

TABLE OF CONTENTS.

SECTION I.....5
 GENERAL INFORMATION.....5
 1-1. PURPOSE.....5
 1-2. SCOPE OF OPERATION.....5
 1-3. SUPPLY DISCIPLINE AND ECONOMY (AR 710-2).....5
 1-4. CUSTOMER RESPONSIBILITIES.....5
 1-5. LOCATION AND OPERATING HOURS.....5
 1-6. REFERENCES.....6
 1-7. CUSTOMER ASSISTANCE.....6
 1-8. SAFETY.....6
 1-9. CUSTOMER ACCESS LIMITATIONS.....6
 1-10. ESTABLISHING OF NEW ACCOUNT.....7
 1-11. CLOSING OF ACCOUNT.....7
 1-12. CENTRAL RECEIVING POINT/BREAK BULK POINT.....7
 1-13. DELEGATION OF AUTHORITY SIGNATURE CARD (DA FORM 1687).....8
 1-14. SSA FORM 5977 (USE IN LIEU OF DA FORM 5977, DA PAM 710-2-1 PAGE 33).....9
 1-15. HAZARDOUS MATERIAL MANAGEMENT (HAZAMAT).....10
SECTION II.....11
 REQUEST AND ISSUE PROCEDURES.....11
 2-1. GENERAL.....11
 2-2. REQUEST FOR ISSUE.....11
 2-3. WALK-THROUGH-REQUEST (PACING ITEMS) OR (ANY PD 02 999).....11
 2-4. REQUEST FOR EXCEPTIONAL DATA.....12
 2-5. SUPPLY ISSUE PROCEDURES.....12
 2-6. CUSTOMER SATISFACTION.....12
 2-7. REQUEST FOR RECOVERABLE ITEMS.....12
 2-8. REQUEST FOR MAPS.....13
 2-9. PREPARATION/SUBMISSION OF REQUESTS.....13
SECTION III.....14
 CUSTOMER REQUEST.....14
 3-1. REQUEST FOR MODIFICATION (AMA).....14
 3-2. FOLLOW-UP PROCEDURES (AF1).....14
 3-3. CANCELLATION PROCEDURES (AC1).....14
 3-4. RECEIVING SUPPLY STATUS (CUSTOMER SERVICE ON STOCK CONTROL).....14
 3-5. CONTROLLED ITEMS (ARMAMENT).....15
 3-6. AUTOMATED REQUEST USING DISKETTE.....15
 3-7. BLAST REQUEST.....16
 3-8. MANUALLY PREPARED DA FORM 2765-1 REQUEST FOR ISSUE (A0A).....17
 3-9. MANUALLY PREPARED REQUEST FOR MODIFICATION (AMA).....18
 3-10. MANUALLY PREPARED REQUEST FOR FOLLOW-UP: (AF1).....19
 3-11. MANUALLY PREPARED REQUEST FOR CANCELLATION: (AC1).....20
 3-12. MANUALLY PREPARED REQUEST FOR FOLLOW-UP CANCELLATION: (AK1).....21
 3-13. SYSTEM GENERATED REQUESTS (DA FORM 2765-1E).....22
SECTION IV.....24
 CUSTOMER TURN-IN PROCEDURES.....24
 4-1. TURN IN CATEGORY.....24
 4-2. MANUALLY PREPARED REQUEST FOR TURN-IN (D6A).....24
 4-3. TURN IN DOCUMENT FROM STAMIS AUTOMATED SYSTEM.....26
 4-4. UNSERVICEABLE SHOE TAGS.....27
 4-5. SERVICEABLE TURN-IN.....28
 4-6. EXCESS OR UNSERVICEABLE ITEMS.....28
 4-7. MAJOR ASSEMBLY TURN-IN.....29
 4-8. CONTROLLED CRYPTOGRAPHIC ITEM AND WEAPONS TURN-IN.....30
 4-9. ROLLING STOCK TURN-IN.....31
 4-10. FOUND-ON-INSTALLATION (FOI).....32

4-11. TURN-IN EXCESS DRMO.....32

4-12. COMPRESSED GAS CYLINDER PROCEDURES32

4-13. EXCESS AUTOMATION EQUIPMENT HARDWARE AND SOFTWARE33

SECTION V34

ALTERNATE SOURCES OF SUPPLY34

5-1. DEFENSE REUTILIZATION MARKETING OFFICE (DRMO)34

5-2. CANNIBALIZATION POINT34

5-3. FABRICATION34

5-4. OPERATIONAL READINESS FLOAT (ORF)34

5-5. LOCAL PROCUREMENT34

SECTION VI.....36

CUSTOMER DUE-OUT RECONCILIATION & VALIDATION.....36

6-1. CUSTOMER RECONCILIATION.....36

6-2. RECONCILIATION SCHEDULE.....36

6-3. RECONCILIATION PROCEDURES (DA PAM 710-2-1 PAR: 2-31 AND DA PAM 710-2-2 SEC V) ...38

6-4. RECONCILIATION AUTHENTICATION38

6-5. FACE-TO-FACE RECONCILIATION38

6-6. CATALOG UPDATE PROCEDURES38

SECTION VII.....39

REFERENCE39

7-1. ACRONYMS AND DEFINITIONS39

7-2. ACQUISITION ADVICE CODE45

7-3. ADVICE CODE FOR CUSTOMER REQUESTS.....47

7-4. CONDITION CODE48

7-5. DOCUMENT IDENTIFIER CODE (Source Appendix C, AR 725-50 and SARSS End User Manuals)....50

7-6. IDENTIFYING NUMBER CODE.....53

7-7. MAINTENANCE REPAIR CODE.....53

7-8. RECONCILIATION CODE53

7-9. SOURCE CODE (SRC)53

7-10. RECOVERABILITY CODE.....54

7-11. UNIT OF ISSUE CODE55

7-12. RETURNS ADVICE CODE (RAC) (AR 725-50).....56

7-13. STATUS/REJECTION CODES57

SECTION VIII.....61

ANNEX61

ANNEX A61

ANNEX B62

ANNEX C63

ANNEX D64

ANNEX E.....65

ANNEX F.....66

ANNEX G67

ANNEX H68

SECTION I.

GENERAL INFORMATION.

1-1. PURPOSE.

This SOP provides uniform procedures for requesting, receiving, issue and turn-in of supplies and equipment. All additions and deletions of this SOP will be distributed to customers as they occur.

1-2. SCOPE OF OPERATION.

The USAG Vicenza, Supply Support Activity (SSA) is responsible for providing direct logistical support of Class II, III (P), IV, VII, and IX (A) (C) (L) to the Southern European Task Force (SETAF) and BASOPS units, Vicenza, Italy.

1-3. SUPPLY DISCIPLINE AND ECONOMY (AR 710-2).

- a. Supply Discipline and Supply Economy are essential to maintaining an effective supply system.
- b. The conservation of materiel must be established through customer supply management. Personnel should be practicing supply economy by setting an example and training their own users to economize.
- c. Supply discipline will only be effective if the customer develops supply expertise and ensures all supplies and equipment is properly authorized.
- d. The ordering and maintaining of excess material by the customer is unauthorized. Abuse of the issue priority designator by the customer may result in supply constraints and have detrimental effects on the unit readiness.

1-4. CUSTOMER RESPONSIBILITIES:

Ensure updated copy of DA Form 1687 (Delegation of Authority) and Assumption of Command Orders or PBO appointment memorandum is submitted to the Supply Support Activity anytime a change of command takes place. This allows the commanders or PBO to delegate representatives on his behalf the authority to conduct business with the SSA.

Customer will pick up supplies from the SSA within 2 days of notification of availability. Any Supply not picked-up by customer after 5 days will return to SSA stocks (AR710-2 2-8 b)

Monthly reconciliation every first working day of every month, and return to the SSA by the suspense date. The SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not validated by the requesting activity for two consecutive cycles (AR710-2, para 4-23, f).

1-5. LOCATION AND OPERATING HOURS:

A. The SSA is located at Lerino, Building L0946.

B. Operating Hours:

Monday:	0800-1130, 1300-1700
Tuesday:	0800-1130, 1300-1700
Wednesday:	0800-1130, 1300-1700
Thursday:	0800-1300, 1300-1700
Friday:	0800-1130, 1300-1700

C. The SSA will be CLOSED when US and LN HOLIDAYS fall on the same day. Any other planned closures will be announced in advance of the closing through distribution.

Exceptions: Service after normal duty hours are limited to 02 pacing item requests only. Customers requiring service after duty hours should contact the SDNCO at DSN 634-7867 located in Davis Hall Building # 108. Customers must bring a DA Form 2765-1 or STAMIS hardcopy with the Company Commander's signature.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

D. Telephone / Fax numbers:

Accountable Officer	634-3928	634-3929
Stock Control	634-3936/37	634-3944
Warehouse/Issue	634-3997	
Central Receiving Point/BBP	634-3938/43	
Turn-In Section	634-3939	634-3952
Modem	634-3946	
Armament Room	634-5098	

E. Mailing Address:

SR W6E7 USAG VIC SSA
UNIT# 31401 BOX 14
AWCF SSF
APO AE 09630

F. E-mail Address:

Accountable Officer luis.rodriquez@eur.army.mil

1-6. REFERENCES:

- a. AR 710-2 Supply Policy below the Wholesale Level
- b. AE Reg. 710-2 Supply Policy below the Wholesale Level
- c. AR725-50 Requisitioning, Receipt, and Issue System
- d. AR735-5 Policies and Procedures for Property Accountability
- e. AR 735-11-2 Reporting of Item and Packaging Discrepancies
- f. DA PAM 710-2-1 Using Unit Supply System (Manual Procedures)
- g. DA PAM 710-2-2 Supply Support Activity (SSA) System Manual Procedures
- h. ADSM 18-L1Y-AJT-ZZZ-EM Standing Army Retail Supply System, Level 1(SARSS1) End User Manual
- i. CDA Pam 18-1 Code Reference Guide
- j. USAREUR 710-2 USAREUR Policy below the Wholesale Level
- k. Monthly AMDF (Army Master Data File), Fed log.

1-7. CUSTOMER ASSISTANCE:

- a. Customer units with specific problems or questions regarding supply transactions should contact the Stock Control Section/Customer Assistance at DSN 634-3936.
- b. The Customer Assistance Section will provide customers with information regarding status, due-in / due-out, customer reconciliation, parts availability, and any other supply related matters. All others should be directed to the appropriate section.

1-8. SAFETY: Vehicles moving around the SSA will obey a 5mph speed limit and all vehicles must have a minimum of one ground guide.

1-9. CUSTOMER ACCESS LIMITATIONS:

- a. Customers are not authorized pick up supplies with POV.
- b. All customers will report to the Issue Section and pick up all parts prior to conducting any business with the SSA. Customers who fail to pick up all parts will be reported to the chain of command and will be restricted from requesting supply transaction until such time that all parts have been picked up.
- c. At no time will unescorted customers be allowed in the warehouse area or the bulk issue area.

1-10. ESTABLISHING OF NEW ACCOUNT:

- a. Units desiring to open an account with the SSA must have a Department of Defense Activity Address Code (DODAAC) loaded in SARSS2AC Class IX parameters, which are managed by 200mmc 21tsc. Requests for support should be sent through command channels to:

SETAF G-4,
ATTN: AESE-GL
Unit 31401, Box 1
APO AE 09630
TEL: DSN 634-8046

- b. The request must include the following information:
1. Unit DODAAC
 2. Unit Identification Code (UIC)
 3. Unit Account Processing Code (APC)
 4. Applicable fund cite, total funds to be used.
 5. Unit Point of Contact (POC)
- c. Once the request is approved, the unit Commander's designated representative will provide DA Form 1687 and assumption of command orders or PBO prior to submitting any transaction to the SSA.

1-11. CLOSING OF ACCOUNT: Any Units notified for draw down are required to close their account. To complete this requirement, the following procedures must be followed:

1. The unit must submit a memorandum for record stating the date the account will close. Two copies of the Memorandum for record will be submitted 90 days in advance with the commander's signature.
2. The unit will submit AC1 cancellation documents for all outstanding documents due in to the unit.
3. The unit must submit a list of all PLL items with NSN, QTY, and Serviceability of each item to be turned-in.
4. The SSA will review the list to determine what items are authorized to stock and schedule an appointment for turn-in.

1-12. CENTRAL RECEIVING POINT/BREAK BULK POINT:

1. CRP RESPONSIBILITY: Receives all classes of supply including Household goods and government official package from custom.
 - a. Primary point of contact for customer transportation service, planning, and monitoring surface, sealift, and air movements.
 - b. Ensure supply transportation movements are consistent with established pick up dates and required delivery dates.
 - c. Resolve transportation, operational and procedural planning issues, and provides in-transit visibility to customers as requested.
2. CUSTOMERS RESPONSIBILITY:
 - a. Ensure the proper document (DA Form 1348-1) is used to turn-in supplies for shipment.
 - b. Shipping document must have the correct shipping address, document number, condition code, TAC code and number of pieces/boxes etc.
 - c. Segregate Hazardous Material Item from other items and properly prepare it for shipment (i.e. drums banded to pallets).
 - d. Deliver supplies to the CRP and assist in packing and crating of equipment if necessary.

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Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

- e. Personnel requesting items thru Aquiline, Impact Card or other off line system must ensure that they use their DODAAC, POC and phone Number. Items received without final customer identification, POC or address will be ship back to original destination after 10 days of receipt.
- f. CRP section will not deliver items to costumers.

3. TRANSPORTATION SERVICE:

- a. The Break Bulk/Central Receiving Point request transportation assets based on requirements. The only transportation asset available is thru (HUB & SPOKE) Defense Distribution Depot Europe (DDDE), Germersheim.

1-13. DELEGATION OF AUTHORITY SIGNATURE CARD (DA FORM 1687).

- a. Unit Commanders or PBO may designate personnel as authorized representatives to request and/or receipt supplies. The unit Commander or PBO retains full responsibility for all requests/receipts by these representatives. Signature cards must be completed in accordance with DA Pamphlet 710-2-1. The expiration date will not be later than the responsible officer is expecting to remain in their current position. In order to give units full support, the SSA needs assumption of command or PBO orders and two (3) copies of DA Form 1687.
- b. All units are responsible to keep their DA Form 1687's current:
 - 1. When more than four (4) personnel are needed as authorized representatives, a second set of two (3) DA Form 1687 will be prepared with the information of the added individual(s). Enter on remakes block "Added previous addition remain in effect".
 - 2. When signature cards have expired, a new set of DA Form 1687s must be prepared. The words, "This form supersedes previous editions" will be entered in the remark block.
 - 3. Units not keeping signature cards and assumption of command orders current will be unable to submit requisitions until their account is brought up to date.
 - 4. The rule "No 1687, No transaction" will be strictly enforced.
- c. Below is an example of Notice of Delegation of Authority – Receipt for Supplies (DA Form 1687).

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.					1 Sep 88
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
223rd S&T Co			Fort Lee, VA		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
DE RUITER, Norman C.	X	YES	YES	<i>Norman C De Ruitter NCDR</i>	
VANDER -GELD, William		YES	NO	<i>William Vander Geld NVC</i>	
PETERSON, Tamalyn J.		YES	YES	<i>Tamalyn Peterson TP</i>	
DE YOUNG, Fredrick		YES	NO	<i>Fredrick De Young FDY</i>	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: Request and/or receive Class 2,4,7,9 supplies as shown above.					
REMARKS Installation Supply Division					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WA2HAA			DODAAC/ACCOUNT NUMBER W80T8E		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
MURPHY, Kathleen	MAJ	687-1716	10 May 90	<i>Kathleen A. Murphy</i>	

DA FORM 1687
JAN 82

EDITION OF DEC 87 IS OBSOLETE.

EXAMPLE OF A NOTICE OF A DELEGATION OF AUTHORITY.

Legend.

Completion instructions for DA Form 1687 (DA PAM 710-2-2).

Enter calendar date form is prepared in block number 1.

Enter name of unit in block number 2.

Enter name of installation on which unit is located in block number 3.

Authorized Representatives(s).

Enter name of authorized representative in block number 4.

Enter "not used" on next available line when all line are not used in block number 5.

(REQ) Enter "NO."

(REC) Enter "YES" in this block for each person authorized to receipt for supplies.

Enter signature and initials of authorized representative's block 7.

Note: Carbon signatures which result from use of the multi-part form will be treated as an original when the form is presented for identification purpose. There is no difference in "value" between the carbon signature and the original.

Authorization by Responsible Officer or Accountable Officer.

Enter "X" in this box to show that the authorized representative is delegated to receipt for supplies. Specify classes of supplies for which representative may sign in block number 8.

Enter SSA or other activity to which form is being sent in block number 9.

Enter assigned UIC in block number 10.

Enter unit DODAAC and any locally assigned account number in block number 11.

Enter name of responsible person in block number 12.

Enter grade of responsible person in block number 13.

Enter office telephone number of responsible person in block number 14.

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

Enter signature of responsible person in block number 16.

Note: all entries, except signature and initials, will be either printed in ink or typewritten. Signatures and initials will be entered in ink.

1-14. SSA FORM 5977 (USE IN LIEU OF DA FORM 5977, DA PAM 710-2-1 PAGE 33).

- a. The purpose of the card is used as identification for designated representatives assigned on the DA Form 1687. Designated personnel will present the card to the issuing section when picking up parts at the SSA.
- b. Damaged or mutilated card will be returned to the SSA for replacement. Lost or stolen cards must be reported to the SSA immediately and a new card will be issued if the individual still authorized to pick up parts.
- c. SSA Form 5977, is not a valid substitute for DA Form 1687 on file, it is only used as ID number for picking up supplies.

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

(DA PAM. 710-2-1)

AUTHORIZATION CARD	
NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES	
ORGANIZATION, INSTALLATION HHC, FORT SCHOOL, VA	DODAAC/ACCT # WK4ABC
THE BEARER OF THIS CARD IS AUTHORIZED TO RECEIPT/REQUEST SUPPLIES FROM THE ACTIVITY CHECKED ON THE REVERSE SIDE OF THIS FORM. THIS CARD IS ACCOUNTABLE. ITS LOSS WILL BE REPORTED TO THE INDIVIDUAL ISSUING THIS CARD AND THE AUTHORIZED FACILITIES CHECKED ON THE REVERSE.	SERIAL #
SIGNATURE/SIGNATURE BLOCK James Bond, CPT JAMES BOND, CPT, SC, CMDG	

DA FORM 5977, MAR 91

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

REVERSE OF DA FORM 5977, MAR 91

SAMPLE OF SSA FORM 5977 (CUSTOMER ID NUMBER).

- e. SARSS-1 system has a new ID Tag for customer in substitution of DA FORM 5977.



SAMPLE OF SARSS-1 CUSTOMER ID TAG.

1-15. HAZARDOUS MATERIAL MANAGEMENT (HAZMAT):

- a. PURPOSE: To inform supervisor of their responsibility for safe environmentally conscious storage, handling, and transportation of HAZMAT.
- b. REQUESTING ISSUED AND TURN-IN OF HAZRDIOUS MATERIAL (DA PAM 710-2-1, 13.5)
For issued and Turn-in for CC "A" items on document enter "HAZARDOUS MATERIAL" on block P. Attached copy of Material Safety Data Sheet (MSDS) to turn-in document. SSA received only items on property package for prevent any type of incident.
For other items not on CC "A" is necessary give to recycle point on Caserma Ederle near of Commissary.
- c. BOTTOM LINE: Policy and procedures exist to safely manage and transport HAZMAT with no damage to the environment. Unit commanders and supervisors are ultimately responsible for HAZMAT management, spill plans, and HAZMAT communication in their areas of responsibility. Individuals transporting HAZMAT must be licensed qualified.
- d. AWARENESS: The Hazardous Communication (HAZCOM) Standing is described in UR 385-10, and provides regulatory guidance for implementing USAREUR policy. These procedures should be contained in the unit SOP.

SECTION II.

REQUEST AND ISSUE PROCEDURES.

2-1. GENERAL.

To ensure timely receipt of requested items, customers must pick up all parts in their bins, to include bulk items, prior to making any transactions with the SSA. Any availability supplies not picked-up by customer after 5 days (2 days for HI priority) will return to SSA stocks (AR710-2, 2-8).

2-2. REQUEST FOR ISSUE.

SARSS1 accepts issue from automated and non-automated customers. It allows a customer who is separated from their normal support structure to submit a request to any SARSS1 activity under the SARSS2AC/B area of support.

1. Automated customers should not submit manual request except when exception data is required or a high priority walk-through is authorized. Customers are required to bring their STAMIS disks along with a hard copy of what is on the disks to ensure that all transactions made through the SARSS system are valid.
2. Automated customers who have capability of sending transaction electronically must send their request through STAMIS system transaction.
3. Non-automated customers must use DA Form 2765-1 or DD Form 1348-6. (Refer to DA PAM 710-2-1, Chapter 2).
4. Unit Commander must sign high priority requests.
5. All requests must be screened against the Army Master Data File (AMDF) for Acquisition Advice Codes (AAC) prior to the unit preparing the request. This will preclude possible rejection/cancellation for administrative errors. The AAC tells the SSA how and under what restrictions a cataloged item can be obtained (DA Pam 710-2-2, Chapter 6). Individual AAC's are defined in CDA Pam 18-1.
 - a. If the item has an AAC of "C, D, E, F, G, H, J, K, O, X, or Z," for manual customer use DA Form 2765 or 2765-1, or if automated, submit through "BLAST" using the STAMIS protocol or place the requisition on a diskette.
 - b. If the item has an AAC of "A, B, F, M, Q, R, S, T, W, or Y," use DD Form 1348-6
 - c. Items with a part number not currently on the catalog will be requested using DD Form 1348-6 (DA PAM 710-2-1, Chapter 2)
6. All customer transactions with the SSA must be turned in to the Document Control and Editing Section (DC&E) NLT 16:00 hrs Monday through Friday. The cutoff time is based on the processing time for all customer disks and the processing time of the daily closeout to SARSS2A.
7. COMMON ERRORS:
 - a. Advice Code. These codes assist you if used properly. Note that the advice code "2B" will not allow substitutes. Use this advice code only if no other item will suffice.
 - b. Project Control Code. This is very important for financial management purposes. Please check with your Battalion S-4/RMO.

2-3. WALK-THROUGH-REQUEST (PACING ITEMS) OR (ANY PD 02 999):

- a. Customers should first call the SSA customer service to see if the part is actually on hand. If part is on hand, customer must prepare a recoverable/exceptional item request from the STAMIS and manual DA Form 2765-1 with the commander's signature and bring the requisition to the SSA customer service for issue.
- b. Walk-through requests submitted to the SSA must have a priority of 02. The company commander or his/her designated representative will sign the request form. Stock Control personnel will check the SARSS1 ABF file for available assets before directing the customer to the storage area for issue. The storage section will verify on-hand assets for issue.
- c. Customer must be authorized on a DA Form 1687 to pick up parts when submitted high priority request.

2-4. REQUEST FOR EXCEPTIONAL DATA:

- a. Controlled items (all CHIC codes except "U") and recoverable items (recoverable codes of A, F, D, H, or L) will not be transmitted into the SARSS system via the normal STAMIS automated diskette processing. Customers must process a recoverable exceptional item requisition from their STAMIS system. (Refer to CDA Pam 18-1, pg. 2-35 and pg. 2-41)
- b. These requests will be keyed in with a Document Identifier Code (DIC) of "A0E". The Company commander's signature is required for all exceptional requests. Manual customers will use a DA Form 1348-6 with the Company Commander's signature.

2-5. SUPPLY ISSUE PROCEDURES:

- a. Property will be issued only to those personnel listed on a valid Delegation of Authority to receipt for Supplies (DA Form 1687). Customer units will not be allowed to selectively pick-up parts from their bins; all parts must be picked up (NO EXEPTION).
- b. Personnel receiving parts must physically verify each part before leaving the warehouse. At a minimum, DODAAC, NSN, QUANTIY, AND SERVICEABILITY of the item will be checked. Once the part leaves the warehouse, the SSA is not responsible for shortages or missing parts.

2-6. CUSTOMER SATISFACTION: It is our intent to serve the needs of our customers. Units should report all packaging discrepancies, shortages, and overages of items to the Issue Section.

- a. If a requested item was damaged in shipment, the requesting unit will prepare a Report of Discrepancy (ROD) and return the item in its original container to the SSA for processing. If the original requested item is still needed, a new requisition with a new document number should be submitted.
- b. If a unit finds that an item has been incorrectly identified (i.e., a container is marked with the requested stock number but does not contain the requested item), prepare a Report of Discrepancy (ROD) and return the item to the SSA for adjustment. If the item is still needed, a new request with a new document number should be submitted.
- c. Customers are responsible to prepared Transportation Discrepancy Report (TDR) thru 200mmc (AE 710-2 5-16, AR 735-11-2) for dedicate request. TDR Address: dl21tscsposdr@eur.amy.mil .

2-7. REQUEST FOR RECOVERABLE ITEMS:

Items that have a Recoverability Code (RC) of "A, D, F, H, or L" if it is all possible, unit requesting the item must have a proof of turn-in before the unit may order a like item.

- a. When recoverable Items are not available for turn-in due to loss, damage, initial issue, or a change to unit's PLL stock age, one of the following statements must be annotated on the requisition:
 1. Replaces lost or damaged items, action pending IAW AR 735-5.
 2. Initial issue due to increase in PLL stock age.
 3. Initial issue/increase due to change in MTO&E.

If the recoverable item is not available because coming it from the end item would cause the whole end item to become deadline, the statement:

"Removal will cause vehicle to be deadline; unserviceable items will be turned-in within (5) five working days of receipt of parts" will be written on the requisition. The request must include the unit Commander's signature block and signature.

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Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

2-8. REQUEST FOR MAPS:

- a. Units require maps will request to their support operation/intelligence/engineer office (S-2/3) to determine the NSN of the map needed and verify the operational requirement and quantities requested are reasonable and in accordance with USAREUR supplement 1 to AR 115-11 (ARMY TOPOGRAPHY)
- b. If there is no National Imagery and Mapping Agency (NIMA) number or NSN, the map sheet number should be use as a part number. If the map sheet number is not listed, contact ODCSENG at 370-8033 for assistance.
- c. The requirement is passed to the company supply room or S-4. If the requester does not have a valid NSN, use FEDLOG to cross-reference the NIMA sheet ("PART") number to an NSN.
- d. The Supply room/S-4 fills out a Standing MILSTRIP requisition (DA Form 2765-1) to order the map in accordance with DA Pam 710-2-1 and submitted to the SSA. Customer used STAMIS system may be used to automate the procedures.

2-9. PREPARATION/SUBMISSION OF REQUESTS:

- a. Both low and high priority requests (manual DA Form 2765-1, PTP, and FTP) are process immediately. Non-automated customers can use DA Form 2765-1 or DD Form 1348-6.
- b. Automated customers will interface via electronic procedures identified earlier, para. 2-3a, and users' manual. Any hard copy request will be brought to the Customer Assistance Section and will be annotated in the SSA's drop-off log.
- c. Request for parts must be screened against the Federal Logistics (FEDLOG) for acquisition Advice Codes (AAC) prior to the unit preparing the request. This will preclude possible rejection/cancellation for administration errors.
- d. The AAC tells the supply system how and under what restrictions a cataloged item can be obtained (DA Pam 710-2-1). Individual AAC's are defined in CDA Pam 18-1.
- e. Clerks or other personnel authorized by the unit commander will present proper identification prior to submitting requests.
- g. The SSA will challenge all high-priority requests that contain quantities in excess of the quantity authorized by the unit PLL, requests for items that will obviously not deadline a whole system or quantities that appear to be an excessive amount. Units found abusing the supply priority system will be reported through command channels.

SECTION III.

CUSTOMER REQUEST.

3-1. REQUEST FOR MODIFICATION (AMA):

- a. Document modifiers are used to change any one of the following data elements of a request that has already been submitted to the SSA. The unit commander must sign High Priority upgrades.

Media and Status (M&S) Code

Priority Designator Code

End Item Code (EIC)

Required Delivery Date (RDD)

Project Code (PC)

Advice Code

- b. Automated customers must submit transaction through BLAST using the STAMIS system. For non-automated customers, submit transaction on floppy diskettes or DA FORM 2765-1 or DD Form 1348-1(Refer to DA PAM 710-2-1, Chapter 2).

3-2. FOLLOW-UP PROCEDURES (AF1):

A follow-up is used to verify the requisition of an item or to obtain a more current supply status from higher source of supply. An AF_ Document Identifier Code (DIC) can be generated from the STAMIS automated system. Customers are encouraged to submit automated follow-ups as needed.

- a. If a customer does not receive immediate status on parts requisitioned, he/she needs to check with the Customer Service to see if the requisition made it through SARSS. Likewise, if a customer still has a BM status on their STAMIS System after 5 working days of the requisition, they should check with the SSA for more current status.
- b. If more current status is not available, both SSA and customer should do a follow-up or further research into the requisition. (Refer to DA PAM 710-2-1, Chapter 2, Section IV)

3-3. CANCELLATION PROCEDURES (AC1):

Submit a request for cancellation when all or part of a quantity requested is no longer needed.

- a. Customers are reminded to first verify the supply status before submitting cancellation. If requisition has been released (i.e. BA status) or prepare for shipment (i.e. BV status), then the customer has already purchased the item.
- b. Customers may also request to cancel requisition with the SSA during face-to-face reconciliation for items that are no longer needed.
- c. If further information is needed, customers may refer to DA PAM 710-2-1, Chapter 2, Section IV, or ask the SSA customer service representative.

3-4. RECEIVING SUPPLY STATUS (CUSTOMER SERVICE ON STOCK CONTROL):

- a. SARSS1 Non-Automated Customer Listing (PCN: AJT-025)
- b. This is a list generated by the SARSS1 for manual customers only. PLL clerk should use the information to ensure each requisition submitted to the SSA is entered into the supply system. Status on all requisitions should be available after the request has been inputted into the system.

- c. Automated Customers via STAMIS system (PCN: AJH-83 or ULLS format)
 - 1. Status diskettes are created each day after close out. Customer units will process the diskettes by batch number sequence by date to update their status.
 - 2. Customer Units who have electronic capabilities will pull status through their STAMIS system.
- d. Customer Due-out Reconciliation List (PCN: AJT-028): Customer Recons are available for pick up at the Stock Control by the first working day of every month and is necessary consignee back before 15 of same months. The list contains all documents per DODAAC that are currently valid in SARSS. The SSA will, after written notification to the customer, initiate cancellation actions for all requisitions not reconciled by the requesting activity for two consecutive months (AR 710-2 Chapter 3-20).

3-5. CONTROLLED ITEMS (ARMAMENT).

- a. Purpose: To provide guidance to 200 TAMMC items managers on the processing of small arms requisitions.
- b. Policy Statement: The 200th TAMMC item managers will manage and control serviceable small arms assets utilizing the SARSS2AC/B as outlined in the directive.
- c. Implementation: The following National Item Identification Numbers assets refer out to the item manager for approval.

1005-00-738-6213	Carrier, Bolt
1005-00-992-7283	Key Bolt Carrier
1005-01-134-3630	Hammer, Pint Retainer
5340-01-144-1499	Lever, Lock Release
1005-01-219-2402	Trigger Assembly
1005-01-738-6213	Carrier, Bolt
1005-00-992-6649	Sear
1005-00-992-7285	Bolt, Assembly
5340-01-145-7910	Lever, Lock Release
1005-01-148-0172	Cam, Burst
1005-01-225-8339	Selector, Fire Control

NOTE: Units needing to order the above NSNs are required to submit a memorandum from their commander certifying that the request is valid. This is required for the item manager to process request; otherwise the requisition will be cancelled.

3-6. AUTOMATED REQUEST USING DISKETTE.

- a. Diskettes received from STAMIS customers are processed immediately upon receipt of requests.
- b. Customer must bring a hard copy print out (system generated) list of all requisitions per diskette turned-in to the Stock Control.
- c. SSA will use the hard copy list to process all transactions in the event the diskette submitted is corrupted.

SEND SUPPLY TRANSACTIONS
OUTPUTS

abcml

```

AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AOA 4720012764955 EA00002W80YHT70030901R 1KALH 12003 A 003
AOA 5330011438207 EA00005W80YHT70030902R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030903R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030904R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030905R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030906R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030907R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030908R 1KMPP 12003 A 003
AOA 5330011438207 EA00005W80YHT70030909R 1KMPP 12003 A 003
AOA 2930013175358 EA00001W80YHT70030911R 1KBBD 05003 A 003
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
NUMBER OF TRANSACTIONS ON DISKETTE: 10
INITIALS OF UNIT PLL CLERK: [Signature]
INITIALS OF DSU CLERK: _____
COMMANDER/DESIGNATED REPRESENTATIVE: _____

```

SAMPLE OUTPUT LISTING FROM ULLS-G.



SAMPLE CUSTOMER DISKETTE.

3-7. BLAST REQUEST.

- a. Automated customers MUST transmit transactions over telephone lines (BLAST).
- b. The SSA SARSS system is kept running and customers can BLAST to the SSA 24 hours a day. Our modem number is 634-3946.
- c. Customers are not required to call before Blasting requisitions. Customers may contact the Stock Control section during operating hours of any problems encountered during BLAST.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

3-8. MANUALLY PREPARED DA FORM 2765-1 REQUEST FOR ISSUE (A0A).

- a. SARSS accepts requests for issue from automated and non-automated customers. Non-automated customers ordering Standing NSN items that do not require exception data will be requisitioned on DA Form 2765-1.
- b. Procedures for completing a DA Form 2765-1 are listed below:

BLOCK	FIELD LEGEND	EXPLANATION
A	NAME AND ADDRESS OF THE SSA	W81AT1 USAG VICENZA, SSA, VICENZA ITALY
B	NAME AND ADDRESS OF REQUISITION UNIT	
1-3	DOCUMENT IDENTIFIER	ENTER AOA
4-6	NATIONAL STOCK NUMBER	ENTER NSN (13 digits)
7	UNIT OF ISSUE	ENTER UI FROM AMDF
8	QUANTITY	ENTER QTY TO BE ORDERED. ZERO FILL TO THE LEFT
9-12	DOCUMENT NUMBER	ENTER DODAAC, JULIAN DATE AND SERIAL
13	DEMAND CODE	ENTER R= RECURRING OR N= NON-RECURRING
17	FUND CODE	ENTER YOUR UNIT'S FUND CODE
18	DISTRIBUTION	ENTER THE EIC IF NEEDED
20	PRIORITY	ENTER EITHER PD 02, 05, 12
21	REQUIRED DELIVERY DATE	ENTER 999 FOR NMCS (02 PD ONLY)
22	ADVICE CODE	ENTER 2 DIGIT CODE IF NEEDED PUBLICATION DATA
L	ENTER COST DETAIL ACCOUNT NUMBER	WHEN REQUIRED
M	UNIT PRICE	ENTER UNIT PRICE FROM AMDF
N	TOTAL PRICE	ENTER AMDF PRICE X QUANTITY
O	ITEM DESCRIPTION	ENTER NOMENCLATURE FROM AMDF
P	ENTER TM# DATE AND PAGE IF NEEDED	PAGE N., PUBLICATION AND OTHER APPLICABLE DATA

DA FORM 2765-1, APR 76	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	BYC	REQUISITIONER	DATE	SERIAL	DEHVCJ	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU	PROJECT	REL. DATE	REQ. DATE	ADV. STAT.
SEND TO:	W81AT1 USAG VICENZA, SSA	VICENZA ITALY	REQUEST IS FROM:	173rd ABN 2-503rd	FUSION MOTORPOOL														
A	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
B	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
C	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
D	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
E	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
F	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
G	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
H	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
I	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
J	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
K	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
L	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
M	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
N	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
O	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												
P	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY												

- c. To ensure timely processing of requested items, automated customers are advised not to submit manual requisitions unless STAMIS system is down. In the event their system is down, customer must notify the SSA within 24 hrs. They should submit manual requests only when necessary; for example, system generated recoverable items request.
- d. This example applies only to the USAG VICENZA, SSA.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

3-9. MANUALLY PREPARED REQUEST FOR MODIFICATION (AMA).

- a. Manual or automated document modifiers are used to change any one of the following data elements of a request that has already been submitted to the SSA:

BLOCK	FIELD LEGEND
3	Media and Status Code
18	TYPE of REQUIREMENT TRC or End Items Code EIC
19	Project code
20	Priority Designator Code
21	Required Delivery Data (RDD)
22	Advice Code

- b. Request for modification does not require signature or stamp prior to SSA acceptance.
- c. The unit commander or their authorized representative (as indicated on DA Form 1687) must sign High Priority upgrades.
- d. Only open requisitions with transaction status code of BB can be modified.

Procedures for completing a DA Form 2765-1 are listed below:

BLOCK	FIELD LEGEND	EXPLANATION
1	DOCUMENT IDENTIFIER	ENTER "AMA"
4-6	NATIONAL STOCK NUMBER	ENTER ORIGINAL NSN (13 digits)
7	UNIT OF ISSUE	ENTER UI FROM AMDF
8	QUANTITY	ENTER ORIGINAL QTY ORDERED. ZERO FILL TO THE LEFT
9-12	DOCUMENT NUMBER	ENTER ORIGINAL DODAAC, JULIAN DATE & SERIAL
19	PROJECT CODE	ENTER ORIGINAL CODE
20	PRIORITY	ENTER PRIORITY NEW PRIORITY
21	REQUIRE DELIVERY DATE (RDD)	ENTER ORIGINAL RDD
22	ADVICE CODE	ENTER ORIGINAL ADVICE CODE

- e. ANY CODE FROM a. THAT APPLIES MUST BE ENTERED IN ADDITION TO THE CODES IN e.
- f. Insure any field being modified is circled.
- g. Example of a manually prepared Request for Modification (DIC AMA) using DA Form 2765-1.

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

3-10. MANUALLY PREPARED REQUEST FOR FOLLOW-UP: (AF1).

- a. SARSS-O is designed to provide automatic follow-up action on all open requests. The result of these follow-ups will update via MODEM or status diskette. Note that these automatic follow-ups will only be for items not normally stocked at the SSA and for high priority 02-999 requests.
- b. Request for follow up does not require signature or stamps prior to SSA acceptance.
- c. Automated customers must submit request for modification either BLAST or diskette.

Procedures for completing a DA Form 2765-1 are listed below:

BLOCK	FIELD LEGEND	EXPLANATION
1	DOCUMENT IDENTIFIER	ENTER "AF1" and circle with color pencil or ink
4-6	NATIONAL STOCK NUMBER	ENTER ORIGINAL NSN (13 digits)
7	UNIT OF ISSUE	ENTER ORIGINAL UI
8	QUANTITY	ENTER ORIGINAL QTY ORDERED. ZERO FILL TO THE LEFT
9-12	DOCUMENT NUMBER	ENTER ORIGINAL DODAAC, JULIAN DATE & SERIAL
19	PROJECT CODE	ENTER ORIGINAL CODE
20	PRIORITY	ENTER ORIGINAL PRIORITY
21	REQUIRE DELIVERY DATE (RDD)	ENTER ORIGINAL RDD
22	ADVICE CODE	ENTER ORIGINAL ADVICE CODE

- e. When the unit initiates follow-up action either manually or automated, the SSA will attempt all actions possible to expedite the request.
- f. Example of a manually prepared Request for Modification (DIC AF1) using DA Form 2765-1.

DA FORM 2765-1, APR 75

SEND TO: W81AT1 USAG VICENZA, SSA, VICENZA ITALY

REQUEST IS FROM: 173rd ABN 2-503rd FUSION MOTORPOOL

DOCUMENT IDENTIFIER: **AF1**

STOCK NUMBER: 9905011879468

UNIT OF ISSUE: EA

QUANTITY: 00004

ITEM DESCRIPTION: PLANE, ISTRUCTION

ADVICE CODE: B

PRECEDING EDITION WILL BE USED

REQUEST FOR ISSUE OR TURN-IN (DA Form 710-2-1)

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

3-11. MANUALLY PREPARED REQUEST FOR CANCELLATION: (AC1).

- a. Units may request cancellation at any time before receiving the item. True cancellation depends on whether the item has or has not been issued or shipped.
- b. Items with BA status cannot be cancelled. Only requisitions with backorder status code can be attempted for cancellation.
- c. A request for cancellation must be prepared for either full or partial quantity.
- d. Automated customers must submit cancellation request either BLAST or diskette.
- e. To submit a cancellation request; prepare a copy of the original request. Enter "AC1" in block 1 and the quantity to be canceled in block 8. These fields must be circled.
- f. Procedures for completing a DA Form 2765-1 are listed below:

BLOCK	FIELD LEGEND	EXPLANATION
1	DOCUMENT IDENTIFIER	ENTER "AC1" and circle with color pencil or ink
4-6	NATIONAL STOCK NUMBER	ENTER ORIGINAL NSN (13 digits)
7	UNIT OF ISSUE	ENTER ORIGINAL UI
8	QUANTITY	ENTER QTY TO BE CANCELLED and circle with color pencil or ink. ZERO FILL TO THE LEFT
9-12	DOCUMENT NUMBER	ENTER ORIGINAL DODAAC, JULIAN DATE & SERIAL
19	PROJECT CODE	ENTER ORIGINAL CODE
20	PRIORITY	ENTER ORIGINAL PRIORITY
21	REQUIRE DELIVERY DATE (RDD)	ENTER ORIGINAL RDD
22	ADVICE CODE	ENTER ORIGINAL ADVICE CODE

DA FORM 2765-1, APR 76

PREVIOUS EDITION WILL BE USED

REQUEST FOR ISSUE OR TURN-IN (DA Pam 710-2.1)

DOC IDENT	ROUT IDENT	FSC	FIRM STOCK NUMBER	ADD	UNIT	QUANTITY	BYC	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	REQ. DATE	ADV. STAT.
SEND TO: W81AT1 USAG VICENZA, SSA VICENZA ITALY										REQUEST IS FROM: 173rd ABN 2-503rd FUSION MOTORPOOL						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51
52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102

AC1

9905011879468

EA0004

W91TY373231006R

PLANE, ISTRUCTION

0.46

1.84

02999

2B

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

3-12. MANUALLY PREPARED REQUEST FOR FOLLOW-UP CANCELLATION: (AK1).

- a. Follow-ups on cancellation are not mandatory. When used, 14 days calendar must have passed since a cancellation request was submitted and supply or shipment status has not been received.
- b. Items with BA status cannot be follow-up cancellation. Only requisitions with backorder status code can be attempted for cancellation.
- c. A request for follow-up cancellation must be prepared for either full or partial quantity.
- d. Automated customers must submit cancellation request either BLAST or diskette.
- e. To submit a cancellation request; prepare a copy of the original request. Enter "AK1" in block 1 and the quantity to be follow-up cancellation in block 8. These fields must be circled.
- f. Procedures for completing a DA Form 2765-1 are listed below:

BLOCK	FIELD LEGEND	EXPLANATION
1	DOCUMENT IDENTIFIER	ENTER "AK1" and circle with color pencil or ink
4-6	NATIONAL STOCK NUMBER	ENTER ORIGINAL NSN (13 digits)
7	UNIT OF ISSUE	ENTER ORIGINAL UI
8	QUANTITY	ENTER QTY TO BE FOLLOW-UP CANCELLATION and circle with color pencil or ink. ZERO FILL TO THE LEFT
9-12	DOCUMENT NUMBER	ENTER ORIGINAL DODAAC, JULIAN DATE & SERIAL
19	PROJECT CODE	ENTER ORIGINAL CODE
20	PRIORITY	ENTER ORIGINAL PRIORITY
21	REQUIRE DELIVERY DATE (RDD)	ENTER ORIGINAL RDD
22	ADVICE CODE	ENTER ORIGINAL ADVICE CODE

DA FORM 2765-1, APR 76	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD UNIT	QUANTITY	REQ REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU	PROJECT	REQ ORTY	REQDEL DATE	ADVIS STAT			
SEND TO:	REQUEST IS FROM:																		
W81AT1 USAG VICENZA, SSA	173rd ABN 2-503rd																		
VICENZA ITALY	FUSION MOTORPOOL																		
A	B																		
EDITING DATA	DOC IDENT	ROUT IDENT	FSC	FIN	ADD	UNIT	QUANTITY	REQ	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU	PROJECT	REQ ORTY	REQDEL DATE	ADVIS STAT		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
AK1	9	9	0	5	0	1	1	8	7	9	4	6	8	E	A	0	0	0	
C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
DOCUMENT NUMBER	IS SUPPLEMENTARY ADDRESS	COST DETAIL ACCOUNT NUMBER	UNIT PRICE	TOTAL PRICE	ITEM DESCRIPTION	PUBLICATION DATA	MCS CODE	ISSUED	DATE POSTED	INIT	DUE OUT	DATE AVAILABLE	INIT	RECEIVED	DATE RECEIVED	SIGNATURE	ADVICE	MCS CODE	ISSUED
W91TY373231006R			0.46	1.84	PLANE, ISTRUCTION			G			R			S			2	B	G
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
B	S		0	2	9	9	9												
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
2	B																		
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84
DOC IDENT	ROUT IDENT	FSC	FIN	ADD	UNIT	QUANTITY	REQ	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBU	PROJECT	REQ ORTY	REQDEL DATE	ADVIS STAT	ROUT IDENT	TRANSACTION	DOLLARS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

3-13. SYSTEM GENERATED REQUESTS (DA FORM 2765-1E).

- a. When requests are made for a recoverable item, it is recommended that a turn-in of the unserviceable item should be made at the same time. When Recoverable Items are not available for turn-in due to loss, damage, initial issue, or a change to the unit's PLL, one of the following statements must be annotated on the requisition:
 - 1. Replaces lost or damaged item, action pending IAW AR 735-5.
 - 2. Initial issue due to increase in PLL stock age.
 - 3. Initial issue/increase due to change in TO&E.
 - 4. Requested Item is for initial issue. Item authorized for stock age and turn-in of unserviceable is not required.
- b. If the Recoverable item was not available because it has been removed from the end item it would cause the whole end item to become deadline. Unserviceable items will be turned-in within (10) ten days of receipt of parts written on the requisition. The request must include the unit commander's signature block and a signature as well.
- c. Request of exception to policy requesting delayed turn-ins will be in writing. Approval authority for these requests will be the Accountable Officer. (AR 710-2)
- d. SSA will ensure reparable codes are entered in SARSS when processing customer requisitions.
- e. 02 Walk-thru's will be limited to 02 NMCS pacing or deadline equipments only.
- f. Before inputting a 02 walk-thru, the SSA will check the availability balance on hand. If the item is available and the MRO is printed out, the customer w/escort will take the MRO to the warehouse for issue.
- g. The recoverability code (RC) is a one character alphabetic code assigned to items to indicate the disposition action required for unserviceable items. These codes are found in the AMDF under the column or heading RC. Items that have a recoverable code of "A, D, F, H, L" on the AMDF are considered recoverable.
- h. Recoverable items must be requested when required using a STAMIS System generated DA FORM 2765-1E and signed by the approving authority.
- i. Recoverable Item requests DA FORM 2765-1E will be process as any normal DA FORM 2765-1 issue request A0_ and process in SARSS.

DATE: 20010309	WALK THRU REQUEST FOR ISSUE	
UNIT: W91TY3	173 rd ABN 2-503 rd FUSION MOTORPOOL	
DIC: AOA	NSN/PART NR: 9905011879468	
UI: EA	QUANTITY: 00004	DOC NR: W81TY373231006
DEMAND: R	FUND CODE: BS	EIC: BTE
PROJ CD: PRIORITY: 02	RDD: 999	
ADVICE:	DSU: B	PART NOUN: PLANE INSTRUCTION
ADMIN NO: A245	SIG CD:	FAULT SEQ NO: 6955
<hr/> COMMANDER/DESIGNATED REPRESENTATIVE		
DA FORM 2765-1E		

SAMPLE WALK THRU REQUEST FOR ISSUE (DA FORM 2765-1E).

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

- j. Recoverable items must be requested on STAMIS Automated System generated DA FORM 2765-1E and signed by the approving authority.

DATE: 20010930	RECOVERABLE ITEM REQUEST	
	UNIT: 17 ^{3rd} ABN 2-50 ^{3rd} FUSION MOTORPOOL	
DIC: A0A	NSN/PART NR: 9905 01 187 9468	
UI: EA	QUANTITY: 00004	DOC NR: W81TY3 7323 1006
DEMAND: N	FUND CODE: BS	EIC: GA4
PROJ CD:	PRIORITY: 02	RDD: 999
ADVICE:	DSU: B	PART NOUN: PLANE INSTRUCTION
ADMIN NO: BNCOM	SID CD:	FAULT SEQ NO: 0000
	COMMANDER'S STATEMENT	
	TO: CLASSIX OFFICER	
	STATEMENT OF REQUESTING COMMANDER. (AR 720-2)	
	REQUESTED ITEM IS FOR INITIAL ISSUE. ITEM AUTHORIZED FOR STOCKAGE AND TURN-IN OF UNSERVICEABLE IS NOT REQUIRED.	
		_____ LTC JOHN D. DOE

DA FORM 2765-1E

SAMPLE OF A RECOVERABLE ITEM REQUEST (DA FORM 2765-1E).

SECTION IV.

CUSTOMER TURN-IN PROCEDURES.

4-1. TURN IN CATEGORY.

- a. The following categories of property are turned in to SSA that would normally issue them:
 - 1. All serviceable excess items.
 - 2. All suspended or unserviceable nonexpendable items.
 - 3. All suspended or unserviceable durable or expendable items with RCs of A, D, F, H, L, O or Z.
 - 4. Scrap. Material having no value except for basic material content.
- b. All unserviceable durable or expendable items replaced at the organizational level having RCs of O or Z that are not actually consumed in use are turn in by the customer unit to the support SSA as SCRAP.

4-2. MANUALLY PREPARED REQUEST FOR TURN-IN (D6A).

BLOCK	FIELD LEGEND	EXPLANATION
A	NAME AND ADRESS OF THE SSA	W81AT1 USAG VICENZA, SSA, VICENZA ITALY
B	NAME AND ADRESS OF UNIT TURNING IN THE ITEM	
1-3	DOCUMENT IDENTIFIER	ENTER D6A
4-6	NATIONAL STOCK NUMBER	ENTER NSN (13 digits)
7	UNIT OF ISSUE	ENTER UI FROM AMDF
8	QUANTITY	ENTER QTY TO BE TURNED IN. ZERO FILL TO THE LEFT
9-12	DOCUMENT NUMBER	ENTER DODAAC, JULIAN DATE AND SERIAL
15	SUPPLEMENTARY ADRESS	ENTER DODAAC OF SSA SHOWN IN BLOCK A
M	UNIT PRICE	ENTER UNIT PRICE FROM AMDF
N	TOTAL PRICE	ENTER AMDF PRICE X QUANTITY
O	ITEM DESCRIPTION	ENTER NOMENCLATURE FROM AMDF
P	ENTER REASON FOR TURN-IN	EXCESS-UNSERV, REPLACEMEMTN-UNSERV-FWT. MAXIMUM SERIAL NUMBER PER DOCUMENT IS TEN (10)
71	CONDIDTION CODE	CONDIDITON CODE OF ITEMS (A-B-C-G-F-H OR OTHER)

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

DA FORM 2765-1, APR 76	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEPT	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	REL	REDEL	ADV	STAT					
PREVIOUS EDITION WILL BE USED APP. PAM 100	SEND TO:	W81A1 USAG VICENZA, SSA VICENZA ITALY										REQUEST IS FROM: 173rd ABN 2-503rd FUSION MOTORPOOL													
	C	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEPT	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	REL	REDEL	ADV	STAT				
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT
	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS
	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR
	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ
	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP
	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP

SAMPLE FOR SERVICEABLE TURN-IN (DA FORM 2765-1).

DA FORM 2765-1, APR 76	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEPT	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	REL	REDEL	ADV	STAT					
PREVIOUS EDITION WILL BE USED APP. PAM 100	SEND TO:	W81A1 USAG VICENZA, SSA VICENZA ITALY										REQUEST IS FROM: 173rd ABN 2-503rd FUSION MOTORPOOL													
	C	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEPT	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	REL	REDEL	ADV	STAT				
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	
	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	
	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	
	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	
	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ
	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP
	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP

SAMPLE FOR UNSERVICEABLE TURN-IN (DA FORM 2765-1).

DA FORM 2765-1, APR 76	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEPT	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	REL	REDEL	ADV	STAT					
PREVIOUS EDITION WILL BE USED APP. PAM 100	SEND TO:	W81A1 USAG VICENZA, SSA VICENZA ITALY										REQUEST IS FROM: 173rd ABN 2-503rd FUSION MOTORPOOL													
	C	DOC IDENT	ROUT IDENT	FSC	FIN STOCK NUMBER	ADD	UNIT	QUANTITY	REQ	REQUISITIONER	DATE	SERIAL	DEPT	SUPPLEMENTARY ADDRESS	FUND	DISTRIB	PROJECT	REL	REDEL	ADV	STAT				
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	
	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	
	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	
	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	
	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ
	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP
	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP

SAMPLE FOR UNSERVICEABLE SCRAP TURN-IN (DA FORM 2765-1).

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

Legend for SAMPLE FOR UNSERVICEABLE SCRAP TURN-IN (DA FORM 2765-1);
Completion instructions by column numbers for DA Form 2765-1.

item number

- (1-3) enter "A5J."
- (23-24) enter "LB."
- (25-29) enter the estimated weight.
- (30-43) enter the unit document number.
- (45-50) enter the DODAAC of DRMO.
- (71) enter "S."

blocks

- (A) enter the unit name and address.
- (B) enter the DRMO name and address.
- (O) enter the word "scrap" and identify the basic materiel content; e.g., steel, tires, wire, to the best of your ability.

Note: items must be segregated by basic materiel content. Each type materiel requires a separate turn-in document.

4-3. TURN IN DOCUMENT FROM STAMIS ATUTOMATED SYSTEM.

DATE: 20010709	UNIT TURN-IN
UNIT: 173 rd ABN 2-503 rd FUSION MOTORPOOL	
DOCUMENT NUMBER:	W91TY373231006
FSC/CAGE:	9905
NIIN/PART NUMBER:	011879468
NOMENCLATURE:	PLAINE, INSTRUCTION
UNIT OF ISSUE:	EA
QUANTITY:	00004
DSU CODE:	B
RECOVERABILITY CODE:	Z
RETURN ADVICE CODE:	1Z
REASON FOR TURN IN:	TURN-IN EXCESS UNSERV
SERVICEABILITY CODE:	F
REASON USERVICEABLE:	
DATE RECEIVED: _____	QUANTITY RECEIVED: _____
DSU REPRESENTATIVE'S SIGNATURE: _____	
DA FORM 2765-1E	

SAMPLE OF ULLS-G GENERATED UNIT TURN IN (DA FORM 2765-1E).

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

4-4. UNSERVICEABLE SHOE TAGS.

<small>WARNING: Unauthorized persons removing, detaching, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1381)</small>	FSN, PART NO. AND ITEM DESCRIPTION 2930-01-308-9111 RADIATOR		UNSERVICEABLE (REPARABLE) TAG - MATERIEL	
	SERIAL NO./LOT NO. NIA		INSPECTION ACTIVITY S+E	CONDITION CODE F
	CONTRACT OR PURCHASE ORDER NO.		REASON FOR REPARABLE CONDITION CORROSION INNER CORE	
	UNIT OF ISSUE EA	QUANTITY 1	REMOVED FROM SSG MILES	
	REMARKS RXA ITEM REPLACE CORE ELEMENT			

SAMPLE UNSERVICEABLE GREEN TAG.

<small>WARNING: Unauthorized persons removing, detaching, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1381)</small>	NSN, PART NO. AND ITEM DESCRIPTION 2910-01-190-8592 ENGINE		UNSERVICEABLE (CONDEMNED) TAG - MATERIEL	
	SERIAL NUMBER/LOT NUMBER 12568		INSPECTION ACTIVITY DS+	CONDITION CODE H
	UNIT OF ISSUE EA		REASON OR AUTHORITY	
	QUANTITY 1	INSPECTOR'S NAME OR STAMP AND DATE CN2 WILSON		
	REMARKS ENGINE BLOCK CRACKED			

SAMPLE UNSERVICEABLE CONDEMNED (RED) TAG.

4-5. SERVICEABLE TURN-IN:

- a. Customer units may turn-in recoverable/DLR daily without appointment. Turn-ins other than DLR can be accomplished by making an appointment to ensure sufficient personnel are on hand at the SSA to accommodate the unit's needs.
- b. All items turned in to the SSA is accompanied by DA FORM 2765-1 (DIC) and DD FORM 1574 (Serviceable tag) securely attached to the part and protected from weather. All items must be cleaned and completely marked with NSN and Noun.
- c. Original containers with packing materials will be used when possible. When original containers are not available, customers should attempt to furnish packaging similar to that in which the item was received to ensure parts would not be damaged in shipment or storage. Segregate serviceable and unserviceable items into separate boxes prior to turn-in.

4-6. EXCESS OR UNSERVICEABLE ITEMS.

Before the unit's Direct Support Shop must inspect all unserviceable parts (serviceability, missing parts, damage, etc.) prior to turn-in:

- a. The unit's Direct Support Shop must inspect all unserviceable parts (serviceability, missing parts, damage, etc.) prior to turn-in.
 - (1) Customer will provide a DA Form 2407 (copy #4) which classifies the condition of the item. This classification will be reflected on the DA form 2765-1 used to turn in the item. Customer obtains this document from the supporting maintenance activity for all property book items to be turned in whether the item is excess or a replacement is needed. Items coded with a Maintenance Repair (MR) Code of "O" or "Z" will be classified by the customer prior to turn-in and the results listed on the back of the DA Form 2765-1 used to turn in the item.
 - (2) Non-property book items do not require a technical inspection prior to turn-in. The SSA will work order these items to the maintenance activity for a determination of condition or repair as appropriate, based on the MR code.
- b. The customer unit will classify items for which a replacement is required. This will have been done by the maintenance activity supporting the customer unit. Classification will be taken from the DA Form 2407 (copy #4) attached to the DA Form 2765-1 turn in document.
- c. The customer unit will have prepared the items to be turned in as follows:
 - (1) Ammunition, explosives, and extraneous matter will have been removed.
 - (2) Items will have been cleaned within the customer unit's capability.
 - (3) Accompanying maintenance records will have been made current.
 - (4) Flammable liquids must be drained and purged. Attach a Technical Inspection (TI) certificate of verification to the request for turn-in (D6A) (see Annex C).
 - (5) Items must be returned to their complete configuration.
 - (6) Packaging and preservation as may be needed to protect the items while they are in transit to the SSA will have been applied.
- d. The customer unit documents the items to be turned in as follows:
 - (1) Prepare a DA Form 2765-1. For non-cataloged, nonstandard commercial items, include complete item description and end item application as a minimum. Add any other identifying data that may be available.
 - (2) Prepare a DA Form 2062 if the items being turned in are class 2 nonexpendable or class 7 supplies. Two copies will accompany the request for turn-in. This does not apply to ORF transactions.

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

(3) Additional documents prepared by the maintenance activity supporting the customer unit are required for property book items. This does not apply to ORF transactions. These transactions are as follows:

- (a) The number 4 (blue) copy of the DA Form 2407 classifying the items.
- (b) The DA Form 461-5 (Vehicle Classification Inspection) documenting the classification if the items are in FSG 23 (Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles) or FSG 24 (Tractors). Two copies will accompany the request for turn-in.

c. Properly prepare and submit the following documentation:

1. DA FORM 2765-1 (D6A), or STAMIS printed D6A
2. DD FORM 1577-2 (Unserviceable Tag)
3. A damage statement, if applicable (ANNEX B)
4. Drainage Statement (stamped by inspector (ANNEX C)
5. Missing Parts statement IAW AR 735-5, if applicable (ANNEX A)
6. DA FORM 2404 or 5504 for Unserviceable items

NOTE: Unserviceable Fire Bottles must have a discharge statement from the unit Commander.

IMPORTANT: Along with all turn in a copy of a picture or characteristic of the item from FEDLOG or internet will accompany all turn-ins.

- d. TIs are to be made by technically qualified individuals assigned to a Field or Sustainment-level maintenance activity. Inspections will be performed according to equipment maintenance and serviceability standards applicable to the maintenance level performing the repair (AR 750-1 4.4).
- e. A DLR item is defined as one having a Maintenance Repair Code (MRC) of D or L, or Automatic Return Item (ARI) Code of C, E, R, or S.
- f. Units must call to make an appointment for all transactions by calling DSN: 634-3939.

4-7. MAJOR ASSEMBLY TURN-IN:

- a. Major Assembly turn-ins will not be accepted until properly drained, steam cleaned, inspected by a qualified inspector, missing parts statement and all other documentation is complete. By adhering to the guidelines, maintenance personnel can ensure that customer units will receive requested major items in the most efficient manner possible. The following paperwork is required for turn-in:
 1. Drainage Statement (stamped by Inspector) sees Annex C
 2. DA Form 2404
 3. DA Form 2765-1 (D6A)
 4. Missing parts statement (if applicable) see Annex A
 5. Serviceable Tag
- b. All items turned in will be accompanied by Serviceability tag (DD Form 1574 Serviceable tag, or DD Form 1577-2 Unserviceable. tag) securely attached to the part and protected from weather. Original containers must be used when possible or banded to a pallet before turn-in.
- c. A damage statement from the unit Commander is required for all items turned in with damage appearing to have been caused by other than Fair Wear and Tear (FWT) per AR 735-5. (ANNEX B).
- d. Unserviceable major assemblies will be turned in when requesting a serviceable assembly. If this is not possible or practical due to end item constraint, all unserviceable major assemblies will be turned in to Class IX SSA as soon as possible and not later than 5 calendar days after the serviceable item is issued.

4-8. CONTROLLED CRYPTOGRAPHIC ITEM AND WEAPONS TURN-IN:

- a. Units that required turn-in CCI or Weapons must coordinate with their supporting PBO to request disposition instruction from the Item Manager before any item could be turned in to the SSA.
- b. The only acceptable turn-in document is DD Form 1348-1 with all information completely typed.

NOTE: The Unit Commander and the Unit Property Book Officer are the ONLY persons authorized to sign DD Form 1348-1.

- c. The maximum serial number per document is TEN (10). The serial numbers must be typed Not hand written. The documents must be ERROR FREE due to the sensitivity of the items.
- d. Units must have a current 1687 Signature Card and a copy of Unit Commander or PBO assumption of command orders on file prior to turn-ins.
- e. Customer must call to make an appointment for all turn-in by calling DSN 634-3928.

1. CONTROLLED CRYPTOGRAPHIC ITEMS (CCI)

- a. Unit Commander or Property Book Officer authorizing turn-in or pick-up of classified materiel must provide the SSA with a memorandum verifying the level of clearance of the personnel authorized to make turn-in or pick-up. The individual making the turn-in or pick-up must have a security clearance equal to or greater than of the item being turned-in or picked-up.
- b. All batteries must be removed before turn-in. To insure the batteries have been removed, battery covers will accompany the items separately for turn-in. The unit will ensure that the item is inspected by the supporting DS maintenance for serviceability and verification of ZERO. After inspection has been performed, annotate on the work order Form 5504 in block 24a by noting "ZEROED IAW AR 380-40" and place the same annotation on the serviceability tag.
- c. All CCI must be ZEROED prior to turn-in. Unit Commander and the PBO must sign a statement in the form of memorandum verifying that the equipment has been zeroed. The memorandum must include nomenclature, serial number and document number and will be submitted at the time of turn-in with each item.
- d. A shortage list signed by either the Commander or PBO must be provided to document any missing components, and attached to the item being turn-in.
- e. Stock number must be checked on the AMDF or FEDLOG for the CIIC Code. This code must be 9 for CCI equipment.

2. WEAPONS TURN-IN:

- a. 9mm Pistols must be turned-in with a magazine.
- b. M-16-A1's and A2's must be turned-in with slings and at least ONE THIRTY ROUND MAGAZINE.
- c. Crew served weapons must be turned-in with all BII including spare barrels.
- d. Unit will ensure that all weapons are inspected by the supporting DS maintenance facility for determination of its condition code. After inspection has been performed, DS will annotate the correct condition code (cc) on the work order form 2407 and on the serviceability tag.
- e. All items must be free of dirt prior to turn-in.
- f. Call to make an appointment for all turn-in transaction by calling DSN: 634-3939/3997.

4-9. ROLLING STOCK TURN-IN:

1. PROCEDURES: Units must coordinate with their supporting PBO and request disposition instruction from the Item Manager before an item can be turned in to the SSA (SEE ANNEX E and H).
2. Initiation: The unit will initiate the request for disposition instructions by providing the Property Book Officer (PBO) the following documents:
 - (1) Document the supply condition code on a DA Form 461-5 (Vehicle Classification Inspection) of the items if they are FSG 23 (Ground Effective Vehicles, Motor Vehicles, Trailers, and Cycles) or FSG 24 (Tractors). Two copies will accompany the request for turn-in.
 - (2) DA Form 2404 (Equipment Inspection and Maintenance Worksheets). This form must be stamped with the equipment's supply condition code. Items coded P or H must have two signatures; the inspector and either the shop officer or the maintenance technician.
 - (3) DA Form 2407/5504 (Maintenance Request). The #4 (blue) copy of this form classifies the condition of the items. This classification will be annotated on the DA Form 2765-1 used to turn-in the item. The customer obtains this document from the supporting maintenance activity.
 - (4) DA Form 2408-9 (Equipment Control Record).
 - (5) All historical documents pertaining to that piece of equipment, i.e. DD Form 314, DA Form 2408-20, DA Form 2408-4, etc.
 - (6) Class VII items must have a component shortage or basic issue item (BII) list (DA Form 2062). Two copies must accompany the request for turn-in. Either the unit commander or the PBO must initial both copies.
 - (7) DA Form 2765-1, DD Form 1348-1 or STAMIS automated system generated document (Request for Turn-in, D6A).

1. PROCESSING:

- (1) The PBO will verify that the documents listed above and request disposition from G4 Supply-MMT for both serviceable and unserviceable items.
- (2) The SUPPLY-MMT will validate the request. If there is a shortage within the Southern Region, the SUPPLY-MMT will direct the PBO to lateral transfer the item to the unit with a valid shortage. The losing unit will ensure all lateral transfers are done at 10/20 Standings IAW the suspense established by G-4.
- (3) If no shortages exist within the Southern Region, the SUPPLY-MMT will direct the unit to turn-in the "NON-ROLLING" stock to the SSA by the suspense date established by G4. After the SSA signs the turn-in request (2765-1) accepting responsibility for the items, the unit will forward a copy to the PBO and the SUPPLY-MMT.
- (4) The losing unit will maintain "Rolling stock" until the PBO receives disposition instructions. Once the unit receives the disposition directive, they will deliver the material to its destination or coordinate with the 14th Trans Battalion for transporting.
- (5) The unit commanders will ensure their units meet all suspense dates. PBOs will forward a copy of all transactions to the SUPPLY-MMT to close the suspense files. Units must have a disposition memo from the SUPPLY-MMT in order to turn-in class VII. Prior coordination with the SSA must be done before any Turn-In; call DSN: 634-3939
- (6) When G4 receives disposition instructions, the SUPPLY-MMT will prepare a memo of the transfer directive to the PBO. The PBO will pass the directive to the unit to execute the transfer. Upon completion of the transfer, the PBO will adjust the PBUSE on-hand balance, close the suspense file, and forward a copy of the completed transfer to the SUPPLY-MMT.

4-10. FOUND-ON-INSTALLATION (FOI).

- a. Reference: DA Pam 710-2-2 (par 14-2)
 1. The organization finding Found-on-Installation items will be turned them in to the SSA as is. This turn in will be made without paperwork. SSA will not give credit vouchers for these supplies.
 2. Material will be issued to the customer on a free issue basis if a request for issue is submitted (Prepare a DA Form 2765-1 marked "FOUND-ON-INSTALLATION") and item is within the requesting unit's authorized allowance.
 3. Discovery of COMSEC materiel, to include CCI, which is not on accountable records, will immediately (same day) be reported as a COMSEC incident as specified in TB 380-41 or DA Pam 25-380-2(O), as applicable

4-11. TURN-IN EXCESS DRMO.

1. Units will not turn-in excess directly into the DRMO. Unit turn-in procedures in paragraph 2-13, AR 710-2 "state that no items will be turned in to DRMO directly from the unit/organization level.
2. All excess will be turned in to the activity responsible for consolidating and reporting excess material.
3. When so directed, the supporting maintenance activity will visually check (not technically inspect) these items to verify them as scrap. Paragraph 3-26, AR 710-2 states that "When the DRMO liaison confirms that the items are scrap, he/she may direct the customer unit to turn the scrap in to the scrap bins located in the maintenance facility.
4. The SSA will transfer uneconomical repairable material with RC code of "F" "O" or "Z" to their servicing DRMO.
5. The signature of a disinterested, qualified technical inspector is required on or attached to each material turn-in document that transfers property to DRMO (ar750-1, 4.4). Regardless of source of supply (SOS), the technical inspector must certify the description, supply condition code, and classification of the property. This includes turn-in document for condition code "H" that must show acquisition cost and name of the item.
6. Forms used for turn-in will contain the same essential elements of data as those for request (DA Form 2765-1).
7. Army-owned and Military Assistance Program (MAP) excess material that requires demilitarization will be processed according to DOD 4160.21-M and DOD 4160.21 M-1. Items requiring demilitarization are shown in the AMDF. A Jan 95 change to the demilitarization coding procedures eliminated the following demil codes: H, J, K, L, M, N, and X. Beginning 15 Nov 96, DRMO's are no longer accepting turn-in of material if an obsolete demil code is reflected on the turn-in document.
8. While demilitarization is normally accomplished by the DRMO, some items such as small arms or ammunition, explosives and dangerous articles must be demilitarized by the unit's DS shop and dispose it as scrap located in the unit's maintenance shop/IMMA.

4-12. COMPRESSED GAS CYLINDER PROCEDURES:

- a. PURPOPSE: To provide information on proper procedures for industrial gas cylinder refill/disposal.
- b. SUPPLY: Compressed gas cylinders in USAREUR come from two sources: US-owned cylinders obtained through the supply system, and locally provided cylinders/refill. The preferred method of supply is to utilize local contracts designed to provide a one-for-one exchange of full and empty cylinders. Units having questions about hydrostatic testing should contact the 200th MMC Chemical Branch (DSN: 484-7162).
- c. STORAGE: Units should ensure that compressed gas cylinders are properly stored in accordance with the procedures found in AR 700-68.
- d. IDENTIFICATION: AR 700-68 provides procedures for identifying various types of compressed gas cylinders.
- e. TURN-IN PROCEDURES: Units should turn in cylinders no longer required.
 1. Excess or expended cylinders issued by local contract should be turned to the vendor.

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

2. US-owned cylinders should be turned in to the supporting Supply Support Activity (SSA). Call DRMO liaison representative at (DSN: 634-3939).
3. Procedures vary according to the gas in question. Inert gas may be vented and cylinders containing residue of non-hazardous gasses may be turned in to DRMO. Dangerous gases must not be vented. Procedures for the Disposal of Compressed Gas Cylinders can be found in Chapter 8 of AR 700-68.

4-13. EXCESS AUTOMATION EQUIPMENT HARDWARE AND SOFTWARE.

- a. It is very important to check all your computer equipment and property prior to turn-in to SSA for any "Secret", "Classified", "Confidential", and "Tempest" or "Hazardous" indicator!
- b. Reference: AR 380-19, Appendix F, USAREUR 25-1, and DOD Memorandum dated 4 June 2001.
- c. Units requiring turn-in of Information Technology must see their supporting PBO to request disposition instruction from the Small Computer Issue Activity (SCIA).
- d. Customer units may turn-in the Automation Equipment to the SSA upon receiving the disposition instruction. The SSA will not accept any turn-in with out the disposition instruction.
- e. Turn-in documents required for turn-in to the SSA consist of:
 1. DA Form 1687 signed by PBO and appointment orders.
 2. CPU turn-in requirement document.
 - a. DD Form 1348-1A or 1348-2 (filled completely).
 - b. CPU chassis serial number in block 26.
 - c. 1 DLIS Form Label attached to the DD Form 1348-1 or 1348-2.
 - d. 1 DLIS Form Label attached to the CPU.
 - e. Original memorandum of Security Statement signed by the unit's Information Assurance Officer (IAO) certifying that the equipment contains no classified information.
 - f. DA Form 2407 or 5504.
- f. The hard drive is removed from the housing and turned in separately as usable item:

List hard drive serial number;
List make and model;
Indicate whether the hard drive was overwritten, degaussed, or destroyed (indicate only one of these choices) and date performed;
List software used (manufacturer, product version, dated used) if the hard drive was operable and was overwritten or degaussed or indicate destruction method;
Fill out DLIS Form 1867. Print name, rank/grade and signature of individual certifying the label's information and attach label to the hard drive.

If the hard drive is still in the computer housing:
List computer housing serial number;
List computer housing make and model;
Indicate whether the hard drive was overwritten, degaussed, or destroyed (indicate only one of these choices) and date performed;
List software used (manufacturer, product version, date used) if the hard drive was operable and was overwritten or degaussed /or indicate destruction method;
Fill out DLIS Form 1867. Print name, rank/grade and signature of individual certifying the label's information and attach label to computer housing.
- h. If the hard drive is destroyed and turned in as scrap, NO LABEL IS REQUIRED.
- i. Units must call the turn-in section for an appointment at DSN: 634-3939.

SECTION V.

ALTERNATE SOURCES OF SUPPLY.

5-1. DEFENSE REUTILIZATION MARKETING OFFICE (DRMO):

- a. Your local DRMO may be used as an alternate source of supply to fill your unit's needs. Policies and procedures for procurement through local DRMO facilities vary and should be obtained from your local DRMO.
- b. All items procured through DRMO facilities must be reported to the SSA through the use of Demand History Add transaction (DHA) so the SSA can capture the demand for the item.
- c. For more information, before turn-in items to SSA, regarding DRMO regulation see <http://www.drms.dla.mil/>

5-2. CANNIBALIZATION POINT:

- a. Cannibalization Points provide a source for repair parts, components and assemblies that have a low mortality rate or are difficult to obtain.
- b. Cannibalization Points are normally set up at installations with fixed maintenance facilities. Detailed procedures for Cannibalization Point operations are in DA Pam 710-2-2.
- c. All items procured through the Cannibalization Point must be reported to the SSA through the use of Demand History Add transaction (DHA) so the SSA can capture the demand for the item.

5-3. FABRICATION:

Fabrication is defined as having the part made using Direct Support, Organizational, or Local Economy Assets. If the Acquisition Advice Code (AAC) is "F", contact the IMMA to see if fabrication is an acceptable method to meet your needs.

5-4. OPERATIONAL READINESS FLOAT (ORF):

- a. ORF items are selected mission essential items that affect operational readiness. The items are exchanged on a one for one basis for items turned in for DS level repair.
- b. The IMMA Shop officer determines when an item is eligible for a float transaction and is the only one that can authorize such an action. See the DS Maintenance Shop's External SOP for specific ORF procedures.
- c. ORF accounts are established IAW AR 710-2 and AR 75-1.

5-5. LOCAL PROCUREMENT:

Local Purchase is a recommended source of supply and should only be used when authorized. In addition to policies in AR 710-2 paragraph 3-25, and Chapter 6, DA Pam 710-2-2, the following applies:

- a. The item or categories of supplies authorized for local purchase listed in DA Pam 710-2-2, para 6-45 and c, are excluded from normal requisitioning channels.
- b. Local purchase is authorized to meet emergency requirements when requisitioning through normal supply channels will not satisfy requirements. The following rules apply to emergency local purchase requirements:
 - (1) Requirement must meet criteria to use hi-priority request.
 - (2) Purchase is limited to the quantity needed to satisfy emergency. Emergency requests will not be used to purchase supplies for stock.
 - (3) The item must be readily available from commercial sources.

- c. GSA managed material (AAC/G) is authorized for local purchase when the following conditions are met:
- (1) Valid requirement exists.
 - (2) SSA is 0 balance and items are on the ASL.
 - (3) Status of due-ins will not support required delivery date.
 - (4) Conditions in para (1b), above are satisfied.
- d. The item or category listed in DA Pam 710-2-2, Chapter 6, page 6-1, para 6-4, e. Non-cataloged items that would be in the FSCs shown below (if they were cataloged) will be obtained by automatic local purchase.
- (1) Repair parts for CCE that would be in FSC 3800. When MILSTRIP requisitions are necessary (see para 6-7c), cite Project Code JZM in requisitions for CONUS shipment.
 - (2) Repair parts for MHE that would be in FSC 3900. When MILSTRIP requisitions are necessary (see para 6-7c), cite Project Code JZM in requisitions for CONUS shipment.
 - (3) Training aids and devices that would be in FSC 6900. (Includes end items, secondary items, and repair parts).
 - (4) Repair parts for general purpose automatic data processing equipment (ADPE), software supplies, and support equipment that would be in FSC 7000.
 - (5) Repair parts for office machines and visible record equipment that would be in FSC 7400.
 - (6) Rubber-stamps with FSC 7520.
 - (7) Insignia that would be in FSC 8455 (i.e. unit crests).
 - (8) Live animals, not raised for food that would be in FSC 8820.
 - (9) Ecclesiastical equipment, furnishings, and supplies that would be in FSC 9925 (i.e. advent wreathes: Christmas and Lenten missals, gefilte fish; kosher wine, palms, and religious books, curriculum material, and pamphlets).
 - (10) Secondary items and repair parts, regardless of FSC for class IV construction projects.
 - (11) Repair parts, regardless of FSC, for non-cataloged end and secondary items not supported by the wholesale supply system.

NOTE: USAG VICENZA, DOL, SSA do not support anymore Local Procurement service in base of new Army Acquiline PRweb Implementation system.

SECTION VI.

CUSTOMER DUE-OUT RECONCILIATION & VALIDATION.

6-1. CUSTOMER RECONCILIATION:

The purpose of performing customer reconciliation and validations is to ensure that both the unit and the SSA agree on the status of all units' requisition. This enables both parties to notice and correct any problems. Reconciliation listings are critical for effective management of requisitions at all levels. Attention to detail and importance must be stressed to unit PLL/Shop Supply Clerks.

6-2. RECONCILIATION SCHEDULE.

- a. Due-out reconciliation will be provided to customers twice a month. The customers will receive one hard copy of PCN AJT-028 in document sequence. This listing reflects all SARSS due-outs and dedicated due-ins to the customer.

DATE: 09/03/01	SARSS1	TIME: 20:07:09
SSA DODAAC: W81XT7	CUSTOMER RECONCILIATION LISTING	PCN: AJT-028
		PAGE 1
UNIT DODAAC: W908EC	UNIT NAME: Combat Support Company	
REQN DOC DOC SUF RIC	AD STA SHIP	
CODE DATE SERL CD SHIP	STOCK NUMBER UI QTY PD RDD CD CD	ESD FLAG DIC
— 0293 1027	2510 005909734 EA 0001 12 308	BB 01091 0 DGA
— 0298 1005	2540 010965023 EA 0001 12 311	BB 01091 0 DGA
— 0298 1006	2540 011885117 EA 0001 12 311	BB 01091 0 DGA
— 0298 1014	2540 011285607 EA 0001 12 325	BB 01091 0 DGA

SAMPLE CUSTOMER RECONCILIATION LISTING (PCN AJT-028).

- b. Units will schedule a monthly face-to-face RECON with the customer service section upon receipt of the reconciliation. Units with less than a 95% match rate will be scheduled for a mandatory face-to-face reconciliation.
- c. Customers will be required to return one completed copy of the AJT-028 listing to the SSA within 7 days IAW DA Pam 710-2-1, para 2-27 or by the suspense date listed on the RECON MEMORANDUM. If the supported unit fails to conduct and turn-in their RECON, the SSA will notify the unit Commander or higher command. It is imperative that units must pick up and return their RECON before the suspense date.
- d. It is mandatory that an item-by-item (face-to-face) review be conducted with the requester quarterly to validate the continued need for the item and quantity requested. Contact SSA Stock Control DSN 634-3936/37 for an appointment.

USAG VICENZA, SSA RECONCILIATION PROCEDURES

Date RECON (ajt-028) made available: _____ Suspense due date to SSA: _____

UNIT _____ DODAAC _____ POC _____ TEL# _____

1. Document Identifier Codes (DIC) appearing on the reconciliation are as follows:
 - a. DGA - BACK ORDER ESTABLISH / DUE-OUT TO REQUISITIONER.
 - b. A5A - MATERIEL RELEASE ORDER – From the SSA.
 - c. AE_ - SUPPLY STATUS TO THE REQUISITIONER
 - d. AC1 - CANCELLATION BY THE REQUISITIONER– in SARSS1 this indicates a cancellation.
 - e. D6S - DUE-IN ESTABLISHED – Reflects dedicated due-in to requisitioned.
 - f. DFA – DUE-IN ESTABLISHED – Reflects dedicated due-in for document.
2. The following should be accomplished prior to conducting your reconciliation.
 - a. All repair parts picked-up from SSA and posted to your Documentation Control Register (DCR).
 - b. Print the open and closed DCR.
 - c. Purge the DCR.
 - d. Draw a recon stop line on the DCR. This is determined by the newest valid document on the recon.
 - e. Highlight in RED all completed documents on your DCR. Highlight in YELLOW on the DCR all matching documents from the recon to the DCR. Ensure to note partial issues and partial cancellations.
 - f. Go through the DCR and highlight in BLUE any documents not marked in RED or YELLOW. BLUE documents require action. Perform research at your unit and schedule a (FACE-TO-FACE) with the SSA.
3. Validation Procedures
 - a. Documents still open on the recon / DCR and valid indicate with an (X) in the comment column of the recon.
 - b. Documents no longer require indicate with (C) in the comment column of the recon.
 - c. Documents that have been received, indicate with (REC) in the comment column of the recon.
4. Reconciliation Formula

a. Number of documents open on the DCR and not present on the RECON (BLUE).	A _____
b. Number of documents open on the RECON and not present on the DCR (BLUE).	B _____
c. TOTAL of A + B = C	C _____
d. TOTAL number matching on DCR and RECON (RED and YELLOW).	D _____
e. TOTAL documents. C + D = E	E _____
f. Reconciliation percentage D / E X 100 = F	F _____
g. Number documents released for issue (RFI).	G _____
h. Number documents released and not received.	H _____
5. RECONS will be produced around the 1st and the 15th of each month. The one from the 1st must be worked and returned to the SSA, this recon will be reported. The one from the 15th is for information only.
6. A FACE-TO-FACE RECON is required for percentages of 95% or less. The customer unit may schedule a FACE-TO-FACE at anytime regardless of percentage.
7. This document will be placed on file at the SSA and requires your Unit Commander’s signature. This authorizes any necessary changes to the due-in activity during reconciliation.
8. P.O.C. Mr. Anibal Alvarez-Rodriguez.

ANIBAL ALVAREZ-RODRIGUEZ, ACCOUNTABLE OFFICER _____ UNIT COMMANDER SIGNATURE

REFERENCES: DA PAM 710-2-1 PAR: 2-31 and DA PAM 710-2-2 section V.

EXAMPLE OF RECONCILIATION PROCEDURES MEMORANDUM.

6-3. RECONCILIATION PROCEDURES (DA PAM 710-2-1 PAR: 2-31 AND DA PAM 710-2-2 SEC V).

- a. Supported customers are required to provide the following information annotated on the RECON:
 - 1. If the items have been received, write "REC" on the list.
 - 2. For items that you have previously requested to be cancelled write "C" on the list.
 - 3. For items no longer required, write "C" on the list.
 - 4. For items not received and still required write "X" on the list.
 - 5. For requests that have insufficient quantities, submit an AOA with current document number for the desired quantities.
 - 6. For requests with a date before the cutoff date which appears open on the open document register but does not appear on the RECON, submit a follow-up document AF1. If the document does not appear on two consecutive RECONS, the status code BF should be entered on the document register and the part reordered if it is still required.
- b. Units are required to bring the following items to a face-to-face Reconciliation:
 - 1. Unit document register.
 - 2. A list of all documents (in the DCR) that; did not appear on RECON.
 - 3. A list of all documents that; were (on the RECON) not on the DCR.
 - 4. Your annotated copy of RECON listing AJT-028 signed by the Unit Commander.
- c. The following steps are recommended to use when computing the RECON percentage for accuracy:
 - Determine the number of documents open on the DCR and not present on the RECON (BLUE).
 - Determine the number of documents open on the RECON and not present on the DCR register.
 - TOTAL of A + B = C.
 - TOTAL number of matching on DCR and RECON (Red and Yellow).
 - TOTAL documents. C + D = E
 - Reconciliation percentage. $D/E \times 100 = F$

6-4. RECONCILIATION AUTHENTICATION:

The unit commander or Maintenance Chief (DOL) must validate and sign the Reconciliation Listing (AJT-028) prior to returning to the SSA. This indicates that the commander is aware of his/her Reconciliation percentage rate.

6-5. FACE-TO-FACE RECONCILIATION:

- a. The Customer Reconciliation (RECON) is available for pick up every first working day of every month. The Reconciliation is necessary to validate open requests have records in SARSS1 activity file.
- b. Customer with a reconciliation rate below 95% (DA Standing) is required to conduct face-to-face reconciliation with the Stock Control section. The customer is required to bring their document register during their face-to-face appointment.
- d. Units reconciliation rate will be briefed monthly during the CG Logistic Readiness Review.

6-6. CATALOG UPDATE PROCEDURES:

- A. The Catalog Update Process is a monthly process performed by CMMC and will be provided to the SSA. The SSA will run the Catalog Update Process, which adds, deletes, or edits items on the SSA Availability Balance File (ABF). If the Customer does not match their catalog with the SSA, items could get canceled due to NSN, unit of issue, and Supply Category of Materiel Code (SCMC) mismatches.
- B. Customers must ensure to update their monthly catalog to avoid miss-matched causing cancellation of requisition.

SECTION VII.

REFERENCE.

7-1. ACRONYMS AND DEFINITIONS:

999 - Use of a "999" in the Required Delivery Date (RDD) data field of a high priority requisition will ensure the requested item is sent expeditiously, normally via air.

Availability Balance Files (ABF) - ABFs depict the current Stock Record Account on-hand balances, stocks due in, and stocks due out to customers or other SSAs.

Advice Code (AC) - Used by the requisitioner to inform the supplier about exceptional data pertaining to a specific request.

Authorized Stockage List (ASL) - A list of items that a SSA is authorized to stock on a perpetual basis. Units will normally receive a request much quicker if it is an ASL item at their SSA. ASL items have a much shorter Order Ship Time.

Depot - A Wholesale supply and/or maintenance facility/warehouse.

Depot Level Repairable (DLR) - DLRs are repairable Class IX items, which are repaired at the wholesale (depot) level.

Dollar Threshold - Limits established in the parameters of the supply automation system, when exceeded, cause a requisition to be blocked until manager reviews, approves, and then re-inputs the requisition into the automated supply requisitioning channels. Dollar Threshold limits ensure that excessive quantities or expensive items are not mistakenly ordered.

Fully Mission Capable - Systems and equipment that are safe and have all mission-essential subsystems installed and operating as designated by applicable Army regulation. A full mission capable vehicle or system has no faults that are listed in the "not fully mission capable ready if" columns of the -10/-20 TM PMCS tables that apply to the vehicle/system or its subsystem required by AR 700-138. The terms ready/available and full mission capable refer to the same status: equipment is on hand and able to perform its combat missions. (Source: DA PAM 750-35)

Lateral Transfer - The permanent physical transfer of Class VII items from one unit to another unit. With lateral transfers both the losing and gaining units are identified.

Materiel Release Denials (MRD) - A notice from a storage site advising the preparer of a materiel release order of the negative action on the order. (Source: AR 725-50)

Materiel Release Order (MRO) - An order issued by an accountable supply system manager (usually an ICP or accountable depot) directing a non-accountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel. (Source: AR 725-50)

National Inventory Control Point (NICP) - The Army organization responsible for wholesale inventory management of assigned items, either for DA only or DOD as a whole. These activities are AMC MRCs, the U.S. Army Communications Security Logistics Activity (COMSECLOG), and the U.S. Army Electronic Materiel Readiness Activity (EMRA). (Source: AR 725-50)

Near Real Time - Refers to the transfer of data from one computer system to another with a minimal delay. Any delays would be measured in seconds or, at the most, minutes.

"Real Time" on the other hand, would be considered instantaneous data transmission between two computers. "Batch Processing" is defined as the receiving computer storing the transmitted data until a predetermined time when a group (or batch) of previously submitted data is processed.

Non Stockage Listing (NSL) - As opposed to ASL items, NSL items are not perpetually stocked at a SSA. Unit requisitions for NSL items normally must be processed at the Wholesale Supply level.

Non Mission Capable Maintenance (NMCMM) - Equipment that cannot perform its combat missions because of maintenance work underway or needed. (Source: DA PAM 750-35)

ACRONYMS AND DEFINITIONS (Continued)

Non Mission Capable Supply – (NMCS) Equipment that cannot perform its combat mission because of maintenance work stoppage due to a supply shortage. (Source: DA PAM 750-35)

Operational Readiness Float (ORF) - A quantity of selected end items or major components of equipment authorized for stockage at CONUS installations and overseas support maintenance activities to extend their capability to respond to the materiel readiness requirements of supported activities. This is accomplished by providing supported activities with serviceable replacements from ORF assets when like items of equipment of supported activities cannot be repaired or modified in time to meet operational requirements. (Source: DA PAM 750-35)

Order Ship Time (OST) - The amount of time, measured in days, it takes for an item requisitioned by a unit to be received and processed at the unit's SSA.

Prescribed Load List (PLL) - A list of unit maintenance repair parts that are demand supported, non-demand supported, and specified initial stockage repair parts for newly introduced end items. (Source: Unit Supply Update)

Priority Designator - The numeric entry that consists of a two-position code of Arabic numerals, made by combining the Force/Activity Designator (FAD) and the Urgency of Need Designator (UND). (Source: AR 725-50)

Project Codes - Are established at Chairman of the Joints Chiefs of Staff or Department of the Army level to fund and account for specific Operations or Missions. Project Codes were established for both Operation Joint Endeavor and Operation Joint Guard.

Property Book - Property Books are administrative records that account for non-expendable property. Property Books are maintained by Property Book Officers and can be either manual or automated.

Referral - Under SARSS-O, a referral directs one SSA to package, label, and ship an item it currently has in storage to another SSA. The latter, also known as the destination SSA, upon receipt of the item, will place it in the bin of the unit needing the item.

Reorder Point - That point, expressed as a quantity of stock, at which time a stock replenishment requisition would be submitted to maintain a stockage objective. This consists of the sum of the safety level, order ship time, and (if applicable) the repair cycle level.

Reparable - Class IX secondary items that carry a maintenance repair code (MRC) of "D", "F", "H", or "L". (Source: DA PAM 750-35)

Required Delivery Date - The date required for delivery of the requested item.

Requisition Objective - The maximum quantity of an item authorized to be on hand and on order at any time.

Retail Level - Level of supply below the wholesale level. Retail level stockage generally is oriented toward attaining maximum operational readiness of support units, and therefore it is based on demand or item essentiality. Installation supply and maintenance activities, direct support organizations, and general support units (GSUs) usually are engaged in retail level supply support.

RON/DON – Reorder Number/Document Number is the SARSS-O system process that changes the customer order number (DON) to document number (DON) submitted to wholesales sources of supply. The servicing SSA first fills customer's orders. Next, if the SSA is unable to fill the requirement by referring it to another SSA on the geographical area, which has the item, it will be rolled with any other requirements and sent to wholesale. In order to obtain status, customer must go through their supporting SSA.

Shop Officer - Normally a LT, the shop officer is the OIC of the Direct Support Unit's maintenance section.

Standing Army Management Information Systems - STAMIS are DA approved computer software programs that provide important managerial related information. The following are just a few of the logistics-related STAMIS:

- PBUSE
- SARSS
- SAMS
- SAAS

ACRONYMS AND DEFINITIONS (Continued)

Supply Status - Feedback from the supply system that informs interested parties about the status of a requested item. Supply status feedback may indicate: the request was canceled, the supply source requires additional information, the requisition is valid but it will take additional time for it to be shipped, or the item is on hand at the supply source and is being prepared for shipment.

Supply/Maintenance Telecommunications Methods - The methods where two separate computers transfer data via electronic means (radio waves, microwaves, satellites, landlines, etc.).

Theater Distribution System - A system where the trucks are managed and used to transport supplies and materials within USAREUR.

TM-10/-20 Maintenance Standing - The condition of the equipment when -

- a. The equipment is Fully Mission Capable.
- b. All faults are identified using the "items to check" column of the applicable TM-10 series and TM-20 series PMCS table and:
 - 1) Corrective actions that are authorized to be accomplished at unit level, for which required parts are available, and completed.
 - 2) Required parts are requisitioned for faults that require them to complete the corrective actions.
 - 3) Corrective actions that are authorized to be accomplished at a maintenance level above the unit are on a valid direct support maintenance request.
- c. Equipment services are performed within the scheduled service interval.
- d. All current urgent and limited urgent modification work orders are applied.
- e. All authorized basic issue items and components of end items are present and serviceable or on valid requisition. (DA Pam 750-35)

Zero Balance - Indicates that no stocks are available.

ABA	Appropriation and Budget Activity
ABF	Availability Balance File
AC	Advice Code
ACWT	Average Customer Wait Time
ADP	Automated Data Processing
AIMI-E	Aviation Intensive Management Item-Expanded
AMC	US Army Materiel Command
AMDF	Army Master Data File
AMIS	Army Management Information Systems
AMS	Automated Manifest System
AMSS	Army Materiel Status System
AOD	Area-Oriented Depot
APC	Accounting Processing Code
APOD/E	Aerial Port of Debarkation/Embarkation
ARI	Automatic Return Item
ARMYLOG	Army Logistics Data on Compact Disk
ASF	Army Stock Fund
ASIMS	Army Working Capital Fund
ASL	Authorized Stockage List
ATLAS	Accounting Transaction Ledger Archival System
AWCF	Army Working Capital Fund
BBP	Break Bulk Point
BII	Basic Issue Item
BLAST	Block Asynchronous Transmission

ACRONYMS AND DEFINITIONS (Continued)

BOIP	Basis of Issue Plan
BSA	Brigade Support Area
CBS-X	Continuing Balance System-Expanded
CC	Condition Code
CCP	Consolidation/Containerization Point
CDA	Catalog Data Agency (now CSB)
CDDDB	Controlled Demand Database
CIIC	Controlled Inventory Item Code
CMMC	Corps Materiel Management Center
CONUS	Continental United States
COOP	Continuity of Operations Plan
COPAD	Contractor Operated Parts Depot
COR	Contracting Officer's Representative
CPU	Central Processing Unit
CRA	Continuing Resolution Authority
CRP	Central Receiving Point
CSA	Corps Storage Area
CSB	Central Systems Branch (formally CDA)
CSS	Combat Service Support
CSSAMO	Combat Service Support Automation Management Office
CSSCS	Combat Service Support Control System
CTA	Common Table of Allowances
CTASC-II	Corps/Theater Automated Data Processing Service Center II
DAAS	Defense Automated Addressing System
DAMMS-R	DA Movement Management System-Redesigned
DAO	Defense Accounting Office
DCAS	Database Commitment Accounting System
DCSLOG	Deputy Chief of Staff for Logistics
DDN	Defense Data Network
DESCOM	USA Depot System Command
DFAS	Defense Finance and Accounting Service
DHF	Document History File
DIC	Document Identifier Code
DISCOM	Division Support Command
DISREP	Discrepancy in Shipment Report
DLR	Depot Level Repairable
DMMC	Divisional Materiel Management Center
DNS	Domain Name Servers
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAF	Department of Defense Activity Address File
DOIM	Directorate of Information Management
DON	Document order number
DRMS (O)	Defense Reutilization and Marketing Service (Office)
DSA	Division Support Area
DSU/GSU	Direct Support Unit/General Support Unit
EAC	Echelons Above Corps
ECC	Equipment Category Code
ECP-S	Engineering Change Proposal-Software
EIC	End Item Code
ELS	Exportable Logistics System
EOR	Element of Resource
EPC	Error Processing Code
ESD	Estimated Shipment Date

ACRONYMS AND DEFINITIONS (Continued)

EUWS	End User Workstation
FAD	Force Activity Designator
FC	Fund Code
FED LOG	Federal Logistics
FMC	Fully Mission Capable
FSC	Federal Supply Classification
GBL	Government Bill of Lading
I & S	Interchangeability and Substitutability
I/O	Input/Output
IAR	Inventory Adjustment Report
ICP	Interim Change Package or Inventory Control Point
ILAP	Integrated Logistics Analysis Program
ILSC	Industrial Logistics System Center (formally SIMA)
IMPAC	International Merchant Purchase Authorization Card
IPG	Issue Priority Group
ISAM	Indexed Sequential Access Method
JIT	Just In Time
LASSO	Logistics Automation System Support Office
LCA	Logistics Control Activity
LCD	Liquid Crystal Display
LED	Light Emitting Diode
LI	Liquidator Indicator Code
LIF	Logistics Intelligence File
LOGSA	Logistics Support Activity
LPN	Long Part Number
LSP	List System Parameters
MAC	Maintenance Allocation Chart
MACOM	Major Army Command
MATCAT	Materiel Category
MCN	Management Control Number
MGR-CD	Manager Code
MIIC	Major Item Information Center
MILSTRAP	Military Standing Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standing Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIRV	Major Item Requisition Validation
MLEV	Stockage Level Management
MODEM	Modulation/Demodulation Equipment
MRF	Manager Review File
MRO	Materiel Release Order
MROCS	Materiel Release Order Control System
MRSA	Materiel Readiness Support Activity
MSE	Mobile Subscriber Equipment
MTOE	Modification Table of Organization and Equipment
NAP	Net Asset Posture
NDI	Non-Developmental Item
NGB	National Guard Bureau
NICP	National Inventory Control Point
NIIN	National Item Identification Number
NMCS	Not Mission Capable Supply
NSL	Non-Stockage List
NSN	National Stock Number
NULO	Negative Unliquidated Obligations
OCIE	Organizational Clothing and Individual Equipment

ACRONYMS AND DEFINITIONS (Continued)

OCONUS	Outside Continental United States
OMA	Operations and Maintenance-Army
OMAR	Operations and Maintenance-Army Reserve
ORF	Operational Readiness Float
ORIL	Overage Repairable Items List
OUF	Order of Use File
PAT	Process Action Team
PC	Project Code
PD	Priority Designator
PDCD	Portable Data Collection Device
PIIN	Procurement Instrument Identification Number
PLL	Prescribed Load List
PR&C	Purchase Request and Commitment
QSR	Quarterly Stratification Report
RAC	Return Advice Code
RAM	Random Access Memory
RDD	Required Delivery Date
REA-REF	Reason Referred Code
RECON	Customer Reconciliation
REX	Re-Identification of Excess
RF	Radio Frequency
RIC	Routing Identifier Code
RO	Requisitioning Objective
ROD	Report of Discrepancy
RON/DON	Request Order Number/Document Order Number
ROP	Re-Order Point
RP	Record Position
RPP	Retrograde Processing Point
RSC	Readiness Sustainment Center or Regional Support Center
RX	Reparable Exchange
SAACONS	Standing Army Automated Contract System
SAAS	Standing Army Ammunition System
SAMS	Standing Army Maintenance System
SARSS1	Standing Army Retail Supply System - Level 1
SARSS2AC	Standing Army Retail Supply System - Corps
SARSS2AD	Standing Army Retail Supply System - Divisional
SARSS-O	Standing Army Retail Supply System – Objective
SAT	Software Acceptance Test
SCC	Supply Categories Code
SCMC	Supply Category Materiel Code
SCP	Software Change Package
SCSI	Small Computer System Interface
SDD	Standing Delivery Date
SEES	Standing Entry Exit System
SF	Stock Fund
SIMS-X	Selected Item Management System-Expanded
SL	Safety Level
SL	Subsidiary Ledger
SLC	Stockage List Code
SMCS	SARSS Master Control System
SNR	SARSS Network Router
SNRF	Stock Number Relationship File
SOS	Source of Supply

ACRONYMS AND DEFINITIONS (Continued)

SPBS-R	Standing Property Book System-Redesign
SPN	Short Part Number
SQL	Structured Query Language
SSA	Supply Support Activity
SSSC	Self Service Supply Center
STAMIS	Standing Army Management Information Systems
STANFINS	Standing Army Finance System
STARFIARS	Standing Army Financial Inventory Accounting & Reporting System
TA	Type Action
TAACOM	Theater Army Area Command
TACCS-E	Tactical Army CSS Computer System
TAMMC	Theater Army Materiel Management Center
TAV	Total Asset Visibility
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TCP/IP	Transmission Control Protocol/Internet Protocol
TDA	Table of Distribution and Allowances
TDC	Theater Distribution Center
TDS	Theater Distribution System
TPF	Total Package Fielding
TPN	Tactical Packet Network
TRADOC	United States Army Training and Doctrine Command
TTA	Tactical Terminal Adapter
TUFMIS	Tactical Unit Financial Management Information System
ULLS	Unit Level Logistics System
ULO	Unliquidated Obligations
UND	Urgency of Need Designator
USAISSDCL	United States Army Information Systems Software Development Center, Lee
USP&FO	United States Property and Fiscal Officer
UUP	Unit Unique Parameters
WOLF	Work Order Logistic File

7-2. ACQUISITION ADVICE CODE.

A one-character code used at customer level that shows how to get an item.

CODE	EXPLANATION
A	Service Regulated. Issue, transfer, or shipment of item is controlled by authorities above inventory control point (ICP) level. Use or stockade requires release authority based on approved reasons of need.
B	ICP Regulated. Issue, transfer, or shipment of item is controlled by ICP. Use or stockage of item requires authority based on approved reasons of need.
C	Service Managed. No special controls other than individual service supply policy.
D	DOD Integrated Material Manager (IMM), Stocked and Issued. No special controls Other than IMM/Army Standing supply policy. However, requisitions must contain the fund citation required to obtain items.
E	Other Service Managed, Stocked and Issued. No special controls other than the Standing requisitioning policy. Requisition may require fund citation (see fund code and/or material category code position 2).

ACQUISITION ADVICE CODE (CONT.)

- F Fabricate or Assemble (or Obtain Items Source Coded XB from cannibalization). Support is by fabrication or assembly. Procurement is not justified except when a requirement for an item coded "XB" cannot be satisfied through cannibalization. The item will be centrally procured but not stocked. Requisition must contain advice code "2A" or it will be rejected with status code "CN".
- G General Services Administration (GSA) Integrated Material Manager Stocked and Issued. GSA item available from GSA supply sources.
- H Direct Delivery Under a Central Contract. No special controls other than IMM/service Standing supply policy. Item is issued by direct shipment from vendor.
- I Direct Ordering From a Central Contract/Schedule. Activities may place orders directly to vendors for direct delivery to the user.
- J Not Stocked, Long Lead-Time. Procurement action initiated upon requisition receipt because item is not stocked.
- K Centrally Stocked for Overseas Only. Main method of supply is local purchase. However, item is stocked in domestic supply system for those overseas activities unable to locally procure.
- L Local Purchase. Item is not stocked in wholesale system. Local purchase is main means of supply at base, post, camp, or station level.
- M Restricted Requisitions-Major Overhaul. Do not requisition unless authorized to perform major overhaul because item can only be used by major overhaul activities.
- N Restricted Requisitions-Disposal. Discontinued item no longer authorized for issue except on specific approval of the item manager.
- O Packaged Fuels-DLA Managed and Service Regulated. Item is centrally procured but not stocked by IMM. There is a long lead-time for this item, which will be provided by direct shipment to user from a vendor or from service assets.
- P Restricted Requisition-Security Assistance Program (SAP).
 - 1. Indicates item is stocked or acquired only for SAP requirements.
 - 2. Indicates item is non-stocked and material is ordered from the contractor for shipment directly to the foreign government.
 - 3. Base, post, camp, or station will not requisition.
- Q Bulk Petroleum Products-DLA Managed. May be centrally stocked or available by direct delivery under a central contract. Requirement submission and item supply will be in Accordance with DOD 4140.25.M.
- R Restricted Requisition-Government Furnished Material (GFM). Item is centrally purchased from the manufacturer of military items. Base, post, camp, or station will not requisition.
- S Restricted Requisitioning-Other Service Funded. Army has no requirement for the item. The item is purchased by Army for the funding service. Issue, transfer, or shipment is subject to the specialized control of the funding service.
- T Condemned. No longer authorized to be purchased, issued, used, or requisitioned.
- V Terminal item. Item is in stock, but future purchases are not authorized. Item can be requisitioned until stocks are exhausted. Preferred NSN identified by phrase "when exhausted use".
- W Restricted Requisitioning-Special Instructions Apply. Stock Number has been assigned to a generic item for use in bid invitations, allowance lists, etc., against which no stocks exist. The NSN can be used if and when a procurement source becomes available.

ACQUISITION ADVICE CODE (CONT.)

- X Semi-active Item No-Replacement. A potentially inactive Stock Number that must be retained in the supply system because stocks are on hand or in use below wholesale level. The item is shown in equipment authorization documents, or "in use" assets are being reported. Central purchasing is authorized, but no stockage. Requisitions may be submitted and repeating demands may require an "AAC" change to permit stockage.
- Y Terminal Item. Future purchases are not authorized. Expands definition of AAC "V" items on which wholesale stocks have been exhausted.
- Z Insurance/Numeric Stockage Objective Item. Item may be required once in a while. A very small quantity will be stocked due to the essentiality or lead-time of the item. The item is centrally managed, stocked, and issued.

7-3. ADVICE CODE FOR CUSTOMER REQUESTS.

Advice Code IS entered by the requesting unit in block 22, RP 65 and 66, of a request for issue. It is used to provide instructions considered essential to supply action. The following advice codes may be used on customer requests (from AR 725-50):

CODE	EXPLANATION
1C	Fill as requested, substitute, or reject, if requested item, and/or acceptable substitute are not available to meet SDD or RDD. Do not pass to a higher source of supply.
1J	Fill as requested or reject if requested item is not available to meet SDD/RDD. Do not substitute; do not pass to a higher source of supply.
2A	Item is not locally obtainable through manufacture, fabrication, procurement, or authorized cannibalization.
2B	Requested item only will suffice. Do not substitute or exchange.
2C	Do not back order. Reject unfilled quantity not available to meet the SDD or RDD. Suitable substitute acceptable.
2D	Furnish exact quantity requested (such as, do not adjust to unit pack quantity).
2E	Free issue. Stock lists or other publications offer this without reimbursement.
2F	Item known to be coded obsolete but still required for immediate consumption.
2G	Multiple use - (1) Ship new stocks or stocks having new appearance; (2) strategic mission requires latest model and configuration (for electronic tubes); (3) strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges); (4) expected usage requires latest expiration dates only (for biological).
2H	Special textile requirement for use in air operations where personnel safety is involved.
2J	Do not substitute or back order any unfilled quantities.
2L	The quantity shown in the quantity field exceeds normal demand; however, this is a confirmed valid requirement.
2N	Items required in one continuous length as expressed in block 8 (RP 25-29) and unit of issue in block 7 (RP 23-24).
2T	Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.

7-4. CONDITION CODE.

CODE	TITLE	EXPLANATION
A	Serviceable (Issuable without qualification)	New, used, repaired, or reconditioned material that is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months' shelf life remaining (*For Army, level of preservation and packaging is not a restriction for issue.)
B	Serviceable (Issuable with qualification)	New, used, repaired, or Reconditioned materiel that is serviceable and issuable for its intended purpose; however, it is restricted from issue to specific units, activities or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months' shelf remaining. (* For Army, the manager will not include the level of preservation and packaging as part criteria for determining short shelf life. This will be by specific commodity or by item for inclusion within this code.).
C	Serviceable (Priority Issue)	Items that are serviceable and issuable to selected customers; but they must be issued before Supply Condition Code A or B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months' shelf life remaining. (*For Army, this includes items showing deterioration that are suitable for issue as directed by the commodity commands.)
D	Serviceable (Test/Modification)	Serviceable materiel that requires test, Alteration, modification, technical data marking, conversion or disassembly. This does not include items that must be inspected or tested immediately prior to issue. (*For Army, this includes items that require surveillance, laboratory analysis, functional testing. And technical evaluation by higher authority to verify serviceability.)
E	Unserviceable (limited restoration)	Items that involve only limited expense or efforts to restore to serviceable condition. It is done in the storage activity. (Limited expense or effort is that which is allowable for expenditure by the care and preservation activity under current policies.) May be issued to support ammunition requisitions coded to indicate acceptability of useable condition E stocks.
F	Unserviceable (repairable)	Economically repairable items that require repair reconditioning, or overhaul. (Includes repairable items that are radioactively contaminated.)
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel that has been determined to be unserviceable and does meet repair criteria; condemned items which are radioactively contaminated; Type I shelf-life materiel that has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (*For Army, the item must not contain any components or assemblies to be reclaimed. This includes ammunition, except serviceable surplus or obsolete ammunition authorized for demilitarization.) Do not classify materiel in supply condition code H unless it is truly unserviceable and does not meet repair criteria.)

CONDITION CODE (continue).

I	Not Assigned	Reserved for future assignment by DOD.
J	Suspended (in stock)	Items in stock that have been suspended from issue pending condition classification or analysis, when the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration. Also included are items that have been suspended from issue and pending commodity command investigation or determination of serviceability and munitions items that are being subjected to a malfunction investigation due to an unsafe or other defective condition. Unclassified (condition code K) returns are excluded.
K	Suspended (returns)	Items returned from customers and Users suspended from issue pending inspection and condition classification. (Includes items that have been identified by Stock Number and name, but not examined for condition.) These stocks will be inspected and properly classified as to condition according to allowable time Standings. When more time is needed because of receipts in large quantities, lack of facilities, lack of personnel, or other circumstances, the accountable supply distribution activity may grant an extension.
L	Suspended (Litigation)	Materiel held pending litigation Or negotiation with contractors or common carrier (*For Army, this includes shipments with overages, defects, or other conditions that require negotiations or litigation with procurement sources or common carrier to determine responsibility or liability for correction. Assets held pending the results of a report of survey is also included. This code should not be used.
M	Suspended (in work)	Items on inventory control record but that have been delivered to and accepted by an Army or DOD maintenance facility or a contractor's plant For processing.
N	Suspended (ammunition suitable) (for emergency combat use only)	Ammunition stocks suspended from issue except for emergency combat use.
O	Not assigned	Reserved for DOD assignment.
P	Unserviceable (reclamation)	Items that are unserviceable, Uneconomically repairable because of physical inspection, tear down, or engineering decision. Item contains serviceable components or assemblies that may be reclaimed.
Q	Suspended	This code is for intra-Air Force use only.
R	Suspended (reclaimed items,	Assets turned in by reclamation condition determination) activities which a waiting do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.

CONDITION CODE (continue).

S	Unserviceable (Scrap)	Items that have no value except for its basic materiel content. No stock will be recorded as on hand in condition code S. This code is used only on transactions that involve shipments to DRMOs. Items will not be transferred to condition code S before turn-in to DRMOs if they are recorded in.
T thru Z	Not Assigned	Reserved for DOD assignment.

7-5. DOCUMENT IDENTIFIER CODE (Source Appendix C, AR 725-50 and SARSS End User Manuals).

CODE	DOCUMENT TITLE	EXPLANATION
A01	Requisition	For overseas shipment with NSN
A02	Requisition	For overseas shipment with part number
A05	Requisition	For overseas shipment with exception data
A0A	Requisition	For domestic shipment with NSN
A0B	Requisition	For domestic shipment with part number
A0E	Requisition	For domestic shipment with exception data
A41	Referral Order	For overseas shipment with NSN
A42	Referral Order	For overseas shipment with part number
A45	Referral Order	For overseas shipment with exception data
A4A	Referral Order	For domestic shipment with NSN
A4B	Referral Order	For domestic shipment with part number
A4E	Referral Order	For domestic shipment with exception data
A51	Materiel Release Order	For overseas shipment with NSN
A52	Materiel Release Order	For overseas shipment with part number
A5A	Materiel Release Order	For domestic shipment with NSN
A5B	Materiel Release Order	For domestic shipment with part number
A5E	Materiel Release Order	For domestic shipment with exception data
A5J	Materiel Release Order	For shipment to DRMO
A61	Materiel Release Denial	For overseas shipment with NSN
A62	Materiel Release Denial	For overseas shipment with part number
A65	Materiel Release Denial	For overseas shipment with exception data
A6A	Materiel Release Denial	For overseas shipment with NSN
A6B	Materiel Release Denial	For overseas shipment with part number
A6E	Materiel Release Denial	For domestic shipment with exception data
A6J	Materiel Release Denial	For DRMO
AC1	Cancellation	By requisitioned
AC2	Cancellation	By supplementary addressee
AC3	Cancellation	By RP 54
AE1	Supply Status	To requisition
AE2	Supply Status	To supplementary addressee
AE3	Supply Status	To RP 54
AF1	Follow-up	By requisitioned
AF2	Follow-up	By supplementary addressee
AF3	Follow-up	By RP 54
AK1	Follow-up on Cancellation request	By requisitioned
AK2	Follow-up on Cancellation request	By supplementary addressee
AK3	Follow-up on Cancellation request	By RP 54
AM1	Document modifier	For overseas shipment with NSN
AM2	Document modifier	For overseas shipment with part number
AM5	Document modifier	For overseas shipment with exception data
AMA	Document modifier	For domestic shipment with NSN
AMB	Document modifier	For domestic shipment with part number

DOCUMENT IDENTIFIER CODE (CONT.)

AME	Document modifier	For domestic shipment with exception data
AR0	Materiel Release Confirmation	
ARI	Automatic Return Item	
AS1	Shipment status	To requisition
AS2	Shipment status	To supplementary addressee
AS3	Shipment status	To RP 54
ASH	Pseudo Shipment status	For Unconfirmed Materiel Release Order
AT1	Follow-up	For overseas shipment with NSN
AT2	Follow-up	For overseas shipment with part number
AT5	Follow-up	For overseas shipment with exception data
ATA	Follow-up	For domestic shipment with NSN
ATB	Follow-up	For domestic shipment with part number
AU1	Reply to Cancellation request	To requisitioned
AU2	Reply to Cancellation request	To supplementary addressee
AU3	Reply to Cancellation request	To RP 54
BAO	LIF Inquiry to LCA	
BEQ	LIF Response	Pseudo-receipt
BKA	Serial Number Tracking (SNT)	Follow-up response, item not received
BKB	SNT initial registration	
BKD	SNT inventory adjustment loss	
BKE	SNT shipment or turn-in	
BKF	SNT report of inventory (reconciliation)	
BKG	SNT shipment follow-up	
BKH	SNT receipt follow-up	
BKI	SNT reconciliation follow-up	
CPA	Add Catalog Record	
CPC	Change Catalog Record	
CPD	Delete Catalog Record	
CQD	Delete Catalog Record (Master Delete Request)	
D4S	Materiel receipt	From Local Purchase
D6A	Materiel receipt	From Customer Turn In
D6J	Materiel receipt	From DRMO
D6K	Materiel receipt	From referrals/retrograde
D6M	Materiel receipt	From Maintenance
D6N	Materiel receipt	Returns of materiel on loan
D6S	Materiel receipt	From Wholesale
D8_	Inventory Adjustment -- GAIN	
D9_	Inventory Adjustment -- LOSS	
DAC	Inventory Adjustment -- CONDITION CODE	
DAD	Inventory Adjustment -- O/P CODE	
DFA	Due-in transaction/record	
DFJ	Due-in from DRMO	
DGA	Due-out transaction/record	
DHA	Demand transaction	Used to establish or cancel demand transactions
DKA	Inventory Count Record	
DRA	Materiel Receipt Acknowledgment	
DRB	Materiel Receipt Response	
DRF	Materiel Receipt Follow up	
FT6	Materiel Returns	Follow-up of excess
FTA	Automatic Return notification	Customer report of excess (ARI)
FTC	Request For cancellation (EXCESS)	
FTE	Excess notification	Customer report of available excess
FTF	Follow-up (EXCESS)	

DOCUMENT IDENTIFIER CODES (Source Appendix C, AR 725-50) (continued).

CODE	DOCUMENT TITLE	EXPLANATION
FTL	Materiel Returns Program (MRP)	Supply Status
FTM	Material Returns Program, Notice of shipment	
FTR	Reply to customer excess report	Response to FTE
FTZ	Materiel Returns Program, receipt Acknowledgement	
TA1	DODAAF addition - modification	
TA3	DODAAF change	
TA4	DODAAF deletion	
TK4	CONUS In transit Data Card reflecting shipment receipt by the consignee.	
TK6/9	Overseas In transit Data Card	
XML	Maintenance Work Order	
YAM	Dedicated Due-In At SARSS1	
YB1	ABF Balance ROP, RO, SL, OH	
YB2	ABF Balance D/I, D/O	
YBP	Net Asset Position Transaction	
YC1	Catalog Addition (1 of 2)	
YC2	Catalog Addition (2 of 2)	
YC4	Local Catalog Build	
YC9	Multiple purpose SARSS1 suspense transactions pending DODAAF changes during mass cancellations, temporary change of support, and deletion pending close of activity.	
YDH	Document History Inquiry transaction	
YDN	Financial Due-In Reconciliation	
YE5	DODAAF SARSS Parameter Maintenance	TRANS 1
YEA	DODAAF SARSS Parameter Maintenance	TRANS 2
YEB	ABF Level Transaction	
YEX	Request Exception Data Trailer Record	
YEX	Transaction-Request Exception Data TRL, Card	
YH1	Due-In Header	
YH2	Due-In Suffix	
YIC	Due-In from Retrograde	
YIL	Overdue Due-In (Retrograde)	
YLD	Abbreviated DODAAF Transaction	
YSM	Overdue Shipment Notice	
YUS	Stock Number unserviceable repair shipping RIC	
ZF1	Bill Adjustment Card	
ZHL	Charge Account Local Purchase	
ZHM	Local Purchase Obligation	
ZIG	APC/FC File Update	
ZIM	Update SARSS1 or DSU DODAAC File	
ZK1	Financial Adjustment - General Ledger	
ZK2	Financial Adjustment - Obligation	
ZK3	Financial Adjustment - Accrual	
ZK4	Financial Adjustment - Receipts	
ZK5	Financial Adjustment - Payment	
ZK6	Subsidiary Ledger Update	
ZK7	Financial Adjustment - Accounts Receivable	

7-6. IDENTIFYING NUMBER CODE.

This is a one-position alphabetic code, which identifies the type of Stock Number.

CODE	EXPLANATION
A -	National Stock Number (NSN) (domestic).
C -	CAGE/manufacturer's part number (MPN) combination.
D -	Management control number (MCN) (domestic)

7-7. MAINTENANCE REPAIR CODE.

The Maintenance Repair Code is a one-position code. This code indicates (1) whether the item is to be repaired when unserviceable and (2) the lowest level of maintenance authorized to perform complete repair of the item. This does allow for some limited repair to be done at lower levels.

CODE	EXPLANATION
O	The lowest maintenance level capable of complete repair of the support item is (ALPHA) the organizational level.
F	The lowest maintenance level capable of complete repair of the support item is the direct support level.
H	The lowest maintenance level capable of complete repair of the support item is the following intermediate level: USAF - Intermediate (*) USA - General Support (*) USN - Ashore (Only) USMC - Fourth Echelon
D	The lowest maintenance level capable of complete repair of the support item is the depot level.
L	Repair restricted to designated Specialized Repair Activity.
Z	Non-reparable. No repair is authorized.
B	No repair is authorized. The item may be reconditioned by adjusting, lubricating, etc. at the used level. No part or special tools are procured for the maintenance of this item.
(Dash) Code.	This code identifies items that are not assigned a Maintenance Repair

7-8. RECONCILIATION CODE.

This is a one-position code used by the customer activities when responding to a Due-In Reconciliation Listing.

CODE	EXPLANATION
C -	Cancel due-in. Materiel no longer required.
K -	Cancellation follow-up. Request for a cancellation was previously submitted or material has been received by the customer activity.

7-9. SOURCE CODE (SRC).

This code designates the method and the source for obtaining repair parts:

A	Authorized Stockage List (ASL) at SARSS is the source of this item. SAMS-1 generates a Document Number for his part and requisitions automatically.
B	Cannibalization is the source of this part. SAMS-1 allows ordering the part manually from the cannibalization point. The transaction is not written to the Supply Transaction File (SPTR).
C	Reparable Exchange (RX) is the source of this item. SAMS-1 will create a request for issue and also a turn-in document (D6Z) for each item to be exchanged. The requisition is written automatically. The D6Z is prepared by SAMS-1 in hard copy.

- D Fabrication from piece parts is the source of the part. SAMS-1 allows ordering the part manually. The transaction is not written to the SPTR.
- E Self Service Supply Center (SSSC) is the source of the part. SAMS-1 allows ordering the part manually.
- F Maintenance Program Requirement. The repair part is furnished from pre-positioned stocks. SAMS-1 allows ordering the part manually. The transaction is not written to the SPTR.
- G ASL is the source of the part, but exception data is required and AOE manual procedures must be used. SAMS-1 will generate a Document Number and tell the operator to prepare a DA Form 1348-6 manually to provide information that cannot be furnished automatically. This code may also be used for local purchase items. The transaction is not written automatically.
- H Quick Supply Store (QSS) is the source of the part. SAMS-1 allows ordering the part manually. The transaction is not written to the SPTR.
- I Shop Stock List (SSL) is the source of the part. SAMS-1 will generate a Document Number and requisition automatically.

7-10. RECOVERABILITY CODE.

The Recoverability code is a one position alphabetic code. This code will identify the level of Maintenance allowed to turn -in an unserviceable item and requisition a replacement item when it can no longer be used.

CODE	EXPLANATION
A	This code identifies items which require special procedures in disposal. Reasons why this code is assigned include the following: precious metal content, high cost, materiel in short supply, or hazardous materiel. Check manuals and directives for instructions.
D	Reparable Item. Complete repair of this item can only be done at an Army depot. When a lower level of maintenance cannot repair this item, return it to the depot. Army depots are the only activities that can decide if this item should be disposed.
F	Reparable Item. Complete repair of this item can only be done by the direct support unit. When the organization cannot repair this item, return it to the direct support unit. The direct support unit and higher levels of maintenance can decide that this item should be disposed.
H	Reparable Item. Complete repair of this item can be done by the general support unit. When a lower level of maintenance cannot repair this item, return it to the general support unit. The general support unit and higher levels of maintenance can decide that this item should be disposed.
L	Reparable Item. Complete repair of this item can be done by the depot or specialized repair activity. When a lower level of maintenance cannot repair this item, return it to the depot or specialized repair activity. The depot or specialized repair activity can decide that this item should be disposed.
O	Reparable Item. Complete repair of this item can be done by the organization. The Organization and higher levels of maintenance can decide that the item should be disposed.
Z	Non-reparable items. Dispose of this item at the maintenance level authorized to replace it.

7-11. UNIT OF ISSUE CODE.

A two position alphabetic code which shows the smallest quantity of an item that can be requisitioned and issued.

CODE	EXPLANATION
AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale
BF	Board Foot
BG	Bag
BK	Book
BL	Barrel
BO	Bolt
BR	Bar
BT	Bottle
BX	Box
CA	Cartridge
CB	Carboy
CD	Cubic Yard
CE	Cone
CF	Cubic Feet
CK	Cake
CL	Coil
CN	Can
CO	Container
CY	Cylinder
CZ	Cubic Meter
DR	Drum
DZ	Dozen
EA	Each
FT	Foot
FV	Five
FY	Fifty
GL	Gallon
GP	Group
GR	Gross
HD	Hundred
HK	Hank
IN	Inch
JR	Jar
KT	Kit
LB	Pound
LG	Length
LI	Lifter
MC	Thousand cubic feet
ME	Meal
MR	Meter
MX	Thousand
OT	Outfit
OZ	Ounce
PD	Pad
PG	Package
PM	Plate

UNIT OF ISSUE CODE (continued)

PR	Pair
PT	Pint
PZ	Packet
QT	Quart
RA	Ration
RL	Reel
RM	Ream
RO	Roll
SD	Skid
SE	Set
SF	Square Foot
SH	Sheet
SK	Skein
SL	Spool
SO	Shot
SP	Strip
SX	Stick
SY	Square Yard
TD	Twenty-Four
TE	Ten
TF	Twenty-Five
TS	Twenty-Six
TN	Ton
TO	Troy Ounce
TU	Tube
VI	Vital
YD	Yard

7-12. RETURNS ADVICE CODE (RAC) (AR 725-50).

This is a two-position alphanumeric code used to identify the type of turn-in being made so that proper credit may be given to the customer unit. The code is written to the DIC D6A image, which is forwarded to SARSS2A (for customer turn-ins) or SARSS2B (for found-on-post transactions with a SSA Document Number).

CODE	EXPLANATION
1F	Found-on-post transaction- This code is automatically assigned by the system to all found-on-post transactions which contain an SSA Document Number.
1P	Return of emergency requirement materiel - This code is used to turn-in materiel previously received to support a DA – approved emergency requirement. The Document Number must be the same as the Document Number under which the materiel was originally received.
1S	Return of Government-owned cylinder - This code is used to return Government – owned shipping containers (e.g., drums, cylinders, and cans). The Document Number must be the same as the Document Number under which the container was originally received.
1T	Return of improper shipment (e.g., not ordered) - The code is used to turn-in an item received which was not ordered or which is not a suitable substitute for the item received.
1U	Return of shipment with hidden defects - The code is used to turn-in an item, which was received with hidden defects. The document number must be the same as the Document Number under which the item was originally received.
1Z	All Other Returns - This code is used for all customer turn-ins for which none of the previously described codes apply.

7-13. STATUS/REJECTION CODES.

Status/rejection codes are used to provide supply or rejection information to the requester. The codes are in record positions RP 65 and 66 of supply status cards. Items rejected, if still required, will be requested using new Document Numbers. Make sure the reason for previous rejection has been corrected. Explanations for supply status and rejection codes are not exactly as they appear in AR 725-50. The explanation has been modified so as to apply to the requester. Not all codes are listed. Codes that do not apply to the requestor have been omitted.

(See AR 725-50).

CODE	EXPLANATION
BA	Item being processed for release and shipment. The Estimated Shipping Date is contained in RP 70-73 when provided in response to a follow-up.
BB	Item back ordered against a due-in to stock. The estimated shipping date (ESD) for release of materiel to the customer is contained in RP 70-73.
BC	Item on original requisition that contains this Document Number has been back ordered. Long delay is expected and ESD is in RP 70-73. Item in Stock Number field (or "Remarks" field if Stock Number field cannot accommodate the item number), can be furnished as a substitute. The price for the substitute item is in RP 74-80. If desired, submit cancellation of original request and request the offered substitute. Use a new Document Number and current Julian date.
BD	Requisition is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. Requisition for GFM is delayed pending validation by either contracting MCA or between source of supply and MCA. See RP 4-6 to determine the activity performing the validation. On completion of review, additional status will be provided to show action taken.
BE	Depot or storage activity has a record of the MRO, but no supporting transaction or record of the action taken. (Depot or storage activity response to ICP request for MRO status, for use with DIC AE6 only.)
BF	No record of your document for which follow-up, DIC AF_ Cancellation request, DIC AC_, or cancellation request follow-up, DIC AK_; submitted. If item is still required, submit a request for issue using a new Document Number.
BG	One or more of the following fields have been changed: <ol style="list-style-type: none"> 1) Stock Number (as the result of a formal catalog change) <ol style="list-style-type: none"> a) Requested NSN has been replaced by or combined with NSN in Stock Number field. b) SN is assigned to part number that was requested. c) SC has changed but NIIN remains the same as originally requested. Review NSN (FSC and NIIN) to make sure that requisition being processed is for desired item. If NSN is not for desired item, submit cancellation request to source of supply. 2) Unit of issue (as the result of a formal catalog change). 3) Requested part number has been identified to or replaced by the part number shown in the Stock Number field. Examine quantity and unit price as result of the above changes. Revise records accordingly. Additional status will be given by the supply source to show further action on this request.

STATUS/REJECTION CODES (continued)

- BH Service coordinated, approved substitute, or interchangeable item, identified in Stock Number field, will be supplied. Examine unit of issue, quantity, and unit price fields for possible changes. Revise records accordingly. Additional status will be provided.
- BJ Quantity changed to conform to unit pack, adjust the due-in records accordingly. Unit of issue is not changed.
- BK Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
- BL Notice of availability was sent to the country representative or freight forwarder on date entered in RP 70-73.
- BM Your document forwarded to activity shown in RP 67-69. Send all future transactions for this Document Number to that activity.
- BN Request being processed as free issue. Signal and Fund Code fields corrected as noted. Adjust local fund obligation records.
- BQ Canceled. Results from receipt of cancellation request. Also applies to cancellation resulting from deletion of an activity from the DOD Activity Address Directory (DODAAD).
- BR Canceled. Requisitioning Activity authorized cancellation in response to MOV request furnished by processing point.
- BS Canceled. Requisitioning Activity failed to respond to MOV request from processing point.
- BV Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in RP 70-73. Cancellation, if requested, may result in billing for terminating contract and/or transportation costs, if applicable.
- BZ Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The estimated shipping date (ESD) is in RP 70-73.
- B2 Status of supply of procurement action precludes requested modification.
- B3 The RAD in the original requisition is unrealistic. The date in RP 70-73 is when the material will be available.
- B4 Canceled. Results from receipt of cancellation request. Do not de-obligate funds. Billing for materiel or contract termination charges will be made.
- B5 The activity identified by the code in RP 4-6 is in receipt of your follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished.
- B6 The materiel applying to the request for cancellation has been diverted to an alternate consignee.
- B7 Unit price change. The latest unit price for the item identified by the stock or part number in RP 8-22 is shown in RP 74-80.
- B8 Quantity requested for cancellation not accomplished.
- B9 The activity identified by the code in RP 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the shipment is being attempted. Do not delete due-in. Advice of final action will be furnished.

STATUS/REJECTION CODES (continued)

CA	Rejected. 1. Explanation for rejection is stated in the remark field (continued on reverse side or card as necessary). In this case, the status card will be mailed. This code will not be used when other status codes have been established to convey a specific condition. 2. When due to security reasons, or space limitations, explanation for rejection will be furnished by separate media referring to pertinent Document Numbers. In this case, the remark field will be left blank and "CA" status cards will be mailed with the supporting explanation.
CB	Rejected. Initial request asked for rejection of that quantity not available for immediate release or not available by the SDD or RDD. Quantity not filled is shown in RP 25-29.
CD	Rejected. Unable to process because of errors in the quantity, date and serial number fields. If received in response to a request and the materiel is still needed, submit a new request with correct data field entries. If received in response to a cancellation request and materiel is not needed, submit a new cancellation request with a valid quantity entry.
CE	Rejected. Unit of issue in original request, which is shown in RP 23-24 of this status document, does not agree with cataloged unit of issue and cannot be converted. If still required, submit a new request with correct unit of issue and quantity.
CG	Rejected. Unable to identify requested item. Submit a new request. Furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new request on DD Form 1348-6. Give as much data as is available.
CH	Rejected. Requisition submitted to incorrect SOS and correct source cannot be found. Locate correct source and submit a new requisition.
CJ	Rejected. Item coded (or being coded) "obsolete" or "inactivated". Item in Stock Number field, if different than item requested, can be furnished as a substitute. Unit price of the substitute item is in RP 74-80. If offered substitute is desired submit a new request with substitute item Stock Number. If only original item is desired, submit a new request on DD Form 1348-6. Cite advice code 2B. Furnish technical data; examples are: end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication.
CK	Rejected. Unable to procure. No substitute or interchangeable item is available. Returned for supply by local issue of next higher assembly, kit or components. Suggest fabrication or cannibalization. If not available, submit a new request for next higher assembly, kit, or components.
CM	Rejected. No longer free issue. Submit a new funded request with Signal Code other than D or M.
CP	Rejected. Source of supply is local manufacturer, fabrication, procurement, or direct ordering from Federal Supply Schedule. If not available locally or Activity lacks procurement authority, submit a new request with Advice Code 2A.
CQ	Rejected. Item requested is command or service regulated or controlled. Submit new requisition through appropriate channels.
CR	Rejected. Requisition is for Government-furnished materiel (GFM) and -Item is not authorized by terms of contract. Contractor is not authorized to requisition GFM. Contract identified in requisition is not registered at MCA.
CS	Rejected. Quantity requested is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new request for the required quantity using Advice Code 2L.

STATUS/REJECTION CODES (continued)

- CU Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in Stock Number field can be furnished as a substitute. Unit price of the Substitute item is in RP 74-80. (If offered substitute is desired submit a new requisition (note) with substitute Stock Number).
- CV Rejected. Item requisitioned too early. The effective date for requesting is in RP 70-73.
- CW Rejected. Item not available and the transportation cost are excessive. Local procurement is authorized for this request only. If item cannot be locally procured, submit a new request using Advice Code 2A.
- CX Rejected. Unable to identify ship to address as designated by the signal code or the signal code is invalid. If still required, submit a new request with valid data field entries.
- CZ Rejected. Subsistence item is not available for resale. Reserved for troop issue only.
- C7 Rejected. Document identifier code indicates this is a remarks or exception data document. Supply source has no record of receipt of remarks or exception data. If still required, submit a new request.
- C8 Rejected. Vendor will not accept orders for quantity less than that shown in RP 76-80. If requirement still exists, submit a new request for a quantity that is not less than that shown in RP 76-80.
- D7 Requisition modifier rejected because of errors in one or more data elements.
- D8 Rejected. Requisition is for controlled substance/item and requisitioned and/or "Ship to" address is not authorized recipient. Submit a new requisition on DD Form 1348-6 furnishing intended application and complete justification for the item. CDA PAM 18-1.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

SECTION VIII.

ANNEX.

ANNEX A.



DEPARTMENT OF THE ARMY
501ST FORWARD SUPPORT COMPANY, 173d AIRBORNE BRIGADE
UNIT 31401, BOX 91
VICENZA, ITALY
APO AE 09630

REPLY TO
ATTENTION OF

AESE-BF

01 October 2001

MEMORANDUM FOR USAG-Vicenza, Accountable Officer, Supply Support Activity, ATTN: Turn-in Section

SUBJECT: Missing Parts Statement

FROM: 501st Forward Support Company (AIRBORNE)

1. The following items below are missing due to (state reason)

NSN	NOUN	COST	QTY
2930-00-862-4465	VALVE	\$ 76.00	1EA
2540-00-087-3463	ADAPTER	\$ 25.00	1EA

2. I have reviewed the circumstances surrounding the missing item(s) and find no evidence of negligence or willful misconduct and hereby release for turn-in.

3. POC is the undersigned at 634-7725.

JAMES J. JOHNSON
CPT, OD
COMMANDER

Approve/Disapprove:

SAMUEL D. SIMPSON
LTC, AR
COMMANDER

Note: Statement covering more than \$200.00 must also be signed by the Battalion Commander (IAW AR 735-5).

SAMPLE OF MISSING PARTS STATEMENT.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

ANNEX B.



501ST FORWARD SUPPORT COMPANY, 173d AIRBORNE BRIGADE
UNIT 31401, BOX 91
VICENZA, ITALY
APO AE 09630

REPLY TO
ATTENTION OF

AESE-BF

01 October 2001

MEMORANDUM FOR: USAG-Vicenza, ATTN: Turn-in Section

SUBJECT: Damage Statement

1. Reference: AR 735-5, par 14-25, b

2. The following parts are damaged due to (state the reason):

NSN	NOUN	COST	QTY
2930-00-862-6939	RADIATOR	\$753.90	1EA

3. I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct.

4. I have completed my investigation on the above item(s) and hereby release it for turn-in/repair.

WILLIAM G. JACOBS
CPT, AR
COMMANDER

Approve/Disapprove

PAUL A. DESMOND
LTC, AR
COMMANDER

Note: Statement covering more than \$200.00 must also be signed by the Battalion Commander (IAW AR 735-5).

SAMPLE OF DAMAGE PARTS STATEMENT.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

ANNEX C.



DEPARTMENT OF THE ARMY
501ST FORWARD SUPPORT COMPANY, 173^d AIRBORNE BRIGADE
UNIT 31401, BOX 91
VICENZA, ITALY
APO AE 09630

REFRY TO
ATTENTION OF

AESE-BF

1 October 2001

MEMORANDUM FOR USAG-Vicenza, Supply Support Activity, ATTN: TURN-IN SECTION

SUBJECT: Drainage Statement

1. I certify the items below have been drained of all fluids and liquids IAW regulatory guidance and Standard Operating Procedures.

NSN	NOUN
2930-00-862-6939	RADIATOR
2910-01-142-2793	DRIVE UNIT

2. POC is the undersigned at 634-6969.

ROBERT S. WILLIAMS
CW3, OD
Maintenance Technician

SAMPLE OF DRAINAGE STATEMENT.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

ANNEX D.



501ST FORWARD SUPPORT COMPANY, 173rd AIRBORNE BRIGADE
UNIT 31401, BOX 91
VICENZA, ITALY
APO AE 09630

REPLY TO
ATTENTION OF

AETV-SCS-CK

1 November 2001

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

By the authority of paragraph 3-1a, AR 600-20, the undersigned assumes command of the 501st Forward Support Company (WET9AA), 173rd Airborne Brigade, effective 01 November 2001.

JOHN DOE
CPT, OD
Commanding

DISTRIBUTION:
A

SAMPLE OF ASSUMPTION OF COMMAND ORDERS.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

ANNEX E.



DEPARTMENT OF THE ARMY
501ST FORWARD SUPPORT COMPANY, 173d AIRBORNE BRIGADE
UNIT 31401, BOX 91
VICENZA, ITALY
APO AE 09630

REFRY TO
ATTENTION OF

AESE-VLS (1e)

1 October 2001

MEMORANDUM FOR Commander, Headquarters, 200TSC, ATTN: AERLA-MMC-RAD

SUBJECT: Request for disposition instructions

1. Document Number: W909RY 1228-7000

2. LIN:

3. NSN: 5898-01-256-9639

NOMENCLATURE: Receiver Transmitters

Quantity: 12

Serial Number: BJ3104A / 11095B / BJN215A

Condition Code: A

CIIC Code: 7

Zero Statement:

Unit Name / MSC:

200th MMC Control Number #: _____

9th MMC Control Number #: _____

PBO Point of Contact/Phone number/Email:

JOHN DOE
CW2, QM
Property Book Officer

SAMPLE OF REQUEST FOR DISPOSITION.

IMEU-VIC-LGS

Subject: USAG Vicenza, Supply Support Activity, External Standing Operating Procedures (SOP)

ANNEX F.



DEPARTMENT OF THE ARMY
501ST FORWARD SUPPORT COMPANY, 173d AIRBORNE BRIGADE
UNIT 31401, BOX 91
VICENZA, ITALY
APO AE 09630

REPLY TO
ATTENTION OF

AESE-VLO

19 November 2001

MEMORANDUM FOR USAG-Vicenza, Supply Support Activity, ATTN: Turn-In Section

SUBJECT: Turn-in of Automation Equipment

1. The following listed hard drives were destroyed IAW DoD Memorandum "Disposition of Unclassified Hard Drives," dated June 2001 and AR 280-19 using the following method: (Smelting, Disintegration, Pulverization, or Acid Application, etc)

HARD DRIVE MAKE AND MODEL

Compaq Contura
SEAGATE

SERIAL NUMBER

7530HPE53040
DZ06984712

2. The person performed the sanitation and destruction process is SFC Stinson at DSN 634-9811.

PAUL STINSON
SFC, USA
Information Assurance Officer
DOL AMO

**SAMPLE OF DoD VERIFICATION OF SANITATION/DESTRUCTION
OF DoD HARD DRIVE.**

ANNEX G.

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input checked="" type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No. 4MBW931	Barcode No.
Make and Model DELL CPU	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) <u>06/30/2008</u>	
Software or Degausser Used <u>////////////////////</u> (Mfg, product version, date) <u>////////////////////</u> OR (e.g., approved metal destruction facility)	
Method of Destruction SHREDDDED	
Generator Name CST	
Phone No. 6346464	DTID No.
Printed Name <u>PAOLO TOGNONI</u>	Rank/Grade U01
Signature <u>[Signature]</u>	Date 06/30/2008
DLIS FORM 1867, OCT 2002	

SAMPLE FOR SANITATION/DESTRUCTION VALIDATION LABEL.

ANNEX H.

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21st THEATER SUSTAINMENT COMMAND
UNIT 23203
APO 09263

AERLO-S

Approved for

24 Jun 2008

SUBJECT: Major Items Excess Disposition Instructions Response

1. PBO Document Number: WK9G2481710046
2. Losing Unit: W6E7AA W6E7USAG VICENZA
3. LIN:
4. NSN: 6625011203501
5. Nomenclature: SIG GEN SG-1170/U
6. Quantity: 1
7. Serial Number: 1103A, , , , , , , , ,
8. USA Number:
9. Condition code: H
10. CIIC code: 9
11. Requires CLASSIFIED Statement (YES OR NO): Yes
12. TURN-IN SUSPENSE DATE: 15 Jul 2008
13. Ship To: DRMO KAISERSLAUTERN/BLDG 2384 - RIC SQG SG4070
14. Phone: 483-8346
15. Point of contact: Mr. Lang
16. Purpose Code: DRMO
17. TLE Reference Number:
18. MSC Control #:
19. Turn-In Standards: Ship as is
20. Special Instructions:
21. Notify 21st TSC upon completion of action.

Disposition
by the
21st TSC

21st TSC

Disposition Instructions

Turn In To: SG4070

MGR: PETRY, ANNELIE

Date: 24 Jun 2008



SAMPLE FOR DISPOSITION.