**AP5. APPENDIX 5**

instructions for submission of dod unique item tracking program candidates

AP5.1 ORIGINATOR

AP5.1.1. DoD Component Unique Item Tracking (UIT) Representative. Include the name, organization and office symbol, DSN and commercial telephone number, and electronic-mail address.

AP5.1.2. DoD Component. Identify the DoD Component submitting the UIT program candidate or the joint DoD Component group/committee sponsoring the program candidate.

AP5.1.3. Originator. Identify the person who can discuss the concepts, needs, and the rationale underlying the UIT program candidate. Include name, organization and office symbol, DSN and commercial telephone number, and electronic-mail address.

AP5.1.4. Program Sponsor. Include the name, organization and office symbol, and DSN and commercial telephone number, and electronic-mail address.

AP5.2. UNIQUE ITEM TRACKING PROGRAM CANDIDATE

AP5.2.1. Program Name. Enter the full name of the UIT program candidate. Spell out all acronyms.

AP5.2.2. Program Description. Provide a brief description of the UIT program and its applicability to the overall DoD UIT Program. Identify the functional area associated with the UIT program candidate, any other program which may be affected by, or have an interest in, and if applicable, cite authority documents. Identify any additional data element requirements that may be added, revised, or deleted as a result of this program.

AP5.2.3 Justification for UIT Requirement. Provide background and support for the UIT program candidate. Elaborate on the need for the UIT program candidate in a context that allows evaluators to understand the full impact of the program and the impact of not maintaining the status quo. Also, provide responses to the following questions:

AP5.2.3.1. What value does the UIT candidate program add to the DoD UIT Program?

AP5.2.3.2. What potential customers will benefit from the candidate UIT program?

AP5.2.3.3. How does the candidate UIT program contribute to the accountability and visibility of the asset being tracked?

AP5.2.3.4. Is the candidate UIT program compliant with sections C5.7. (Item Accountability, Control and Stewardship) and C5.7.3. (Unique Item Tracking) of, DoD 4140.01-R, DoD Supply Chain Materiel Management Regulation? If yes, at what level and when was compliance achieved? If no, is there a plan to become compliant with DoD 4140.01-R, sections C5.7. and C5.7.3.?

AP5.2.3.5. How many line items (NSN + UIT elements (Unique Item Identifier (UII), and/or serial number = line item) are to be tracked?

AP5.2.3.6. How many reportable line items and UIT events are to be reported?

AP5.2.3.7. What is the name and location of the AIS where the assets will be reported? What standard DLMS transactions will be used to report the assets (e.g., DLMS 527R Receipt, DLMS 856S Shipment Status, DLMS 947I Inventory Adjustment, etc.)?

AP5.2.3.8. In accordance with DoD 4140.1-R, subparagraph C5.7.3.2.3. what provisions have been made for use of AIT?

AP5.2.3.9. In accordance with Item Unique Identification (IUID) policy, IUID is a system of marking items with UIIs that have machine-readable data elements to distinguish an item from all other like and unlike items. A data matrix is used for marking. The Department of Defense requires IUID for specific categories of items. All UIT program items fall under the IUID category of serial managed assets. Accordingly, UIT program items require 2D marking in accordance with IUID policy. IUID policy and specific IUID guidance are available at <http://www.acq.osd.mil/dpap/pdi/uid/index.html>. For specific guidance on marking DoD property for IUID, refer to the current version of [MIL-STD-130](http://www.dla.mil/j-6/dlmso/elibrary/manuals/milstds.asp). For items that are not currently in compliance with IUID marking policy, provide medium in use and placement of UIT identification.

AP5.2.3.10. Identify any special processing requirements. For example, for Navy depot level reparables, Navy indicated they did not want the DLA distribution depots to open the containers to verify serial number information. Such requirements should be identified and explained, as part of the program submission process. Also, identify the following:

AP5.2.3.10.1. Physical handling (e.g., whether or not to sight verify (open containers, etc.).

AP5.2.3.10.2. Proposed types of UIT events to be reported (e.g., receipt, location reconciliation, inventory adjustment (gain/loss), shipment status, etc.).