disposition to be made of the materiel reported within 30 days after being told of the need for preservation and packaging.

(c) For SMCA items, the SMCA shall publish a priority list for application of preservation and packaging funds.

(d) The owning Military Service shall send information on its preservation and packaging request at such times as they determine those operations to be required. The information shall include the work to be accomplished, the materiel affected, and the desired schedule. Each concerned depot shall schedule the operation in keeping with the owning Military Service's desires **to the** extent permitted by prior commitments of resources. If desired schedules cannot be met, the owning Military Service shall be advised and furnished with the best alternative schedule.

e. Demilitarization

(1) Excess or irreparable nonenergetic ammunition end items and components in storage requiring demilitarization shall be transferred by the appropriate **MILSTRAP** documents by the owning Military Service or the SMCA to the Special Defense Property Disposal Account

(SDPDA) at the storing installation. Activity address codes for these accounts are shown in DoD Directive 4000.25.

(2) Excess or irreparable energetic ammunition end item and components in storage that require demilitarization shall be transferred to the centralized demilitarization account **(B5A)**. The SMCA items shall be transferred via internal procedures with appropriate coordination. Transactions for **non-SMCA** items shall be initiated by the owning/managing Military Service. A request for acceptance into the centralized demilitarization account **(B5A)** shall be sent by message to HQ, **AMCCOM**, ATTN: **AMSMC-DSD**. The request shall include NSN, quantity, lot number, and storage location. It shall also advise that the item is safe for continued storage, provided required logistics data, and reference appropriate technical guidance for demilitarization. Within 30 days, a review of the request shall be accomplished and a response shall be sent to the owner accepting shipment to the demilitarization account at a selected location. The storage location will receive a copy of this acceptance to ensure that only authorized items are received into the centralized demilitarization account **(B5A)**. These assets shall be included in the demilitarization account **pending** future demilitarization direction.

(3) Each storage installation commander shall designate an accountable property officer for SDPDA.

(4) The accountable property officer shall maintain accountable records for all materiel in the **SDPDA**.

(5) Detailed information on demilitarization and disposal is in Chapter 13.

F. PHYSICAL INVENTORY

This section prescribes policy and establishes responsibilities, performance objectives, procedures, and reporting requirements for physical inventory, quality control checks, and location record audits. The objective is to ensure the greatest practicable accuracy in inventory **accounting**. This section applies to the logistics **elements** of the **Military Service** for SMCA and **non-SMCA** materiel stored in Army storage activities.

1. Physical Inventory Policies

a. Personnel Qualifications. The physical inventories, location surveys, inventory quality control functions, and location audit reconciliations prescribed in this section shall be performed by an inventory organization staffed with personnel highly trained in inventory skills and related supply functions.

b. Storage Practices in Support of Physical Inventory. Storage activities shall use sound storing practices to continually maintain

stock in a manner conducive to performing physical counts and location surveys. Stock shall be properly identified, classified, and marked accordingly. Materiel shall be rewarehoused as necessary to accomplish inventory.

c. Inventory Schedules. A complete scheduled inventory shall be accomplished at least once each fiscal year. For non-SMCA items, accountable supply distribution activities (**ASDAs**) shall provide each storing activity an **annual** inventory schedule 30 days before the beginning of each fiscal year. Storing activities and ASDAs shall mutually agree on specific dates for accomplishing reconciliation of custodial balances.

d. Ensuring Accuracy. Physical inventory procedures **shall** provide asset-to-record accuracy with positive control of materiel and documentation that are "in float," such as MROS, receipts, catalog changes and other data changes. Cutoff dates must be set for **non-SMCA** items. Procedures must also provide that the ability to identify and ensure consideration is given to all preinventory and post-inventory actions.

e. Counting and Adjustment Methods

(1) Physical inventory adjustments are the accounting transactions to correct book balances to agree with physical counts of items. Such adjustments may result from a regularly scheduled physical inventory, a potential discrepancy revealed by a material release denial or location survey, or erroneous capitalization or **decapitalization** actions. Physical inventory adjustments do not include the following:

(a) Reidentification of stock.

(b) Standard price changes.

(c) Catalog data changes.

(d) Condition and purpose code changes.

(e) Condemnation of material resulting from rebuild and surveillance programs.

(f) Inventory adjustments resulting from clerical or mechanical accounting errors but that cannot be corrected by reversing the original transaction shall be processed using DICS **D8B/D9B** as described in DoD 4140.22-M.

(2) When custodial records are maintained at the storing activity, materiel in storage shall be counted by the single count method. The magazine data card count may be used for first count purposes. The single count shall be compared to the custodial records and the inventory subjected to a second count if records and count do

not agree. The second count shall also be compared to the records. If these do not agree, the second count shall be compared to the first count. If the first and second count agree, the records shall be adjusted to agree with the count. If the first and second counts **do** not agree, a third count and post count validation shall be done.

(3) When custodial records are not maintained at the storing activity, materiel shall be inventoried by the two count method. This requires two separate counts, with recounts until two counts agree. Recounts may be made by the same persons who did the original count.

f. Location Survey Frequency. A complete location survey shall be conducted at each storing activity at least once each fiscal year and more often if needed.

g. Location Audit Reconciliation Frequency. A complete location audit reconciliation of all conventional ammunition, including sensitive items, shall be conducted at least once each fiscal year **and** more often if needed.

h. Accuracy Standards. The minimum acceptable accuracy standards for both the location record accuracy and the location survey is 98 percent. Accuracy is calculated by dividing the number of records audited or locations surveyed into the number of errors and subtracting the quotient from 100 percent.

i. Inventory Coordinators. The ASDAS and storing activities shall each **designate** an inventory coordinator and an alternate who shall be the primary point of contact on the inventory program. Each Military Service shall provide the names, office code or symbol, and AUTOVON numbers of its principal and **alternate** inventory coordinator to the Chief, **AMC** Logistics Support Systems Activity (**LSSA**), ATTN: **AMXLS**, **Chambersburg**, PA 17201-4180, for publication and distribution.

j. Quality Control. The **ASDAs** and storing activities shall implement quality control programs to measure and control the incidence of error occurrence in the following functional areas:

- (1) Warehousing practices.
- (2) Receiving practices.
- (3) Issuing practices.
- (4) Validity of automated data.
- (5) Inventory practices.

k. Records Retention. Accountable documentation for audit trail purposes shall be retained for at least 2 years on the following:

Receipts, issues, shipments, transfers, condition code changes, registers, records, files, and tape data. Automated inventory control systems shall be designed to facilitate the printout of transaction histories that indicate the date the last physical inventory was conducted for each item. Backup documentation that directly pertains to individual cases of physical inventory adjustment research efforts **shall** be retained.

1. Using the Magazine Data Card. The balance shown on the magazine data card shall be used for first count.

(1) Magazine data cards showing the following information shall be placed on materiel in storage:

(a) **NSN/DoDIC.**

(b) Nomenclature.

(c) Lot number (serial number for serial number controlled non-SMCA items).

(d) Location.

(e) Quantity.

(2) Magazine data cards shall be updated to show receipt, issue, adjustment, inventory, and relocation actions. The following information shall be included for each transaction:

(a) Date.

(b) Document number (if applicable).

(c) Gain (+) or Loss (-) indication.

(d) Transaction quantity.

(e) **Bal** ante after the transaction.

(f) Signature.

(3) Only essential entries shall be made on magazine data cards.

2. Physical Inventory Responsibilities

a. The Military Services shall:

(1) Prescribe basic Military Service inventory policies, responsibilities, and procedures to implement and comply with this manual.

(2) Evaluate the performance and effectiveness of the inventory system and initiate needed improvements.

(3) Provide command emphasis and furnish resources (funding, personnel, and ADP support) to ensure compliance with the physical inventory requirements in this manual.

(4) Through quality control procedures, ensure effective control of error introduction into the accountable records.

(5) Designate an inventory control coordinator and alternate.

(6) For non-SMCA items, furnish storage activities an annual inventory schedule at least 30 days before the beginning of each fiscal year.

(7) Send recommendations for improving the physical inventory procedures in this **manual** to Commander, **AMCCOM**, ATTN **AMSMC-DS**, Rock Island, IL 61299-6000.

b. The Commander of Each Storage Activity shall:

(1) Provide command emphasis and furnish resources (funding, personnel, and ADP support) to ensure compliance with the physical inventory requirements in this manual.

(2) Conduct inventories and reconciliations as prescribed in this manual.

(3) Use quality control procedures to control error rates in inventory and location processes.

- **(4)** For **non-SMCA** items, furnish reports of inventory performance on request from the owning Military Service.

(5) Designate an inventory coordinator and alternative.

(6) Send recommendations for improving physical inventory procedures in this manual to Commander, **AMCCOM**, ATTN: **AMSMC-DS**, Rock Island, IL 61299-6000.

3. Detailed Procedures for Physical Inventory

a. SMCA Items in the Wholesale Storage Account

(1) The physical inventory program for SMCA items stored at wholesale storing installations shall comply with AMCR 740-17. These procedures, many of which are automated, are summarized below:

(a) A perpetual ammunition location survey shall be conducted on a continuing basis in location sequence. When a location is surveyed, compare the magazine data card (MDC) quantity to that on the location survey work card. If there is a mismatch, count the stock, correct the MDC (if necessary), and again compare the quantities. Code and reenter the location survey work card to update the ammunition lot file. When all locations for a stock number have been surveyed and the ammunition lot file updated, the system automatically generates requests for mismatches. Inventory reconciliation automatically takes place with appropriate owners when all locations show matched quantities, or the stock number has been inventoried.

(b) Quarterly (March, June, September, and December), each Standard Depot System (SDS) depot performs a record audit/match with AMCCOM. The record match includes the balance on hand by the owner as shown in depot records. If there is a mismatch between AMCCOM and depot records, AMCCOM shall request a physical inventory. If the inventory count does not agree with the AMCCOM balance, an inventory adjustment is required. To do an inventory adjustment, compare the transactions posted by the depot to those posted by AMCCOM. Post any missing transactions. This may preclude the need for adjustments. If, however, after posting all missing transactions there are still mismatches, an inventory adjustment must be made. Inventory gains that cannot be reconciled onto the accountable record under the proper ownership shall be adjusted. If there are inventory losses that cannot be reconciled, AMCCOM shall request the depot to start a Report of Survey on any losses of sensitive items and for all other losses over \$10,000. Reports of Survey require the approval of the AMCCOM Comptroller. On their request, the owning Military Service shall be provided a copy of any Report of Survey involving their assets.

(c) If an MRD occurs, AMCCOM shall request a physical inventory if the reason for denial cannot be ascertained.

(2) SMCA items stored at AMCCOM arsenals and GOCO ammunition plants shall be inventoried according to AMCR 740-17.

(3) Owning Military Services may request special inventories of the SMCA held assets in the wholesale inventory. They shall submit such requests, with justification, by the mode commensurate with the urgency of the requirement to Commander, AMCCOM, ATTN: AMSMC-DSC.

(4) The SMCA shall perform a balance file reconciliation with each owning Military Service monthly, at the end-of-the-month cutoff. The procedure for this reconciliation is as follows:

(a) On the date agreed to, AMCCOM sends each owning Military Service a magnetic tape record of all that Military Service's

ammunition on hand in wholesale storage. The DZA transaction is prepared in accordance with DoD 4140.22-M.

(b) Military Service ICPS compare the accountable record balance to their balances. If they do not agree and the difference cannot be reconciled using the local transaction history, the SMCA provides a request and a transaction history (audit trail). Military Service ICPS should send requests by mail or telephone to HQ, **AMCCOM**, ATTN: **AMSMC-DSC**. The NSN and location must be included in the request.

b. Non-SMCA Items in Army Storage Activities

(1) Location Survey

(a) At least once each fiscal year, each storing activity shall validate the accuracy of location records and the materiel in location.

(b) The objectives of a location survey are to determine the **accuracy** of **central** locator records and inventory requirements and to **identify** and correct discrepancies in the records and materiel in storage.

(c) The **location** survey shall validate the following as a minimum:

- 1 NSN.
- 2 Lot number (serial number for non-SMCA serial number controlled).
- 3 Unit of issue.
- 4 Ownership.
- 5 Location.
- 6 Physical security and pilferage code.
- 7 Completeness and accuracy of magazine data card entries.
- 8 Quantity.

(d) A verification quantity representing the first count in the physical inventory may be included as a part of the location survey.

(e) Verification of the physical security and pilferage code accuracy means ensuring all materiel assigned codes other than "U" are in secure areas commensurate with the **code**.

(f) The following discrepancies shall be identified and corrective action started during the location survey. They are used to compute locator accuracy:

1 Materiel in storage with no corresponding location record (**establish** location record).

2 A location record with no corresponding materiel in storage (kill or delete record location).

3 Mixed stock.

4 Unit of issue.

5 Lot number of serial number.

6 Ownership.

(9) Such working documents as location survey work cards shall be retained at least until a quality control check can be done to verify the accuracy of the survey.

(2) Location Audit Reconciliation

(a) A location audit reconciliation shall be conducted at least once each fiscal year.

(b) The location audit reconciliation is done after location records have been validated by the location survey.

(c) The reconciliation is **a match** between valid location (custodial) records and the accountable records. The purpose is **to** identify and correct such conditions as materiel in storage not being on accountable records, materiel being on the accountable record **but** not in storage, and disagreements between **common** elements of data.

(d) The following elements of data are compared in the location audit reconciliation:

1 NSN.

2 Unit of issue.

3 Physical security and pilferage code.

4 Condition code. "

- 5 Ownership.
- 6 Storing Activity.
- 7 Inventory category code.
- 8 Lot or serial number.

(e) Each storing activity shall prepare reconciliation request cards (**DIC DZH**) according to DoD 4140.22-M, and provide them to the ASDA on the following dates:

- 1 Army: First Tuesday in March.
- 2 Navy: First Tuesday in May.
- 3 Marine Corps: First Tuesday in July.
- 4 Air Force: First Tuesday in September.

(f) On receiving the location audit reconciliation request cards, ASDAS shall compare the data elements to the accountable record and identify discrepancies.

(g) After researching discrepancies, **ASDAs** shall, as appropriate, either correct the accountable record or prepare a storage item data correction card (other Military Service/Agency) (**DIC DZB**). This is to update the custodial record as described in section B., above.

(h) Storing activities shall use the DZB cards they receive to correct the custodial record.

(i) The ASDAS shall prepare DoD physical inventory documents (**DIC DJA**) for stock numbers reported-by the storing activity but not on the accountable record, or for those on the accountable record, but not reported by the storing activity. They shall also fill **out the** DJA cards in accordance with DoD 4140.22-M and send them to the storing activity.

(j) Based on the DJA cards they receive, storing activities shall perform physical inventory as outlined in paragraph F.3.c., below.

c. How to Conduct the Physical Inventory

(1) Scheduling

(a) Storing activities shall inventory each item stored for another Military Service at least once each fiscal year. Reconciliation of the results of the survey shall **be** as scheduled by the ASDA. For SMCA items, requests for inventory shall be accepted only from **AMCCOM**.

(b) Storing activities shall perform special, spot, and selected item inventories (type of physical inventory codes C, D, E, and F) upon request of the **ASDA**.

(c) The **ASDAs** shall give storing activities a proposed schedule for reconciling physical inventories. The schedule must include cutoff dates and ranges of stock numbers to be reconciled on each date.

(d) After receiving the reconciliation schedule, **storing** activities shall either approve it or negotiate with the ASDA to find an acceptable date.

(e) The ASDAs may modify schedules previously agreed to, subject to the approval of the storing activity.

(f) Storing activities shall complete physical inventories, including adjustments to the custodial record, before reconciling the inventory with the **ASDA**.

(9) If unable for valid reasons to complete the physical inventory before the scheduled reconciliation date, the storing activity **shall immediately** notify the **ASDA**. This notification must include the reason for the delay and the earliest practical date the reconciliation can be done. The storing activity and the ASDA **shall** negotiate a mutually agreeable cutoff date. For SMCA items, the notification **shall** be sent to **AMCCOM**.

(2) Research Activities During Physical Inventory. Inventory research consists of investigations of potential or actual discrepancies between physical counts **and** recorded balances. The purpose is to determine the correct balance and the causes of discrepancies. There are three types of research:

(a) Post-count validation is a comparison of physical count with potential recorded balances or another count. The most recent transactions must be considered and include a search of temporary location areas. The purpose of post-count validation ends when the accuracy of the count has been verified, when any necessary recounts have been taken, or the discrepancy is \$500 or less.

(b) Preadjustment research is an investigation of potential discrepancies that includes recent transactions, unposted or rejected documentation, search of temporary location areas, and

verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

(c) Causative research is an investigation of discrepancies consisting of a complete review of all transactions occurring since the last inventory, including supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation. The purpose of causative research is to **assign** a cause to the discrepancy so that corrective action may be taken. Causative research ends when the cause of the discrepancy has been discovered or when, after review of transactions back to the last inventory, no conclusive findings are possible. On a quarterly basis, a list of unresolved physical inventory loss adjustments for controlled inventory items, along with the results of causative research, shall be furnished to security officials of the storage activity from which the loss occurred. **The** purpose of this action is to determine whether there is probable cause to suspect theft.

(3) Conducting the Physical Inventory

(a) Unless otherwise negotiated, the storing activity shall perform actual counting of materiel according to the appropriate Military Service regulation. Magazine data card quantities may be used as first count quantities.

(b) Physical inventory shall include positive control of materiel and transactions (receipts, issue adjustments, catalog changes) in float, or all transactions other than priorities 01 through 08 issues **shall** be suspended during counting.

(c) Inventory first counts may be accomplished together with the location survey.

(d) Storing activities shall complete inventory counts, do post-count validation research, and if required, adjust the custodial record balance to agree with the physical count.

(e) Storing activities shall prepare DKA cards as of the close of business on the count date of the inventory reconciliation schedule; send **DKA** cards to the **ASDA** by transceiver; not use the "M" modifier to express quantities exceeding the 7-position quantity field of the **DKA** unless agreed upon between Military Services; prepare additional cards to report the total custodial balance quantity.

(f) The **ASDAs** shall suspend in-f lost transactions on the cutoff date for a long enough time to ensure an accurate reconciliation of record balances.

(g) Upon receiving DKA cards from storing activities, **ASDAs** shall reconcile custodial account balances with accountable record balances.

(h) The **ASDAs** shall do preadjustment research and adjust the accountable record to agree with the custodial balance quantity, considering in-float transactions.

(i) For discrepancies of \$500 or more, and for all discrepancies on controlled or sensitive items, the **ASDAs** shall do causative research. This research is used to support a report of survey if one is required. The accountable officer is the final approval authority for inventory adjustment. To do causative research or support a report of survey, the ASDA may ask the storing activity to provide transaction histories back to the date of the last inventory.

(j) On the request of the ASDA, storing activities shall provide transaction histories back to the date of the last inventory in support of causative research and reports of survey.

(k) The **ASDAs** may ask for a recount by preparing a DJA card with management code "M" and sending it to the storing activity.

(1) Storing activities shall do recounts in the same way as other inventories when so requested by the ASDA.

(4) Reporting. When the ASDA or owning Military Service asks for it, storing activities shall provide performance data on locator-record accuracy and other information needed to complete entries in the Report of Inventory Control Effectiveness (RCS **DD-I&L(Q)935**).

(5) Quality Control. The ASDAs and storing activities shall make physical inventory quality control checks as follows to measure and control error incidence. Included are:

(a) The warehousing function, including checks of storage practices, identification of materiel in storage, and location record accuracy.

(b) Receiving practices, including checks of documentation, quantity, processing timeliness, and verification of daily input data to the location system.

(c) Issuing practices, including checks of legibility of issue documents; accuracy of stock selection to identify quantities, unit of issues, shelf life, and condition codes; and marking of outgoing shipments.

(d) Validity of automated data, including checks of all keypunched receipts, location inputs, and issue and adjustment documents.

(e) Inventory practices, including checks of all inventory counts, documentation, and adjustments at both the ASDAS and storing activities.

(f) Whenever possible, quality control checks of the work process in subparagraphs **F.3.c.(5)(a)** through (e), above, should identify the individual performing the tasks so as to provide a means to motivate improved individual performance. . .

(9) The success of the quality control program depends on continued command and management emphasis and review of performance. Commanders and managers must ensure effective organizational relationships among the functional elements involved on the physical inventory program, these normally include the comptroller, data systems, transportation, warehousing, maintenance, quality control, and supply management.

(h) The **ASDAs** and storing activities should set up an error cause research program to augment the quality control checks. The program should feature use of statistics for each inspection characteristic to alert managers to the incidence of error growth. Corrective actions should include procedural changes, training of personnel causing the error, or other appropriate actions suggested by error cause analysis.

G. WORK LOAD FORECASTING AND REPORTING

This section describes the mutual responsibilities of the Military Services and the SMCA for forecasting and allocating conventional ammunition work loads at depots, depot activities, and depot elements at AAPs, Naval Weapons Stations (**NWSs**), and Naval Ordnance Stations (**NOSs**).

1. Work Load Forecasting Policies

a. Work load Forecast Conferences. The mechanism to ensure full representation of all interests in work load forecasting is the work load forecasting conference. The following policies **apply**:

(1) The responsible authority for calling work load forecasting conferences is the Chairman, JOCG Munitions Supply Subgroup.

(2) **Military Service commands** who submit work load to the storing Military Service shall take part in the work loads forecasting conferences. These include representatives of the Army (**AMC, AMCCOM, DESCOM, LSSA, and MICOM**), Air Force, Marine Corps, and Navy. Representation is normally restricted to command representatives; however, other persons with specific expertise may be requested to take part by the chairman or the host Military Service when needed to support agenda topics. .

(3) Each Military Service shall host conferences on a rotating basis at locations mutually agreed to by the host and the Chairman, JOCG Munitions Supply Subgroup.

(4) Conferences shall be held at least 3 weeks before the dates shown in subsection G.2., below.

b. Forecast Documentation. All forecast documentation shall be as specified in this section. Forecasts shall be submitted to **Commander, AMCCOM, ATTN: AMSMC-DS**, Rock Island, IL 61299-6000.

c. Storage Space Allocation. Formal allocation on storage shall be based on the latest edition of the Storage Manager's Handbook prepared after the work load conference. The storing Military Service may initiate interim changes to space allocations when circumstances dictate. Interim changes shall be documented by message.

2. Work Load Forecasting Procedures

a. Participation in the Work Load Forecast Conference. The **Chairman, JOCG** Munitions Supply Subgroup, convenes the work load forecast conference as necessary. The chairman asks each Military Service **command** submitting work loads to take part in the conference and provide the needed expertise on forecasted items. Military Services needing storage space shall submit two hard copies of their work load forecasts 3 weeks before the scheduled conference date. These work load forecasts are sent to **Commander, AMCCOM, ATTN: AMSMC-DA**, Rock Island, IL 61299-6000.

b. Post-Conference Requirements. Storing activities shall be notified of the approved forecasts resulting from the work load conference. This is done as follows:

(1) HQ, **AMCCOM**, sends the approved forecast for **DESCOM** depots and-depot activities to **DESCOM** by electrical transmission. It shall use the AUTODIN RIC RUEPABE, content indicator code **DHBW**, text header cards containing the subject and total number of cards being transmitted (not including the headers), office symbol **AMSMC-DSD**, and **AUTOVON** 793-4303.

(2) The Air Force sends a copy of approved forecasts applying to Navy activities by **mail** to Commanding Officer, Naval Weapons Support Center, ATTN: Code 5021, Crane IN 47522-5099.

c. Work Load Forecast Schedules. Submissions are made according to the following schedule:

(1) Operating Budget Forecast (**YRF**): 1 February.

(2) Operating Budget Forecast (**UDI**): 1 August.

(3) Budget Estimate Forecast: 1 February.

(4) FYDP Forecast (initial input): 1 February.

(5) Mobilization Forecast: Concurrent with AMC Readiness Evaluation System.

d. Allocating Storage Space

(1) A summary of forecast work load for each storing installation is used to determine future storage space needs. Specific item requirements, space availability, density factors, and current and projected levels of occupancy as shown in the latest edition of the Storage Manager's Handbook (section I below) shall be considered when allocating storage space.

(2) As nearly as possible, the Chairman, JOCG Munition Supply Subgroup shall honor the location identified, in the work load forecasters submitted by the Military Services. If, however, the forecast for a specific location is not consistent with depot capabilities, utilization policies, or similar factors, the chairperson may suggest that a change in location be negotiated. Such changes are normally accomplished before the work load conference is held.

e. How to Make Changes to Work Load Forecasts and Space Allocations

(1) Changes to Work Load Forecasts. When significant variations to previously submitted forecasts occur, send them by message to HQ, AMCCOM, ATTN: **AMSMC-DS**. Interim changes shall be submitted in the same format as scheduled submissions. All interim changes to work load forecasts previously submitted to DESCOM are made by HQ, **AMCCOM**. Changes involving Navy storage locations are sent to the address in subparagraph **G.2.b.(2)**, above.

(2) Changes to space allocation resulting from interim changes shall be reflected in the next edition of the Storage Manager's Handbook.

f. Work Load Forecast Points of Contact. Direct liaison on work load forecasts is authorized as follows:

(1) Army

(a) For space requirements:

Commander
U. S. Army Armament, Munitions
and Chemical Command
ATTN : AMSMC-DS
Rock Island, IL 61299-6000

equipment: (b) For rockets, guided missiles, and associated

Commander
U. S. Army Missile Command
ATTN: AMSMI-SDI
Redstone Arsenal, AL 35898-5000

(c) For depot operations:

Commander
U. S. Army Depot System **Command**
ATTN: AMSDS-PSP/AMSDS-MG
Chambersburg, PA 17201-4170

(2) Navy

Commanding Officer
Naval Weapons Support Center
ATTN: Code 5021
Crane, IN 47522-5099

(3) Air Force

Commander
Headquarters Ogden Air Logistics Center
ATTN: MMWDS
Hill Air Force Base, UT 84056-5609

(4) Marine Corps

Commandant of the Marine Corps
Headquarters, U. S. Marine Corps
ATTN: Code LMG
Washington, DC 20380-0001

g. Detailed Instructions for Submitting Work Load Forecasts
Submit a complete deck of cards for each forecast called for in subparagraph G.2. c., above. After the first submission of each type of forecast, only change cards need be processed.

(1) Command Operating Budget (COB) Revisions (paragraph (1) through (3)). Key punch all succeeding quarters in the format shown in figure 7-2. Examples: Key punch all quarters on a **UDI** card (subparagraph **G.2. c(2)**, above. **Summarize** forecast data by the appropriate element data number as explained in paragraph h., below, and key punch into forecast data cards (general purpose card format) in the figure 7-2 alignment. Submit according to the time scheduled in subparagraphs **G.2. c. (1) through (3)**.

(2) Command Budget Estimate (CBE) Forecast (subparagraph **G.2.c.(4)**). The forecast is a single submission and requires a complete deck of cards. Prepare in the figure 7-2 format and send as scheduled in subparagraph **G.2.c.(4)** to:

- (a) **DESCOM** for Army depots.
- (b) **NWSC** for Navy activities.
- (c) **AMCCOM** for plants.

(3) The FYDP Forecast (subparagraph **G.2.c.(5)**). This forecast is a **single** submission and requires a complete deck of cards. The forecast is **limited** to element data numbers (**EDNs**) 110 and 510 only. Element data number 110 (adjustment EON) represents the total receiving workload, and EDN 510 represents the total shipping workload. Prepare according to the format shown in figure 7-3, as scheduled in subparagraph **G.2.c.(5)**, and send to:

- (a) **DESCOM** for Army depots.
- (b) **NWSC** for Navy activities.
- (c) **AMCCOM** for plants.

(4) The Mobilization Forecast (subparagraph **G.2.c.(6)**). Each Mobilization Forecast is a completely new submission with no updating of any previous data. It is limited to EDNs 110 and 510 (described in (3) above) only. Prepare according to the format shown in figure 7-4, as scheduled in subparagraph c. (6), and send to:

- (a) **DESCOM** for Army depots.
- (b) **NWSC** for Navy activities.
- (c) **AMCCOM** for plants.

(5) Supply Work Load Forecast Subfunctions. Forecast data shall be submitted on the following subfunctions:

(a) Other Receipts (EDN 110). Tonnage received from any source not identified in subparagraphs **G.2.g.(5)(b)** through (f), below. This includes Government-furnished material (**GFM**) from contractors, recalls from property disposal, returns from demilitarization (not involving maintenance processing), and other sources.

(b) Receipts from Procurement (EDN 120). Tonnage received from vendors and other suppliers, such as manufacturing arsenals and loading plants of materiel under first destination transportation.

<u>Legend</u>	<u>Card Column</u>	<u>Explanation</u>
Document Identifier	1-3	Enter the appropriate code as shown below: CBE - Budget estimate (report all four quarters). YRF - Operating budget (report all four quarters). UDI - First update to YRF (report all four quarters).
Routing Identifier Code (TO)	4-6	"B74" - DESCOM "B14" - AMCCOM "P64" - NWSC (via mail)
Routing Identifier Code (FOR)	7-9	Enter the Routing Identifier Code of the depot for which work load is forecast.
Elemental Data Number	10-12	Enter the appropriate elemental data number.
Ammunition Type	13	Enter one of the following codes: a - conventional b - guided missile c - chemical d - special weapons
	14-15	Blank
Routing Identifier Code (FROM)	16-18	Enter the principal's routing identifier code.
Fiscal Year	19	Enter the last digit of the fiscal year (year within decade) for which the forecast is made.
	20-26 35-41 50-56 65-71	Blank

Figure 7-2. Forecast Data Card Formats (Operating Budget, Budget Estimate, and Updates to Operating Budget).

<u>Legend</u>	<u>Card Column</u>	<u>Explanation</u>
Quantity of Secondary Performance Factor (short tons)	27-34 42-49 57-64 72-79	Enter the secondary performance factor quantity by quarter, for the fiscal year entered in cc 19 for the data element number entered in cc 10-12. Right justify all quantities.
	80	Blank

Figure 7-2. Forecast Data Card Formats (Operating Budget, Budget Estimate, and Updates to Operating Budget) (Continued).

(c) Receipts from Posts, Camps, and Stations (EDN 130). Tonnage received from CONUS installations other than depots, procurement, ports, or maintenance.

(d) Receipts from Ports (EDN 140). Tonnage received from CONUS ports. This includes returns from overseas and frustrated shipments at ports.

(e) Returns from Maintenance (EDN 160). Tonnages including both end items and components received into depot storage via central receiving from the maintenance facility.

(f) Receipts from Other Depots (EDN 170). Tonnages received through interdepot transfers.

(g) Other Shipments (EDN 510). Tonnages shipped to any source not identified in subparagraphs **G.2.g.(5)(h)** through (k), (l), below. This includes GFM to contractors, shipments to disposal, and items for demilitarization not requiring maintenance processing.

(h) Shipments to Posts, Camps, and Station (EDN 520). Tonnages shipped to CONUS installations other than depots, production sources, ports, or maintenance.

(i) Shipments to Ports (EDN 530). Tonnages shipped to both water and aerial ports for onward movement overseas.

(j) Shipments to ILP Consignees:

1 Grant Aid (EDN 546). Tonnages that qualify as Grant Aid shipments from depots and storing activities to International Logistics consignees.

2 Foreign Military Services (EDN 548). Tonnages that qualify as FMS **shipments** from depots and storing activities to International Logistics consignees.

(k) Shipments to Maintenance (EDN 560). Tonnages including both end items and components to be removed from storage and sent to the maintenance facility within a depot or storing activity. This excludes movement of repair parts and other materiel for maintenance work by and in the maintenance facility.

(1) Shipments to Other Depots (EDN 570). Tonnages to be shipped through **interdepot** transfers.

(6) Narrative Submissions. A forecast data card format for narrative submissions is shown in figure 7-5.

<u>Legend</u>	<u>Card Column</u>	<u>Explanation</u>
Document Identifier	1-3	Enter "FYP" Five Year Plan annual.
Routing Identifier Code (TO)	4-6	"B74" - DESCOM "B14" - AMCCOM "P64" - NWSC (via mail)
Routing Identifier Code (FOR)	7-9	Enter the Routing Identifier Code of the depot for which work load is forecast.
Elemental Data Number	10-12	Enter the appropriate elemental data number.
Ammunition Type	13	Enter one of the following codes. a - conventional b - guided missile c - chemical d - special weapons
	14-15	Blank
Routing Identifier Code (FROM)	16-18	Enter the Principal's Routing Identifier Code.
	19-44 52-58 66-72	Blank
Quantity of Secondary Performance Factor (S.T.)	45-51 59-65 73-79	Enter the secondary performance factor quantity being forecast by year for the data element number entered in cc 10-12. Right justify all quantities.
	80	Blank

Figure 7-3. Forecast Data Card Format (FYDP).

<u>Legend</u>	<u>Card Column</u>	<u>Explanation</u>
Document Identifier Code	1-3	Enter "MOB" for Mobilization Work Load Forecast.
Routing Identifier Code (TO)	4-6	"B74" - DESCOM "B14" - AMCCOM " P64° - NWSC (via mail)
Routing Identifier Code (FOR)	8-9	Enter the routing identifier code of the depot for which the work load is forecast.
Elemental Data Number	10-12	Enter the appropriate elemental data number.
Ammunition type	13	Enter one of the following codes: a conventional b - guided missile c - chemical d - special weapons
	14-15	Blank
Routing Identifier Code (FROM)	16-18	Enter the principal's routing identifier code.
Fiscal Year	19	Enter the last digit of the fiscal year (year within decade) in which the forecast is prepared.
	20	Blank
Quantity of Primary Performance Factor	21-25 31-35 41-45 51-55 61-65 71-75	Enter the primary performance factor quantity being forecast by month following M-day for the data element number entered in cc 10-12. Right justify all quantities.
Quantity of Secondary Performance (S.T.)	26-30 36-40 46-50 56-60 66-70 76-80	Enter the secondary performance factor quantity being forecast by month following M-day for the data element number entered in cc 10-12. Right justify all quantities.

Figure 7-4. Forecast Data Card Format (Mobilization Forecast).

H. CONVENTIONAL AMMUNITION SCREENING

The purpose of screening conventional **ammunition** is to provide for maximum use of releasable retention (reimbursable), transferable retention, and potential DoD excess (**nonreimbursable**) stocks of ammunition materiel. This section discusses the procedures used by the Military Services to perform inter-Service screening of assets and requirements prior to either procurement or disposal of ammunition assets. All documentation required by this section shall comply with DoD retention and transfer policy and other related guidance.

1. Screening for Requirements

a. The requiring Military Service shall ensure that all potential alternative sources of supply are exhausted before authorizing a procurement action. The requiring Military Service communicates directly with potential supply sources by letter, teletype, or telephone to determine if assets are available to satisfy the requirement.

b. After all potential supply sources have replied to the inquiry, the requiring Military Service evaluates offers and notifies offering activities of acceptance or rejection. Rejected offer notifications must include the reasons for rejection.

c. For accepted offers, the requiring Military Service shall submit a **MILSTRIP** requisition to the offering Military Service.

d. To permit audit reviews, each Military Service maintains a record file of the following documents:

(1) Interrogations, including fol **lowups**.

- (2) Replies to interrogations.

(3) Acceptance or rejection decisions.

(4) Requisitions, including current status.

e. Procurement actions are normally begun after all replies to interrogations have been received and evaluated. For urgent mission requirements, procurement action may be started concurrently with submission of a priority interrogation.

f. The procurement **MIPR** must contain a statement certifying that a DoD-wide review of assets has been done or that the item(s) is peculiar to the requiring Military Service. This certification requirement does not apply to:

(1) Procurement requests under \$50.

<u>Legend</u>	<u>Card Column</u>	<u>Explanation</u>
Document Identifier Code	1-3	CC 1 - "N" CC 2-3 "0 - 99" (narrative sequence).
Routing Identifier Code (TO)	4-6	"B74" - DESCOM "B14" - AMCCOM "P64" - NWSC (via mail)
Routing Identifier Code (FOR)	7-9	Enter the routing identifier code of the depot to which the narrative pertains.
Elemental Data Number	10-12	Enter the appropriate elemental data number.
Ammo Type	13	Enter one of the following codes: a - conventional b - guided missile c - chemical d - special weapons
	14-15	Blank
Routing Identifier Code (FROM)	16-18	Enter the Principal's routing identifier code.
Fiscal Year	19	Enter the last digit of applicable fiscal year (year within decade).
Narrative	20-78	Detailed narrative in sentence form explaining variances.
	79-80	Blank

Figure 7-5. Forecast Data Card Format (Narrative).

(2) Items initially introduced into the supply system prior to R&D, test, and acceptance.

(3) Add-on quantities to previously submitted **MIPRs** or other procurement documents.

(4) Items for which the requiring Military Service is the only user.

2. Offering and Transferring Assets

a. Assets stratified according to DoD Directives as Approved Force Acquisition Objectives (**AFAO**) are transferred as follows:

(1) When notified of a requirement for a current fiscal year procurement of an item, the supplying agency transfers that portion of AFAO stocks of the item that exceeds:

(a) Pre-positioned war reserves.

(b) Required on-hand and on order peacetime supply levels.

(c) Current fiscal year net issue requirements.

(2) Transfers are made on a reimbursable basis.

b. Military Service excess stocks are reported by the owning Military Service directly to potential users. DD Form 2359 (figure 7-6) is normally used for reporting Military Service excess stocks. Teletype may be used if time is a factor and the situation warrants faster action. The entries in DD Form 2359 are self-explanatory. Report Military Service excesses according to following instructions:

(1) Replies are not normally requested in less than 30 days.

(2) Forward offers in two copies. One authenticated reply copy is to be returned.

(3) In the "Materiel Required" column, enter the **MILSTRIP** requisition number for acceptable stock; otherwise, enter "none."

c. Excess materiel in Army storage is reported as excess and transferred to the Army O/P Code M account using DD Form 2359 and as prescribed in Military Service procedures. Before transferring excess stocks to the SDPDA, the **SMCA** must screen for potential Military Service customers.

d. Excess materiel in the retail account requiring return to an Army storage activity is reported to the SMCA for storage location determination.

e. Excess non-SMCA materiel in Army storage activities is transferred directly to the **SDPDA** by the owning Military Service.

I. STORAGE MANAGER'S HANDBOOK

The "Storage Manager's Handbook" displays SMCA **ammunition** storage capability, current utilization, and projected capability and utilization through the FYDP forecast. Additionally, the handbook is the basis for **intra-** and inter-Service space allocations and is used in work load planning and development of distribution plans. The handbook also provides storage-related reference data for use by all levels of storage space management.

1. Basic Policies Pertaining to the "Storage Manager's Handbook"

a. The "Storage Manager's Handbook" is the source document for allocating space at **DESCOM** depots and depot activities.

b. Space and tonnage data in the handbook apply at ammunition storage only. In addition to conventional ammunition as defined in DoD Directive 5160.65, the handbook includes chemical, missile, and nuclear munitions as well. Reported items include all SMCA and **non-SMCA** items stored in Army storage facilities. Space and tonnage data for other types of materiel, such as industrial plant equipment (**IPE**) and **strategic** materiel are not reported in the handbook.

c. The handbook is prepared and distributed quarterly.

2. Determining Storage Space. Aisle, structural, and support space for each type of storage facility are determined according to prescribed storage space utilization standards. A factor of 65 percent shall be applied to the adjusted gross storage space to arrive at the net storage space. Compute the aisle, structural, and support space for line 05 of the report by applying a factor of 35 percent to the adjusted gross storage space. The adjusted gross storage space is line 01 minus the sum of lines 02, 03, and 04. A sample is shown in **table 7-1**:

Table 7-1

<u>CALCULATION OF STORAGE SPACE</u>	
<u>LINE</u>	<u>SQ FEET</u>
01 Gross Storage Space	100
02 Unusable	2
03' Outgranted	8
04 ' Standby	10
05 Aisle, Strut, Support	28
06 Net Storage Space	52

The unusable, outgranted, and standby space is subtracted from the **gross** storage space (100 - 20 = 80). Sixty-five percent of the adjusted gross storage space **is** available for storage, thus the **aisle, structural, and support** space is 35 percent of 80 = 28.

3. Ensuring Uniform Data. To ensure uniformity of data submitted for **standard** ammunition storage facilities, use the gross areas shown in Table 7-2 for the **listed** types of structures. For all other structures, use **the interior** dimensions to calculate the gross areas. Note that **Military Service magazines** and storage buildings used for intermediate short-term storage of **small** amounts of material in direct support of production lines, maintenance and renovation lines, and the **like are not** included in the gross storage space reported.

Table 7-2

<u>GROSS SQUARE FEET (GSF) FOR AMMUNITION STORAGE STRUCTURES.</u>	
<u>TYPE</u>	GSF
A. EARTH-COVERED MAGAZINES	
1. Igloos	
(a) 26.8' x 40'	1,072
(b) 26.8' x 60'	1,608
(c) 26.8' x 80'	2,144
2. Stradleys	
(a) 25' x 40'	1,000
(b) 25' x 60'	1,500
(c) 25' x 80'	2,000
3. Powder Magazine - 50' x 100'	5,000
4. Fuze and Detonator Magazine 25' x 20'	500
B. Above-Ground Magazines	
1. Standard AGM - 48'4" x 215'	10,392
2. Inert. Warehouse-- 50' x 200'	10,000
3. Corbetta	
(a) 44'7" Diameter	1,561
(b) 52' Diameter	2,124

4. Special Requirements for Hawthorne, **McAlester**, and Crane Facilities

Although Hawthorne and **McAlester** AAPs and **CAAA** have dual missions of production and depot operations, these Installations shall report only under the criteria for plants. That space used for depot operations

shall be reported in lines 16 through 31. To determine the distribution of storage space at these installations, the requirements to support the production mission are given first consideration. After determining requirements for industrial space, the remaining space is reported for depot operations use as wholesale storage space.

5. Information Flow to the "Storage Manager's Handbook." The following step-by-step procedures tell how information is originated, validated, filed, and ultimately published in the handbook.

a. The commanders of **AMCCOM** plants and arsenals listed in Table 7-3 submit data to **AMSMC-DSD-PB** in general purpose transaction card format as shown in figures 7-8 and 7-9.

b. The commanders of **DESCOM** depots and depot activities listed in Table 7-3 submit data to LSSA in general purpose transaction format as shown in figures 7-7 and 7-9.

c. The Commander, **AMCCOM**, **AMSMC-DSD-PB**, validates data on the ammunition plants and arsenals and submits it to **AMSMC-MSC-LS**.

d. The Chief, LSSA (**AMXLS-LILC**), validates data from the **DESCOM** depots and depot activities and submits it to **AMSMC-DSD-PB**.

e. The Commander, **AMCCOM**, **AMSMC-DSD-PB**, submits forecast data to **AMSMC-MSC-LS** for **DESCOM** depots and **AMCCOM** depot activities concurrently with submission of forecast data to **DESCOM** as called for in section G., above.

f. The Chief, **AMSMC-MSS-HM**, provides programing and design support.

g. The Chief, **AMSMC-DSD-PB**, maintains files of input data.

h. The Chief, **AMSMC-MSC-LS**, processes input data.

i. The Chief, **AMSMC-DSD-PB**, reviews, authenticates, publishes, and distributes the "Storage Manager's Handbook," and maintains section I. The handbook shall be distributed no less than 30 working days after the end of the report period.

6. Detailed Procedures for Preparing the "Storage Manager's Handbook"

a. Frequency of Publication. The handbook shall be prepared and published quarterly. The data shall be as of the last day of each quarter.

b. Routing Schedule

(1) The **DESCOM** depot and depot activity data shall be developed, validated, and dispatched by AUTODIN to arrive at LSSA, Chambersburg, PA 17201, no later than 7 working days after the end of the quarter.

Table 7-3

<u>REPORTING INSTALLATIONS - "STORAGE MANAGER'S HANDBOOK"</u>			
<u>DEPOTS/DEPOT ACTIVITIES</u>			
IIC		IIC	
AKWQ	Anni ston	UAUW	Red Ri ver
HLXO	Fort Wingate	USVD	Savanna
NDAM	Letterkenny	VHAV	Seneca
BVJS	Lexi ngton-Bl ue Grass	VRES	Sierra
PHZR	Navaj o	XABS	Tooele
TUFL	Puebl o	XNHN	Umatilla
<u>PLANTS/ARSENALS</u>			
IIC		IIC	
ATNL	Badger	RUGN	Newport
EMPTY	Cornhusker	TFDW	Mi ssi ssi ppi
KXXX	Holston	TGAW	Pi ne Bl uff
LLOG	I ndi ana	TWUS	Radford
LNLM	I owa	TZRL	Ravenna
LVTO	Joliet	UKEV	Rocky Mountai n
LYKN	Kansas	WMMC	Sunfl ower
MOUZ	Lake Ci ty	XLEZ	Twi n Ci ties
NPMM	Lone Star	YASZ	Vol unteer
	Longhorn	ZZFL	Crane
NSNZ	Loui si ana	ZZSH	Hawthorne
QFNJ	Mi lan	ZZEK	McAlester

IIC - Installation Identity Code

(2) The LSSA verifies and sends the data to HQ, **AMCCOM**, **AMSMC-DAD-PB**, Rock Island, IL 61299-6000, no later than 15 days after the end of the report period.

(3) The **AMCCOM** plants and arsenals shall submit transactions (or hard copy) in time to reach **AMSMC-DSD-PB** 7 working days after the end of the report period.

<u>Data Element</u>	<u>Card Columns</u>	<u>Explanation</u>
DIC	1-3	(To be assigned)
Routing Identifier, , , of Owner	4-6	B14 - Army (AMCCOM) B64 - Army (MICOM) FG5 - Air Force (AI 1) NCB - Navy (AI 1) MHQ - Marine Corps B5A - Demi 1 110 - Depot Property Blank - other
Installation Code	7-10	(See table 7-3)
Line Code	11-12	01 - Gross Storage Space 02 - Unusable 03 - Outgranted 04 - Standby 05 - Aisle, Structures, Support 06 - Net Storage Space 07 - Occupied 08 - Percent Occupancy 09 - Percent (S/T) 10 - Army Occupied 11 - Army (S/T) 12 - AMCCOM Occupied 13 - AMCCOM (S/T) 14 - MICOM Occupied 15 - MICOM (S/T) 16 - Air Force Occupied 17 - Air Force (S/T) 18 - Navy Occupied 19 - Navy (S/T) 20 - Marines Occupied 21 - Marines (S/T) 22 - Demi 1 (B5A) Occupied 23 - Demi 1 (S/T) 24 - Depot Property (110) Occupied 25 - Depot Property (S/T) 26 - Other Occupied 27 - Other Occupied ' ' , ' ' 28 - Vacant

Figure 7-7. Depot Report Format.

<u>Data Element</u>	<u>Card Columns</u>	<u>Explanation</u>
		29 - COB Forecast Space
		30 - COB Army
		31 - COB AMCCOM
		32 - COB MICOM
		33 - COB Air Force
		34 - COB Navy
		35 - COB Marines
		36 - Demi 1
		37 - Depot Property
		38 - Other
		39 - (FY 86) Vacant Space
		40 - CBE Forecast Space
		41 - CBE Army
		42 - CBE AMCCOM
		43 - CBE MICOM
		44 - CBE Air Force
		45 - CBE Navy
		46 - CBE Marines
		47 - Demi 1
		48 - Depot Property'
		49 - Other
		50 - (FY 87) Vacant Space
		51 - FYDP Forecast Space
		52 - FYDP Army
		53 - FYDP AMCCOM
		54 - FYDP MICOM
		55 - FYDP Air Force
		56 - FYDP Navy
		57 - FYDP Marines
		58 - Demi 1
		59 - Depot Property
		60 - Other
		61 - (FY 90) Vacant Space

NOTE: Data for lines 1-28 shall **be submitted** by the **respective installation** in accordance with paragraph 5. Data for lines 29 through 61 shall be provided by **AMSMC-DS**. Forecasted space for lines 30 through 35; 41 through 46; and 52 through 57 shall be distributed by **forecasting activity** by type of space **according** to current density **achieved**. Forecasted space for lines 36 through 38; 47 through 49; and 58 through 60 shall be the currently occupied space for those owners. COB updates shall be incorporated into forecasted lines.

Figure 7-7. Depot Report Format. (Continued).

<u>Data Element</u>	<u>Card Columns</u>	<u>Explanation</u>
	13	Blank
Earth-Covered Magazine	14-20	Enter applicable whole number (right justified)
Aboveground Magazine	21-27	Same as above
Warehouse	28-34	Same as above
Other Covered	35-41	Same as above
Open Improved	42-48	Same as above
Open Unimproved	49-55	Same as above
	56-80	Blank

Figure 7-7. Depot Report Format (Continued).

<u>Data Element</u>	<u>Card Columns</u>	<u>Explanation</u>
DIC	1-3	(To be assigned)
Routing Identifier of Owner	4-6	B14 - Army (AMCCOM) B64 - Army (MICOM) FG5 - Air Force (AI 1) NCB - Navy (AI 1) MHQ - Marine Corps B5A - Demil Blank - Other
Installation Code	7-10	(See table 7-3)
Line Code	11-12	01 - Gross Storage Space 02 - Unusable 03 - Outgranted 04 - Standby 05 - Aisle, Structural, Support 06 - Net Storage Space 07 - Occupied 08 - Percent Occupancy 09 - Percent 10 - Vacant 11 - Industrial Space Net 12 - Occupied 13 - Percent Occupancy 14 - Percent (S/T) 15 - Vacant 16 - Wholesale Space Net 17 - Occupied 18 - Percent Occupancy 19 - Percent (S/T) 20 - Army Occupancy 21 - Army (S/T) 22 - Air Force Occupied 23 - Air Force (S/T) 24 - Navy Occupied 25 - Navy (S/T) 26 - Marine Occupied 27 - Marine (S/T) 28 - Demil Occupied 29 - Demil (S/T) 30 - Other Occupied 31 - Other (S/T) 33 - MOB Space Required

Figure 7-8. Plant Report Format.

<u>Data Element</u>	<u>Card Columns</u>	<u>Explanation</u>
	13	Blank
Earth-Covered Magazine	14-20	Enter applicable whole number (right justified).
Aboveground Magazine	21-27	Same as above
Warehouse	28-34	Same as above
Other Covered	35-41	Same as above
Open Improved	42-48	Same as above
Open Unimproved	49-55	Same as above
	56-80	Blank

Figure 7-8. Plant Report Format (Continued).

Space Utilization Remarks

<u>Data Element</u>	<u>Card Columns</u>	<u>Explanation</u>
DIC	1-3	(To be assigned)
Routing Identifier of Owner	4-6	Same as data card
Installation Code	7-10	(See table 7-3)
Line Code	11-12	Same as data card
Column Code	13	A - Earth-Covered B - Aboveground C - Warehouse D - Other Covered E - Total Covered F - Improved G - Unimproved
Remarks Card Column	14	Enter "R" (constant)
Line Number Sequence	15-16	Enter right justified Code sequentially numbered to permit proper deck order.
Remarks	17-80	Enter appropriate remark. Multiple cards are accepted by using sequence code in cc 15-16.

Figure 7-9. Space Utilization Remarks Card Format.

(4) The data are validated by **AMSMC-DSD-PB** and shall be submitted to **AMSMC-MSC-LC** no later than 15 days after the end of the report period.

(5) All data submitted to **AMSMC-DSD-PB** by AUTODIN must be sent by **CIC DHKW**.

c. Preparing the Handbook. Data elements are defined in **Appendix E.**

(1) Although only changes to the handbook shall be submitted to **AMSMC-DSD-PB**, the entire data card must be submitted when submissions are made on changes occurring in the field. For example, if a change occurs in "Other Covered," the other fields of that data card ("Earth-Covered," "Above-ground" Warehouse, and so forth) must be completed. Each data card must include card columns 1-12 information (figure 7-9). When data are received at the FOCG data bank, it is inserted in the record and remains **until** changed by a new data card. "Remarks" cards are not stored. Therefore, it is necessary to submit a complete remarks deck, including both new remarks and older unchanged remarks, with each submission.

(2) If there are no data changes, a negative report shall be submitted by message.

(3) Leading zeros or zero-filling quantities are not needed because they are inserted by the computer.

(4) All space data shall be rounded to the nearest thousand. Units shall be expressed in thousands of square feet (1,171,355 = 1,171; 3,456,888 = 3,457).

(5) All tonnages shall be expressed in short tons rounded to the nearest **whole** number (14,756.4 = 14,756; 78,398.6 = 78,399).

(6) The total covered space requirement for **DESCOM** depots and depot activities for the COB, CBE, FYDP, and official updated forecasts by owner shall be provided by **AMSMC-DS**. These data are keypunched in card columns 35-41 and proportionately stratified by the computer based on current utilization. If more space is needed, keypunch the amount in card columns 35-41 and over punch card column **41** with an 11 to show minus.

(7) When remarks apply, this shall be identified by line number and column code. (Example: "line 03, column A.")

(8) Remarks are provided in each submission for the following reasons:

(a) To identify space reported as outgranted by the user and to show the amount of space.

(b) To explain the reason(s) for space reported as unusable.

(c) To identify "Other" by account (owner), tonnage, and square feet.

(d) To identify storage space by type of structure needed for covered storage of materiel currently reported in open storage.

(e) To identify storage by type structure needed for **rewarehousing** plans other than movement from open to covered storage.

(f) To identify by account (owner) all data reported by plants, such as space and tonnage reported under "Industrial Space - Occupied," and "Industrial Space - S/T," when such data applies to an owner (account) other than Army.

(g) To account for the difference, if any, between the "Gross Storage Space" reported for "Earth-Covered" and "Above-ground Magazines" in the report and the gross storage space reported for the same type of facilities in the most recent **DD** Form 805.

(h) To identify vacant space reported as occupied due to restrictions caused by quantity-distance criteria.

(i) To identify by type waiver, exception, or exemption the number of square feet occupied by type of facility.

J. MANAGEMENT STANDARDS AND GUIDELINES

This section imposes uniform goals and measurement standards for SMCA supply actions.

1. Management Controls and Reports. Supply performance reports and Military Service and SMCA analyses of respective portions of the pipeline shall be included in the agenda for each Supply Group meeting. This includes actions completed or underway to improve performance. In order to do this in an accurate and useful way, the Military Service **ICPs** and the SMCA shall take the following actions to maintain, analyze, and report supply performance:

a. The Military Service **ICPs**. The Military Service **ICPs** shall:

(1) Maintain management controls to account for, report, analyze, and take appropriate action to comply with the supply performance standards in this section.

(2) Report quarterly to the **SMCA** on transaction **i** tern report **(TIR)** rejection rates and their causes.

(3) Report their records mismatch rates resulting from the semi annual **bal** ante **reconci** 1 i at ion semiannually to **SMCA**.

b. The SMCA. The SMCA shall:

(1) Report to the Military Services by individual Military Service at least quarterly, separating backorder releases from **immediate** issues, on the **fol** lowing areas:

(a) Total pipeline performance.

(b) Performance by **UMMIPS** cycle segment on:

1 Submission time.

2 Military Service **ICP** processing time.

3 SMCA ICP processing time.

4 Depot and storage site processing time.

5 Transportation hold time.

6 Transit time.

(c) In-transit data card return rate by customer.

(d) Referral actions.

(2) Report quarterly to the **Mi** 1 itary Services, by individual Military Service, or depot denial rates.

(3) Report their SMCA denial rates quarterly to the **Mi** 1 itary Services.

(4) Report the record audit and **bal** ante performance with the Army storage activities semiannual **ly** to the Military Services.

2. UMMIPS Time Standards

a. Time standards of the supply of materiel, from the time the requirement was originated (requisition date) to the time of physical receipt posting on the requisitioner's inventory record, are established by DoD Directive 4410.6.

b. The standard for the in-transit data card return rate is 95 percent.

c. The standard for SMCA denials is 1.5 percent of the referrals issued during the period.

d. The standard for depot denials is 1.5 percent of the MROS issued during the period.

e. The standard for TIR reject rate is 2 percent.

f. The standard for the semiannual balance reconciliation is 98 percent.

g. The standard for the semiannual records audit and balance between **the** SMCA and Army storage activities is 98 percent.

K. CONTINGENCY PLANNING

The purpose of this section is to set up uniform policies and procedures for resupply support during mobilization and for operational planning. The instructions that follow provide for planning and receipt of **SMCA-managed** items in support of contingencies. The data provided must include detailed **DoDAC/NALC** level time-phased munitions requirements, quantitatively expressed and to include aerial and surface ports of discharge, type of movement requirement; i.e., assault, resupply of buildup. They do not apply to routine support of training requirements and basic load.

1. Military Services' Responsibilities. The Military Services compute requirements for resupply support of subordinate elements for each mobilization and operation plan and report these requirements to the **SMCA**. Requirements are identified in three categories:

a. Preplanned Supply. These are requirements identified by the Military Services prior to commitment of subordinates to the execution of a mobilization or operation plan. They are based on data and information in the mobilization scenario or operation plan, dictated by higher authority, or computed on the basis of weapons densities, anticipated combat intensity, daily ammunition rates, and duration of the commitment. The Military Services prepare these known requirements in preplanned supply document format on computer tape and deliver one copy of the tape to the Mobilization and Readiness Evaluation Branch (**AMSMC-DSP-M**), Defense Ammunition Directorate, HQ, **AMCCOM**. The **Military Services** shall be responsible for the modification of, addition to, or deletion of these requirements as their commitments under the various mobilization and operation plans change. They report changes to ammunition requirements to the Mobilization and Readiness Evaluation Branch for updating the document file accordingly. They must verify the preplanned supply documents annually, whether or not the data were modified during the period. This is accomplished by the same means as indicated above.

b. Walk-In Requisitions. These are additional requisitions prepared by the Military Services to support specific mobilization or operation plans not previously included" in **Ammunition** Basic Load or preplanned supply documents. Walk-in requisitions are those items required to enhance the Ammunition Basic Load or preplanned supply documents being processed or already resident in the supply system. Walk-in requisitions are for **immediate** resupply support requirements and should include all **MILSTRIP** data.

c. Military Service-Managed Items, Non-SMCA in CONUS Wholesale Storage. These items represent shipment work loads and will compete for **outloading** resources with SMCA **managed** items. To enable the SMCA to properly **plan** for this work load, **the** Military Services shall provide data on these items for each mobilization scenario and operation plan. The required **outloading** requirement data for Military Service-managed items is calculated in short tons by day and by storage sites.

2. SMCA Responsibilities. The SMCA maintains and inducts the preplanned supply documents and reports to the Military Services the results of the application of requirements to available assets and resources. This is normally accomplished during the scheduled refinement of an operational plan.

a. Maintenance of Preplanned Supply Documents. This consists of modifying, adding to, or deleting from the requirements based on requests from the Military Services. Changes are submitted to the SMCA on cards or magnetic tape and inducted to update the preplanned supply document tape files on an as-required periodic basis.

b. Induction of Preplanned Supply Documents. This is done at the call of the Military Services by authenticated message. Induction messages must include the Julian date of requisition, actual ship to address, the "real world" required delivery date (**RDD**), and any other pertinent **MILSTRIP** data.

c. Handling Military Service-Managed Item Requirements. The SMCA **places** the daily shipping requirement in short tons for these items in the mobilization planning system for each site affected. The short tons are deducted from each site's stated capability on the days indicated before action is taken on **SMCA-managed** items. This procedure reserves **outloading** capability in the wholesale base for Military Service-managed items.

d. Providing data to the Military Services. The SMCA places into its mobilization planning system the most current requirements available from each Military Service on a plan-by-plan **basis**. The output from this action is provided to the Military Services via tape reflecting items sourced and items shortfalled. The data provided indicates at the item level the short tons of supply, by depot, by day, and the items and quantities in shortfall as indicated by the document number.

3. How to Submit SMCA Replanned Supply Documents

a. Format. The format for preplanned supply documents is shown in **figure 7-10**.

(1) Using a classified addendum to the preplanned supply document, the four position Joint Operations Planning System Geographic Location Code assigned to each unique type of transaction shall be provided. The foregoing applies to the Navy, Air Force, and Marine Corps.

(2) Army requirements received via the automated HQ, **AMCCOM**, HQ, **DESCOM**, requirements computational process are converted by the SMCA to preplanned supply documents. These then are used by the SMCA to **refine** the Army portion of an operation plan. Requirements generated by any Army component must be provided in the SMCA preplanned supply document format.

b. Mode of Transmission. Unclassified magnetic tape is the desired mode of transmission for these requisitions.

c. Timing of Requirements Processing. The timing for providing **requirements** is paced by the Joint Deployment Agency (**JDA**) and Unified/Specified Commanders Planned Refinement conferences. Each year the JDA provides the Military Services a schedule of plans to be refined during that year. The Military Services **should** provide their requirements to the SMCA at least 60 days prior to the date shown on the JDA schedule. The SMCA provides to the Military Services the data shown in paragraph **K.2.d.** above **at** least 30 days from the date shown on the JDA schedule.

4. Call Up of Initial Preplanned Support Packages. Preplanned supply support packages may be called to theater by package under a "pull" supply support concept. These packages should only be planned for a theater where a structured ammunition logistical supply base does not exist. This package concept differs from the foregoing in that it is support planned after initial execution of an operation plan for areas capable of handling limited amounts of **ammunition** in the theater. The in-theater **logistics** unit can **pre-position packages** on blocks of **ammunition requisitions** to be called by a single **message**, rather than **having** to cite individual ammunition items. Packages or blocks shall be configured to meet a changing theater environment, such as intensity or type of warfare. **Pre-position** packages must be numbered. **Requisitions** for the packages are prepared and maintained by the designated **logistics** agency using standard **MILSTRIP** procedures.

L. REUSABLE RETURNABLE MATERIAL

Material returned to the SMCA wholesale account may often be economically used in the manufacture or renovation of conventional

<u>Card Column (CC)</u>	<u>Field Legend</u>	<u>Explanation</u>
1-3	Document identifier code	U04 or U0D (Army) U44 or U4D (other Services)
4-6	Routing identifier code	B14 (constant)
7	Media status code	Service determined
8-15	Department of Defence Ammunition Code (IIDAC)	Variable
6-22	Filler	Reserved for future use
23-24	Unit of issue	Variable
25-29	Quantity required	Variable (see Note 1)
30-35	Requisitioner code	FW2026 (Air Force) MMHQ50 (Marine Corps) N00104 (Navy) W52H09 (Army)
36-39	Date of requisition	Nonexistent Julian date (see Note 2)
40-43	Serial number	Service determined
44	Demand	Blank
45-50	Supplementary address	Blank
51	Signal code	D (constant)
52-53	Fund code	GA (constant)
54-56	Filler.	Reserved for future use
57-59	Project code	Service determined
60-61	Issue priority designator	02 (constant)

Figure 7-10. SMCA Preplanned Supply Document Format.

<u>Card Column (CC)</u>	<u>Field Legend</u>	<u>Explanation</u>
62-64	Required delivery date (RDD)	Service determined (number of days from C-day)
65	Type of movement code	A - Ammunition basic load (other than PACOM plans) A - PPWR shortfalls (other than PACOM plans) H - Ammunition basic load (PACOM plans) N - Allied R - Resupply s - Supply buildup
66	Filler	Reserved for future use
67	Computer service code	A - Army F - Air Force M - Marine Corps N - Navy X - Ammunition basic load
68-69	Geographic Location code	Service determined (see Note 3)
70-74	Computed required delivery date	Calendar year followed by RDD in CC 62-64: For example, 85005 (C005) or 86015 (C015)
76-80	Filler	Blank
Note 1:	For all Federal Supply Class 13 items, create multiple documents using the M-modifier in CC 29. The residual quantity not qualifying for an M- modifier shall be reflected on the final document for that DODAC.	

Figure 7-10. SMCA Preplanned Supply Document Format (Continued).

Card Column (CC)Field LegendExplanation

- Note 2: CC 36 shall reflect the second position of the year the OPLAN is scheduled for refinement followed by three 0s in CC 377-39 (e.g., 5000 or 6000). This date is referred to as the Julian date of C-day and is used by the computer model to measure the flow, in numbers of days, from origin to POE and to ASP.
- Note 3: A two-position alpha or alpha numeric assigned to each unique ASP. For example, if ASP "A" was being serviced by one APOD and one **SPOD**, the code identified in CC 68-69 would be the same. This code **would** change when ASP "A" was being serviced by more than one APOD or more than one SPOD and when the Type of Movement Code (CC 65) changed. For example, if the original ASP "A" was required under an "R" type of movement and now is also required under an "S" type of movement, a new two position Geographic Location Code is mandatory. This is necessary to assign unique cargo increment numbers to each type of movement requirement. The following series of alpha codes have been reserved for each of the Services components:
- Army - All A through E plus Q through Z combinations (any alpha numeric combination)
 - Air Force - All F through L, O, and P combinations (any alpha numeric combination)
 - Marine Corps - I MAF - MA through MH
II MAF - MI through MP
III MAF - MQ through MX
 - Navy - NAVEUR - NA through NJ
CINCLANTFLT - NK through MP
CINCPACFLT - NS through NZ
- General Notes: (a) Data are required on unclassified 9-track, 1600 BPI magnetic tape or card input transmitted via AUTODIN. Record character length is 80, blocking factor 1.
- (b) A classified addendum to the document number shall be provided by priority teletype identifying the **APOD/SPOD/ASP** combination (by the 4-position JOPS **GLOC**) to which the **2-position** geographic location code (CC 68-69) was assigned.

Figure 7-10. SMCA Preplanned Supply Document Format (Continued).

ammunition. This section provides general guidance for returning reusable returnable material to the **CAWCF** and wholesale accounts.

1. What is Reusable Returnable Material?

a. Returnable material is any material that is:

(1) Projected for utilization by the **CAWCF** to support the current year or subsequent budget year program, as well as material projected by the program manager for use beyond the budget year, or

(2) Projected by the Military service ICP for use in a renovation program.

b. Automatic reusable returnable material is identified by the **CAWCF** program manager or the Military Service ICP as having immediate or planned use in the manufacturing or renovation processes. It must be so designated in writing and directed to be returned to a **specific CAWCF** or wholesale storage location, depending on projected use.

c. Nonautomatic reusable returnable material is that which becomes available on a case-by-case basis and is returned according to one of the following:

(1) Special instructions developed jointly by the **CAWCF** program manager and the Military Service ICP.

(2) Instructions by the Military Service ICP for material to be used in the renovation process.

2. Policies for Using Reusable Material

a. Reusable returnable material shall be used for the manufacture or renovation of conventional ammunition whenever economically feasible.

b. Military Service participation in the **CAWCF** reusable returnable material program is optional.

c. Reusable returnable material accepted into the **CAWCF** for use in manufacturing shall be returned in the form of reductions in the operating gain or loss surcharge in the out years. Transportation costs for authorized returnable material CONUS returns shall be paid for by the **CAWCF**.

d. Reusable returnable material directed into the HQ, **AMCCOM**, wholesale account for future use by the owning Military Service shall be receipted for in the applicable Military Service ownership code. Transportation funds for material returned to the wholesale account shall be provided by the owning Military Service.

e. The Military Service returning the reusable returnable material to either the **CAWCF** or the wholesale account shall bear all costs at origin for packing, crating, and handling.

f. Military Services shall instruct shipping activities to ensure that enough quantities of reusable returnable material have been accumulated for economical shipment by combining compatible materials when possible.

g. Military Services shall instruct shipping activities to ensure generically inert components and packaging material derived from ammunition and hazardous chemical munitions are inspected to detect contamination by the activity generating the returnables. All packaging materials shall be opened **to** ensure no hazardous chemicals or ammunition items are present. Qualified responsible personnel inspecting the material shall submit a certificate of inertness as part of the turn-in documentation required by DoD 4160.21.1, Chapter II, subsection D.2.

h. Developing and distributing instructions for reporting reusable returnable material by the field or fleet to the Military Service ICP **is** the responsibility of the individual Military Service **ICP**.

i. HQ, **AMCCOM**, shall publish and distribute at least annually a **reusable** returnable material list showing material to be automatically returned.

j. Military Service ICPS shall coordinate in writing with HQ, **AMCCOM**, **for** all suggested candidate items to be included in or deleted from the automatic reusable returnable material list.

k. Reusable material returned to support conventional ammunition renovation programs shall be recorded on the HQ, **AMCCOM**, accountable record by Military Service ownership in the wholesale account.

l. Reusable material returned for future use in the manufacture of **SMCA** managed conventional ammunition items shall be recorded on the **HQ, AMCCOM**, accountable record by **GOGO/GOCO CAWCF** location routing identifier code.

m. HQ, **AMCCOM**, shall establish and monitor the quantity level of returnable material inventories to be on hand to support known requirements.

3. Managing the Reusable Returnable Materiel Program

a. Headquarters, **AMCCOM (AMSMC-DS)**

(1) Coordinates with the Military Service ICPs and the CAWCF program manager for the accumulation of information and the publication of the reusable returnable material list. The list is distributed in October of each year at its discretion, HQ, AMCCOM, may publish additional lists as the need arises. When additional lists are published, they shall always supersede previous lists and instructions.

(2) Ensures the reusable returnable material list is distributed to:

(a) Army - HQ, AMCCOM, Rock Island, Illinois.

(b) Navy - SPCC, Code 853, Mechanicsburg, Pennsylvania.

(c) Air Force - OOALC, Ogden, Utah.

(d) Marine Corps - HQ, U.S. Marine Corp, Code LMG, Washington, DC.

(3) Formats the reusable returnable material list to provide:

(a) Instructions for returning reusable material to the wholesale and CAWCF accounts, which shall include at least the following:

1 Item NSN.

2 Item nomenclature.

3 In-the-clear and coded MILSTRIP ship-to activity address.

4 Transportation fund cite by Military Service as applicable.

5 Any special packing, shipping, marking, inspection, serviceability, standards, and guidance, as applicable.

(b) Information on reusable items shall not be automatically returned without the prior approval of HQ, AMCCOM.

b. The CAWCF Program Manager (AMSMC-PD). The CAWCF Program Manager shall:

(1) Review Military Service requests for the return of reusable material to the CAWCF.

(2) Coordinate with the Military Services on all decisions on accepting or denying reusable material offered to the CAWCF.

(3) Maintain surveillance on known or projected production requirements that could use reusable returnable material.

(4) Obtain approval from HQ, **AMCCOM (AMSMC-DS)**, and coordinate the transfer of available wholesale assets to the **CAWCF** for use in new production.

(5) Determine the storage location to be designated the ship-to activity by item and location for reusable material to be returned to the **CAWCF** account.

c. The Military Services. The Military Services shall:

(1) Obtain approval from the CAWCF program manager (**AMSMC-PD**) for items of reusable material to be returned to the CAWCF.

(2) Provide HQ, **AMCCOM (AMSMC-DSD-CA)**, information required by paragraph **M.3.a.(3)(a)**, above, during the period 1-15 September each year. (Submission of reusable material list information for publication at other times shall be made as the need arises.)

(3) Identify to HQ, **AMCCOM (AMSMC-DSD-PA)**, the specific account (wholesale or **CAWCF**), by item, the reusable returnable material is to be in.

(4) Ensure the disposition of wholesale returnable material inventories in their respective Military Service ownership accounts (Army - A, Navy - 5, Air Force - 6, Marine Corps - 4) on the HQ, **AMCCOM**, accountable record.

(5) Transfer wholesale returnable material from their respective ownership accounts to the CAWCF account.

M. REQUIREMENTS AND ASSET STRATIFICATION

The Military Services shall report their SMCA **common** item requirements and assets stratified against those requirements. The purpose of this reporting is to identify areas of existing or potential excesses in one or more **Military Service and** corresponding needs in another **Military Service(s)**. Identification is a starting point for discussions among the Military Services toward possible cross-leveling between excesses and requirements. The objectives are economies of supply and transportation and improving the readiness posture of the Military Service in need.

1. Stratification responsibilities follow:

a. The SMCA shall consolidate Military Service **input** and provide **copies** of the consolidation to the Military Services "and **EDCA**.

b. The Military Services shall provide an annual report of their requirements and assets stratified against requirements for all SMCA items to **SMCA**.

2. Procedures for Requirements and Assets Stratification Reporting follow:

a. ~~The~~ Military Services shall submit the report in the format shown in **figure 7-11**.

b. Because of report classification, reports should be furnished on magnetic tape.

c. The annual report shall be submitted to arrive at the SMCA by 15 November. Data is to be current as of 30 September.

d. The **SMCA** consolidates the Military Services' 15 November reports and returns them to the Military Services by 15 December.

<u>Field Legend</u>	<u>Card Columns</u>	<u>Explanation</u>
Record start ID	1-3	SS_ S(Stratification), S(Start) , _(Service ownership code: Marine Corps 4, Navy 5, Air Force 6).
Condition Code	4	1 = Serviceable. 2 = Unserviceable (Note 1)
Prime DoDAC/NSN	5-17	NSN only if DoDAC not assigned.
	18	Blank
AFAO Requirements	19-27	Authorized Force Acquisition Objective.
	28	Blank
AFAO Assets	29-37	Self-explanatory.
	38	Blank
AFR Requirements	39-47	Approved Force Retention.
	48	Blank
AFR Assets	49-57	Self-explanatory.
	58	Blank
ERS Requirements	59-67	Economic Retention Stocks.
	68	Blank
ERS Asset	69-77	Self-explanatory.
	78	Blank
CRS Requirements	79-87	Contingency Retention Stocks.
	88	Blank

Note 1: Condition code applies to excesses identified in blocks 99-107 (Potential DoD Excess).

Figure 7-11. Requirements and Assets Stratification Tape Format.

<u>Field Legend</u>	<u>Card Columns</u>	<u>Explanation</u>
CRS Assets	89-97	Self-explanatory.
	98	Blank
Potential DoD Excess	99-107	Self-explanatory
Repeat 4-107 for each prime NSN or DoDAC reported.		
Last three positions are:		
Record end ID		SE_S(Stratification), E{End), __ (Service ownership code: 4, 5, Or 6).

Figure 7-11. Requirements and Assets Stratification Tape Format (Continued).